**CPD CEIAG 10th September 2013: Information Sheet: Governmental Guidelines**

**Section 29 of the Education Act 2011**, updated September 2013 placed schools under a duty to secure access to *independent careers guidance* for their pupils in school years 8 to 11.

Schools have a role to play in supporting their pupils to make well informed and realistic decisions by providing access to *impartial* and *independent* information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.

Young people now *stay in education/training* until the year they are 18.

While complying with the requirement to secure careers guidance from *an external source*, schools will be free to make arrangements for careers guidance that fit the needs of their pupils.

**The National Careers Service** offers support to young people via a website, helpline and webchat ([https://nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk), 0800 100 900). As part of their overall careers guidance offer, schools may wish to direct pupils to their services.

Careers guidance for those under compulsory school age must also include *information on all options available* in respect of 16-18 education or training, including Apprenticeships. In year 8, information should include options available at age 14 such as

- University Technical Colleges,
- Further Education Colleges,
- Sixth Form Colleges and
- Studio Schools.

For those over compulsory school age, information should include

- higher education and employment options post-18,
- college/vocational choices
- sixth forms/A levels
- apprenticeships.

Schools will be held to account for the destinations of their leavers through the annual publication of Destination Measures. Schools should secure access to *independent face-to-face careers guidance* where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds, special educational needs, learning difficulties or disabilities.
Boils down to:

- College/Sixth form for A, levels, vocational courses or foundation learning
- Apprenticeships
- Job with training
- Forces

Leavers last year:
CEIAG- what you can do...

- **Refer** pupils to VCR for careers advice especially if they seem demotivated in lessons, uninvolved, showing too much or a complete lack of concern about careers linked issues
- **Refer** pupils to school resources e.g. Kudos, the school Intranet, https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx
  http://www.thehollins.com/careers-department/

- Offer careers based advice linked to studying **your subject**
- Use SIMS records pastorally
- Put up **posters** about careers linked with your subject (VCR can supply some, free)
- Use careers issues as **examples** in your lesson
- Ask pupils about their **career aims**
- Encourage following the **Twitter** account The Hollins Careers@HollinsCareers
- **Use VCR** in lessons!
Some lessons on the TES site...

- How many jobs in a pair of trousers?
- Real cool futures- case studies in catering, ecology, science
- Maths in the workplace- costume design and sports engineer use of Maths
- Businesses in Europe in 4 languages

Yahoo lessons:

- Extreme Jobs (ESL but would work in MFL)- listing, ordering, group work

What's happening already?

- Science fair- jobs in science lunchtime sessions (next year for G&T)
- Technology- Year 9 day- uses all local providers (nothing to do with VCR!)
- Citizenship: supports and provides time for Careers lessons
- MFL- pre-option choice lesson about careers in MFL
- Fair Trade Fair- job roles- RE/Citizenship

What may be happening/could happen?

- Other examples: .
  - Leaver statistics/money management and work/Maths,
  - Where our leavers go/Geography,
  - Mock interview preparation/letters of application/media views of jobs/English,
  - Health and safety at work/Science,
  - Changing patterns of employment/Census records/History/Geography/Maths
  - Rights/EO at work/Citizenship/RE,
  - Applying for jobs/MFL (jobs abroad!)
  - Speakers from industry e.g. on how bread rises, sport technology, making furniture, codes of practice, being a good journalist, etc., - VCR is willing to find resources and arrange times/places.
  - Careers in your subject- any subject (Kudos!)
What we do now

Careers fair- all pupils, parents and staff may attend but in lesson time, years 9-11

**Year 7:** sessions on why have a career, part time work rules, dreams and aspirations, use of Kudos

**Year 8:** Careers Question Time 10th October 2013, sessions on jobs around here, validity of careers info, Kudos, job families, career routes

**Year 9:** option choice programme including role play, information, career routes, Kudos, careers fair briefing and attendance focusing on option choice, where leavers go

**Year 10:** careers fair briefing and attendance focusing on mock interviews, career areas chosen by last year’s leavers, preparation for mock interviews (including application forms, CVs interview technique, careers research skills, use of careers info, letters of application, Kudos) also work related learning day in July- apprenticeships, university, college, managing your money, lifestyle choice and implications, ROA

**Year 11:** careers fair briefing and attendance; where last year’s leavers went, leavers’ talk, year 11 booklet of local colleges/sixth forms, trainers, with open dates, contact details and advice

**Careers advice interviews** with VCR, or Lindsay Heaton, our outside expert, for all year 10 students and those requesting/deemed in need from year 9 and 11.

**Careers mentioned in letters** home re parents’ evenings Years 9-11 and attendance at same by VCR/LHE, mock interviews, at Yr 10 and 11 introductory evenings, texts and letters re careers interviews.

**Twitter account**

Large section on school webpage

**Drop in sessions at lunchtime for careers advice**

**Assemblies**
Useful Careers Websites and Information

General careers section

- http://www.ucas.com
- http://career-advice.monster.co.uk
- https://www.gov.uk/browse/working
- http://www.fasttomato.com/

“Google” college websites e.g. blackburn.ac.uk

Apprenticeships

- www.apprenticeships.org.uk Click on “Apprenticeship Vacancies”

For impartial careers advice, try:

- https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx
- http://cascaid.co.uk/#launch Kudos, password infowork39
- www.lancashire.gov.uk/yps
- 0800 511 111 phone
- 07786 511 111 text

University offers, subjects etc.

- http://www.ucas.com
- http://heaponline.co.uk password QPCOAACO
- http://www.thestudentworld.com

Mrs Crewe, Careers Co-ordinator, The Hollins: crewev@thehollins.com
Using Kudos

1. Go to www.cascaid.co.uk/kudos
2. Use the Kudos symbol to sign in (at the bottom of the first page)
3. Go to Use Kudos.
4. If you can remember your password and login details, log in.
5. If you have not used Kudos before or have lost your details, you need the license code which is infowork39.
6. Set up your own account.
7. Remember to tick agreeing to conditions at the bottom.
8. Write down your details in your planner so you don’t forget.
9. Do the quiz - “Match careers to my likes and dislikes” and start by reading the “Qualifications ” section at the start of the quiz and choosing your level. Be ambitious- aim high!

10. When you have used Kudos, make yourself a career plan document and put any useful career information in it e.g. websites, job suggestions, what you need to do next.

Kudos can suggest careers to you, tell you about qualifications or give you information about particular careers.