

## CAREERS, EDUCATION, INFORMATION, ADVICE & GUIDANCE PROGRAMME 2023-24

<b>Approved by</b>	<b>L Paston</b>	<b>Date</b>	<b>November 2023</b>
<b>Next review due by</b>			<b>September 2024</b>

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## Introduction

Good careers guidance will enable all students to make the right choices to set them on the path to rewarding future careers by developing the skills, confidence and inspiration to be successful beyond school. At Weston Secondary School, promoting a career development culture is part of our mission in supporting the aspirations of our students and to ensure that they gain the necessary skills, knowledge and experience that they need to make progress and succeed in learning, work and employment. We are **Weston & Proud**. Our expectation is that all students are **Ready, Respectful and Safe**, as they develop and plan appropriate next steps for their futures.

We believe that effective careers education, information, advice and guidance (CEIAG) not only contributes to the wellbeing of our students but also to the wellbeing of their families, the communities in which they belong, wider society, businesses and the economy.

In line with this, an excellent careers programme ensures that students aims and aspirations are the best that they can be.

Students leaving Weston Secondary School will “have acquired and developed the employability skills and experience which businesses and higher institutions value”.

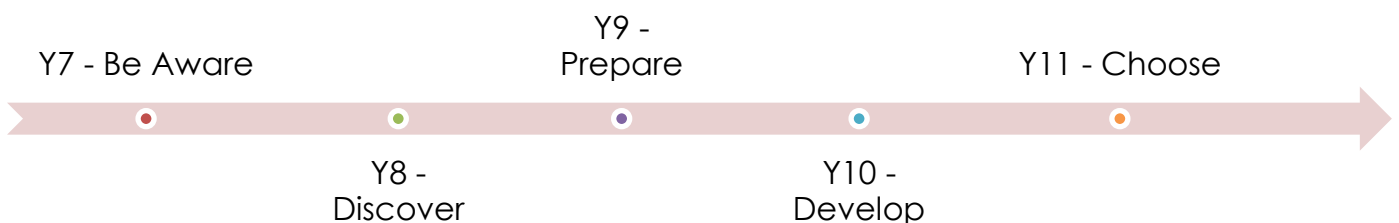
**Year 7** - An introduction to careers education. Raising student's **awareness** of a wide range of careers and pathways. Identifying careers preferences based on areas of interest or suitability.

**Year 8** - Students **discover** various careers options and their career pathways that match their interest and suitability. Students have an understanding of LMI and the experiences and qualifications that support specific career pathways.

**Year 9** - Students make decisions about GCSE options that have clear link to careers in **preparation** for future progression and post 16 choices.

**Year 10** - Students refine their career aspirations and recognise next the steps. Students **develop** their knowledge and employability skills.

**Year 11** - Students make smart **choices** about their post 16 career pathways making plans for colleges, training providers and apprenticeships.



## All Year Groups

Event	Information	Benchmark(s)	When
Royal Navy Activities	Engaging and fun physical and mental activities centred on employability and skills for life	2, 3, 5	Autumn Term
NHS 350+ Myth Busting	An education outreach programme introducing students to the breadth of roles available within our NHS (350+), across both clinical and non-clinical jobs	2, 4, 5, 7	Spring Term
Linking Curriculum Learning to the Curriculum	Embedded in the curriculum and seen in lessons	4	Ongoing
Opportunities for a variety of assemblies, information sessions & workshops	Encounters with Further and Higher Education, training and apprenticeship providers, employers, employees. Deepening understanding of different pathways	1, 2, 4, 5, 7	Ongoing
Personal Career Guidance	Offered to all students upon request. Priority appointments for year 11	8	Ongoing
Careers Education Information Advice and Guidance	Lessons (KS3) that follow the Steps Programme supporting the various stages of career planning (Year 8 & 9 currently)	1, 2, 3	Ongoing
PSHE lessons*	Aspects of career, education, information, advice and guidance in lessons	1, 3	Ongoing
Employer Engagement Programme	Linking what is learnt in the classroom to the relevance in the world of work	2, 3, 4, 5, 6	Ongoing
Subject related activities, trips and visits	Exposure to employers, employees and places of work. Challenging misconceptions and linking curriculum learning to careers	4, 5, 6	Ongoing

## Key Stage 3 Year 7

Event	Information	Benchmark(s)	When
Raising Aspirations	New beginnings assembly delivered by Kelly Simm Commonwealth Gold Medallist	3	Autumn Term
STEM – Exxon Mobile	STEM Science experiments designed to engage and enthuse	4, 5	Autumn Term
Globalbridge	Digital platform through which young people can showcase themselves beyond exam grades alone and connect with future career and education opportunities	2, 3, 4, 8	Autumn Term
Introduction to University	Raising aspirations and introducing the concept of university	3, 4, 7	Spring Term

## Year 8

Event	Information	Benchmark(s)	When
My Solent Story	Student led assembly providing a taste of student life. Charting career pathways from GCSE to Degree and beyond	3, 4, 7	Spring Term
Business Speed Networking	Raising aspirations and promoting a range of career options and pathways by meeting and talking to different employers	1, 2, 3, 4, 5, 6, 8	Spring Term
Hampshire & IOW Air Ambulance	A glimpse into the daily life of the Hampshire and Isle of Wight Air Ambulance. Raise aspirations of our future generation (STEM learning, PSHE/citizenship, employability skills and career ambitions)	2, 3, 5	Spring Term
Get Inspired	An understanding of the broad and exciting career paths that Southampton & The New Forest offer. Exhibitors, employers, training providers and educational institutions	2, 3, 4, 5, 7	Summer Term
Provider Access Encounter	Information about technical and apprenticeship providers, an overview of training and the future career pathways on offer	2, 3, 5	TBC

## Year 9

Event	Information	Benchmark(s)	When
Making the Right Choices	Introducing the concepts of level 1&2 qualifications to support informed choice	3, 4, 7	Spring Term
University Campus Visit	Choosing GCSE options. An understanding of the GCSE process and career pathways	3, 4, 5, 7	Spring Term
Interview Ready	Developing an understanding of how to prepare for an interview and assessment centre. Focus on employability skills, interview techniques and assessment centre tasks	1, 3, 4, 5, 6, 8	Spring Term
Preferences Evening	The process for selecting KS4 study promoting and supporting informed choice	3, 4, 7, 8	Spring Term
Presenting Your Futures	An understanding of routes into various careers. Investigating links to study whilst exploring qualifications and labour market trends	2, 3, 4, 7	Summer Term
Provider Access Encounter	Information about technical and apprenticeship providers, an overview of training and the future career pathways on offer	2, 3, 5	TBC

**Key Stage 4**  
**Year 10**

<b>Event</b>	<b>Information</b>	<b>Benchmark(s)</b>	<b>When</b>
Southampton Boat Show	Taking part in activities and events associated with the marine industry	2, 3, 5	Autumn Term
Why GCSE's Matter Assembly	Highlighting the importance of obtaining good GCSE results and progression pathways beyond GCSE exams	3, 4, 7	Spring Term
Personal Branding	Employability workshop that focuses on employability skills, the importance of a CV and personal action planning	1,2, 3, 4, 7	Spring Term
Employer Interviews	Interview with an employer with both verbal and written feedback. Practicing communication skills, develop confidence and understand what employers look for from the future workforce	1, 3, 4, 5, 8	Spring Term
NHS Personalised Learning	Linking curriculum skills and knowledge directly to a role within the NHS. Guest speakers talk with Q&A	2, 4, 5, 7	Spring Term
Your Futures	A collection of post-16 providers helping KS4 students plan for their future (St Mary's Stadium)	3, 5, 7	Summer Term
Work Experience	A week's immersion exploring the world of work and employment whilst developing employability skills	1, 2, 3, 5, 6, 8	Summer Term
Provider Access Encounter	Information about technical and apprenticeship providers, an overview of training and the future career pathways on offer	2, 3, 5	TBC

**Year 11**

<b>Event</b>	<b>Information</b>	<b>Benchmark(s)</b>	<b>When</b>
College Assemblies	Visits from local colleges and sixth forms promoting post-16 choices, experiences and application processes	1, 3, 7, 8	Autumn Term
Benefits of Higher Education	Exploring university as an option, the process of applying, the benefits of terms of employment, personal development and career opportunities	1, 2, 3, 4, 7	Spring term
Post-16 Qualifications & Next Steps	Information explaining A levels, BTEC's and Apprenticeships. Understanding of each type of qualification and its route to further study, training and career options	1, 3, 7	Spring Term

Personal Career Guidance	Personal guidance interview with a career's advisor at a significant point in study/career choice	1, 3, 4, 8	Ongoing
Provider Access Encounter	Information about technical and apprenticeship providers, an overview of training and the future career pathways on offer	2, 3, 5	TBC

## Top 10 Employability Skills

Employability skills underpin our curriculum. At Weston Secondary School we believe that academic success and character development go hand in hand.

By increasing the awareness and emphasising on key employability skills, we are not only developing our students skillset, knowledge and experience, but are supporting them in readiness for their future study and career choices. Our employability skills are categorised into three subgroups:

### How you work

#### How you work with others

#### How you think

	Skill	Description	Development
1	Using initiative and being self-motivated	<ul style="list-style-type: none"> <li>Follow instructions</li> <li>Put forward your own ideas</li> <li>Completion of tasks even through setback</li> </ul>	<ul style="list-style-type: none"> <li>Finish work without being asked</li> <li>Work without help but know when to ask for it</li> <li>Suggest new ideas</li> </ul>
2	Organisational skills	<ul style="list-style-type: none"> <li>Plan work to meet deadlines</li> <li>Organise your time and coordinate with others</li> <li>Monitor and adjust the progress of your work</li> </ul>	<ul style="list-style-type: none"> <li>Organise events and projects</li> <li>Plan your revision timetable</li> <li>Ability to be flexible and change plans</li> </ul>
3	Working under pressure and to deadlines	<ul style="list-style-type: none"> <li>Meet deadlines and targets</li> <li>Become a reliable person</li> </ul>	<ul style="list-style-type: none"> <li>Finish work before deadlines</li> <li>Plan to make the most of time</li> <li>Prioritise commitments</li> </ul>
4	Ability to learn and adapt	<ul style="list-style-type: none"> <li>Learn new things</li> <li>Learn from success and failure</li> <li>Adapt and do things better</li> </ul>	<ul style="list-style-type: none"> <li>Share ideas and use feedback to improve</li> <li>Put yourself forward</li> <li>Think about how to improve your work</li> </ul>
5	Communication and interpersonal skills	<ul style="list-style-type: none"> <li>Explain and present clearly</li> <li>Do your best to understand others</li> </ul>	<ul style="list-style-type: none"> <li>Present and speak with an audience</li> <li>Take part in debates</li> <li>Give instructions to others</li> </ul>
6	Teamwork	<ul style="list-style-type: none"> <li>Understand how you and others work best together</li> </ul>	<ul style="list-style-type: none"> <li>Plan when working with others</li> </ul>

		<ul style="list-style-type: none"> <li>• Get things done when working with others with different skills, backgrounds and personalities</li> </ul>	<ul style="list-style-type: none"> <li>• Take account of how your team are feeling when working together</li> </ul>
<b>7</b>	Negotiation skills	<ul style="list-style-type: none"> <li>• Think about what you and others want and need</li> <li>• 'Give and take' fairly when working with others</li> </ul>	<ul style="list-style-type: none"> <li>• Look for ideas that benefit all</li> <li>• Ask favours and support others by offering something in return</li> </ul>
<b>8</b>	Valuing diversity and difference	<ul style="list-style-type: none"> <li>• Respect others</li> <li>• Value the skills and experience of others</li> <li>• Show consideration for the needs of others</li> </ul>	<ul style="list-style-type: none"> <li>• Work with people who have different skills</li> <li>• Ensure everyone is involved in conversations and activities</li> </ul>
<b>9</b>	Problem solving skills	<ul style="list-style-type: none"> <li>• Identify key issues in a problem</li> <li>• Use your knowledge and experience when tackling problems</li> <li>• Develop and test possible solutions</li> </ul>	<ul style="list-style-type: none"> <li>• Design and create</li> <li>• Plan projects</li> <li>• Analyse results</li> <li>• Evaluate evidence</li> </ul>
<b>10</b>	Numeracy and IT skills	<ul style="list-style-type: none"> <li>• Use numbers and data to support your work</li> <li>• Apply your valuable IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Use numerical evidence in practical's</li> <li>• Learn new IT skills such as coding</li> <li>• Help your family with budgeting and money decisions</li> </ul>

## Personal, Social, Health & Economic (PSHE)

“Personal, social, health and economic education is a school curriculum subject in England that focuses on strengthening the knowledge, skills, and connections to keep children and young people healthy and safe and prepare them for life and work. At Weston Secondary School PSHE is underpinned by our values of **Ready, Respectful and Safe**.

### Personal Social Health Economic (PSHE) CEIAG Elements 2023-24

Year 7	When
What are my strengths and weaknesses?	Autumn Term
Can you set ambitious targets?	Autumn Term
Should others be allowed to limit your aspirations?	Autumn Term
How should you respond to disappointments and setbacks?	Autumn Term
Why is initiative important now, in KS4, and the wider world?	Autumn Term
What are wants and needs and why do we need to know the difference?	Spring Term
How can we budget our money?	Spring Term
What are savings and loans?	Spring Term
What are different types of financial products?	Spring Term
How can I create a personal budget plan?	Spring Term

Year 8	When
How would you prepare for an interview?	Autumn Term
Mock interviews	Autumn Term
How would you manage your emotions in relation to future employment?	Autumn Term
How can we develop our team work?	Autumn Term
How do skills open up more opportunities?	Autumn Term
How to open a bank account?	Spring Term
What is income and expenditure?	Spring Term
Budgeting and personal finance	Spring Term
What are national insurance and income tax?	Spring Term
How do we pay tax, how is this spent?	Spring Term
How to avoid debt?	Spring Term

Year 9	When
What are your targets and goals in preparation for KS4?	Autumn Term
What skills and attributes do employers look for?	Autumn Term
What are the benefits of being a lifelong learner?	Autumn Term
What career opportunities are there?	Autumn Term
Does everyone have a different working pathway in life?	Autumn Term
How can we be self-disciplined to achieve our aims at school and the wider world?	Spring Term
Employability skills	Spring Term
What can we learn from successful business people and entrepreneurs?	Spring Term
Is university accessible for everyone?	Spring Term
How does going to university develop your skills?	Spring Term
What is financial exploitation?	Spring Term

Year 10	When
How can we assess our strength and weakness and act upon feedback?	Autumn Term



How can you protect and enhance your professional reputation online?	Autumn Term
How can we effectively budget?	Spring Term
Where can I access appropriate support for financial decision making?	Spring Term
What is financial exploitation?	Spring Term
What are the advantages/disadvantages of different models of contractual terms?	Spring Term
What do we mean by good credit rating	Spring Term

Year 11	When
How can we assess our strengths and weaknesses in Year 10?	Autumn Term
What is career progression?	Autumn Term
How can we challenge stereotypes and maintain high aspirations in career pathways	Autumn Term
What employment opportunities do you have locally, nationally and internationally?	Autumn Term
How have employment patterns changed?	Autumn Term
How can you develop your career identity?	Autumn Term
What skills and attributes do you need to manage responsibilities at work?	Autumn Term
What are your rights in the workplace?	Autumn Term

#### Additional content considered for 23/24:

- Exploring Post 16 and Post 18 options in Year 9, 10, and 11
- Transitional skills from KS3 to KS4 in Year 8 and 9
- Preparing for options in Year 9 Autumn 1 - how they link to post 16 education
- Career exploration in Year 7 and 8, understanding how their secondary school experience can get them there
- Post 16 interviews and application skills in Year 10 and 11
- Job interviews in Year 10 and 11

This programme aims to provide a variety of experiences designed to develop career education, information, advice and guidance within the PSHE programme. For more information regarding this programme please contact Mr Hutchinson (PSHE Lead) on 02380 447820 or alternatively via email at [ahutchinson@westonsecondary.co.uk](mailto:ahutchinson@westonsecondary.co.uk)

## Gatsby Benchmarks Scores (June 2023)

### Benchmark 1: A stable careers programme

Our current score: 64%

Percentage of school nationally meeting this benchmark: 66%

### Benchmark 2: Learning from career and labour market information

Our school: 80%

Percentage of school nationally meeting this benchmark: 81%

### Benchmark 3: Addressing the needs of each pupil

Our school: 81%

Percentage of school nationally meeting this benchmark: 54%

### Benchmark 4: Linking curriculum learning to careers

Our school: 81%

Percentage of school nationally meeting this benchmark: 76%

### Benchmark 5: Encounters with employers and employees

Our school: 100%

Percentage of school nationally meeting this benchmark: 80%

### **Benchmark 6: Experiences of workplaces**

Our school: 100%

Percentage of school nationally meeting this benchmark: 64%

### **Benchmark 7: Encounters with further and higher education**

Our school: 50%

Percentage of school nationally meeting this benchmark: 52%

### **Benchmark 8: Personal Guidance**

Our school: 100%

Percentage of school nationally meeting this benchmark: 75%

## **Where do our pupils go? Post – 16 destination data**

### **Most of our students progress into:**

- Itchen College
- Southampton City College

### **Other destinations over the last three years have been:**

- Barton Peveril College
- Bitterne Park Sixth Form
- Eastleigh College
- Fareham College
- Peter Symonds College
- Richard Taunton Sixth Form College
- Sparsholt College
- Totton College

### **2020**

- 88.6% FE College/Sixth Form College/School Sixth Form
- 1.03% Government Supported Training
- 3.09% Employment with training including apprenticeships

### **2021**

- 83.13% FE College/Sixth Form College/School Sixth Form
- 1.20% Government Supported Training
- 3.61% Employment with training including apprenticeships
- 4.82% Employment without training

### **2022**

- 89.93% FE College/Sixth Form College/School Sixth Form
- 2.67% Employment with training including apprenticeships
- 2.67% Employment without training