**Careers Education, Information, Advice and Guidance at CVCC**

At CVCC we provide a Careers Education, Information Advice and Guidance (CEAIG) programme is designed to meet the needs of all students. We are aware that students will require different approaches in order for them to be able to access information and make decisions about their futures. All students are entitled to careers guidance which is impartial. There is a whole school approach to careers and students will gain information across the curriculum.

**CEIAG Programme**

There are a number of different activities which students will be able to access as part of the CEIAG programme. Including-

* Careers lessons in C42
* Tutor time activities
* Careers guidance activities- online
* Careers guidance interviews with Angie Kibble
* Workshops for apprenticeship seekers
* Work related learning- (Including work experience)

There is a designated careers centre open to all students at CVCC in the Sixth Form block. The Careers area includes a careers library containing college and University prospectuses, many useful reference books (for example The Apprenticeship guide 2019) and notice boards advertising open days, apprenticeship opportunities and other relevant information. Students can also use computers to access online advice in the careers centre.

Mrs Bennett is available in the careers centre at lunchtimes for careers drop in and during registration times.

Those students studying at CVCC at post 16 can also speak to their tutors and the Head of Sixth Form for university application advice.

**Individual guidance interviews-**

We have our own experienced, impartial careers advisor who is employed for 2 days per week and can support students on their careers journey.  Year 11, 12 and 13 students are offered a face-to-face careers guidance interview, to support them to make informed decisions about the future. This may include how to overcome barriers, recognising talents, making decisions about future courses and training opportunities and is very much tailored to the needs of the individual student. Our SEND students are supported by a careers advisor from CSW.

**Key Stage Three**

Students follow a Careers programme of study in C42 and in tutor time. We provide students with the relevant information to assist with them taking their options at the end of year 9 and make them aware of the options and career routes open to them in the future.

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| Year 7 | What is a career? Researching different jobs both within and outside school.What skills and qualifications are needed for different jobs.  |
| Year 8 | Recognising employability skills and how they are developed in school.Researching different careers and use of careers pilot.LMI- What jobs are is demand and how the job market changes over time.  |
| Year 9 | Options- Recognising student’s talents and making informed choices about options for KS4.Qualification pathways at KS4 and KS5 including apprenticeships.Possible career paths.Using careers pilot and creating an online pre 16 careers map.  |

**Key Stage Four**

The programme of study at KS4 is aimed at equipping students for the next stage of their lives and choices they will need to make. The programme of study taught though C42, DLD’s and supported in tutor time is aimed at signposting students towards useful resources as well as developing the skills needed for these next stages. A major part of our careers offer is year 10 work experience, where students gain valuable experience of the workplace.

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| Year 10 in C42 | Work experience programme- Introduction to the reasons for WEX. Letter and CV writing.Finding an appropriate placement.Post 16 and future career pathsVocational courses, A levels and apprenticeships- differences and advantages of each route.Higher level qualifications including University and Higher level apprenticeships.Individual careers plan using cascaid tool.  |
| Careers DLD | Developing interview skills and completing a mock interview with a local employer. Assessment centre task.Use of cascaid and careers pilot.  |
| Year 11 in tutor time | Destinations – tutors to work with students to signpost them.Head of sixth form to support students capable of level 3 courses.Careers appointments available for those students who need advice on types of courses and apprenticeship group.Nicola Bennett to work with the students who are at Level 2 and need support applying to college.  |

**Post 16**

The department support the work of the post 16 team by supplementing the tutorial programme with advice on apprenticeships and assisting with the students securing Work experience.

**Careers events**

We provide the opportunity for our students to attend a number of careers events which enables students to gain a valuable insight into their future careers. These include-

**BT Bootcamp-** selected year 10 students attend a day workshop with BT examining their aspirations and developing employability skills.

**Apprenticeship day-** students who are thinking of doing apprenticeships are given the opportunity to complete a day of workshops with advice on applying, CV writing as well as meeting apprentices. This is run by Mrs Bennett and students are given the opportunity to complete a group careers session with Angie Kibble our careers advisor.

**SW Apprenticeship Fayre (Westpoint**)- students who are interested in apprenticeships at post 16 / post 18 are given the opportunity to attend to enable them to disocover local opportunities.

**Big Bang-** Selected year 7,8,9 students attend a careers event which inspires them to look at STEM related careers- a real growth area.

**UCAS Convention-** Students in year 12 attend annually to develop their knowledge of university applications process.

**Higher Education Bus-** Year 11 students were given the opportunity to visit the bus and complete a virtual tour as well as gaining advice from current university students.

**Employability Week- Key Stage 3**

Students work within subjects and link subject content with possible careers and employability skills.

Speed dating activity- students to be given the opportunity to meet various local employers from a wide variety of job roles and gain an insight into the world of work.

**Take Your Child To Work Day**

Year 8 students are given the opportunity to go to work with a parent / guardian to give them experience of a workplace.