

## **St. Mary Magdalene Careers, Education, Information and Guidance Programme**

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At St. Mary Magdalene Secondary School, we are committed to offering all students from KS3 to KS4 a comprehensive, bespoke and supportive programme of Careers, Education, Information and Guidance (CEIAG) and work-related learning (WRL).

Our vision is that on beginning their Secondary education at St. Mary Magdalene, every student takes an active role in shaping ideas about their own future in order to lead them purposefully towards an end career as an adult. Our students will learn about, experience, and reflect on their future options in order to inform the choices they will make at GCSE, and on to further and higher education.

The Secondary Phase has signed up every student and teacher with a Unifrog account, which students add to across their time at St Mary Magdalene's (unifrog.org). As well as this we make half-termly contact with external bodies to monitor and report on student activity, in order to ensure the school is providing an impactful programme. These bodies assess using The Gatsby Benchmarks, which are a framework of 8 guidelines that define the best careers provision in secondary schools.

### **St. Mary Magdalene CEIAG overview 2022- 2023**

#### **Year 7:**

- All new Y7 students will create a Unifrog account and begin to develop their aspirations and better identify their own key skills, monitored by Family Group (FG) Tutors. This will be added to throughout their Secondary career during PSHE lessons.
- Students will have a SMT-led assembly on Careers, Prospects & Enrichment – starting to link skills and interests with potential careers.
- Workshops and speakers related to a variety of careers to speak with students during extended PSHE time, to provide students with contact with employers
- National Careers Challenge – sustainability and STEM drop down day

#### **Year 8:**

- Continued use of Unifrog - time will be spent with FG Tutors reviewing and updating their profiles and adding to their lockers. To aid with this FG tutors will promote enrichment opportunities as a way of developing skills and adding value to their profiles.
- Brilliant Club is launched for a small group of Y8 students, where they are tutored by a PhD tutor to experience university style learning, in association with various universities.
- PSHE delivered over first half of summer term with a focus on salaries, wages and finances, helping students to think about their own values and attitudes towards earning whilst also educating them on the risks and dilemmas associated with financial choices.
- Workshops and speakers related to a variety of careers to speak with students during extended PSHE time, to provide students with contact with employers
- National Careers Challenge – drop down day with the Inspirational Learning Group

#### **Year 9:**

- Careers PSHE lessons will be delivered across the whole autumn term, looking at potential careers and desirable skills & qualities. During this time students will have an opportunity with FG tutors to log in to their Unifrog account and add to their lockers – reflecting on their skills and interests and investigating industries. They will also complete personality and aptitude tests on Unifrog website to aid with GCSE choices.
- There will be a specific focus on GCSE options to aid students in choosing subjects that can help them take their first big step towards their future. FG tutors will be able to discuss this with students ahead of 1:1 SMT careers interviews for every student in Year 9 in advance of GCSE options – students will be matched with SMT member based on career interests stated on Unifrog Profile.

- Workshops and speakers related to a variety of careers to speak with students during extended PSHE time, to provide students with contact with employers (e.g. National Careers Challenge)
- SMT-led Careers assembly with visiting speakers from various professional fields
- National Careers Challenge – drop down day with the Inspirational Learning Group

#### **Year 10:**

- FG tutors will review students aptitude tests on Unifrog Profiles and discuss with individuals what they are interested in doing Post-16 and what they can do to start working towards that.
- Speakers invited to talk to students within GCSE subject classes across the academic year about their own career paths
- Careers PSHE delivered over the second half of spring term - culminating in Work Experience planning and prep, guided by tutors, Head of Year, EBA and KMN.
- Careers Assembly re. Y10 Work Experience Week – discussion of dates and how to contact employers. Specific opportunities found by the school being shared with FG tutors to pass on to students.
- Brilliant Club is launched for a small group of Y10 students, where they are tutored by a PhD tutor to experience university style learning, in association with various universities.
- Future Frontiers Careers mentoring programme begins, with 4 sessions completed in company offices and 2 in school.
- National Careers Challenge – drop down day with the Inspirational Learning Group

#### **Year 11:**

- Careers PSHE lessons delivered during autumn and spring terms, addressing a number of important topics including the next steps for students as well as understanding the workplace.
- An assembly with the Head of Sixth Form about SMM 6<sup>th</sup> form + compulsory attendance to 6<sup>th</sup> form open evening
- An assembly with ASK Apprenticeships – providing information on apprenticeships, traineeships & T-levels
- Study skills assemblies to be delivered ahead of mocks and again ahead of GCSE assessments.
- 1:1 SLT careers interviews for every student in advance of Post-16 applications – students will receive advice based on their career interests to help them begin their applications. Notes from this meeting collated along with previous work experience, and Post-16 offers added at a later date in order to identify any students at risk of becoming NEET and requiring further support from the school and/or the borough.
- Students at risk of being NEET identified and provided specific support to find post-16 options by careers team, SEN team and FG tutors.
- Construction Youth Trust provide fully funded careers coaching programme for students interested in careers in construction and/or development, as well as students at risk of becoming NEET.
- Future Frontiers Careers mentoring programme concludes, with 1 session completed in school.
- Assembly from Careers Lead about specific local post-16 options & how to apply to them
- Level 6 CDI Accredited Careers Advisor invited for 1-2-1 meetings with all students about their specific careers plan – in addition to SLT interviews as guidance must be impartial
- Level 6 CDI Accredited Careers Advisor also to deliver an information evening on post-16 options for parents

#### **Year 12:**

- All students to choose one of the following six careers pathways: Business, enterprise & construction; Creative industries; Accounting, banking, law & finance; MDV; Public sector service; and STEM. They will have speakers visit in relation to their chosen pathway.
- Every Thursday afternoon Y12s will have dedicated time for careers sessions, where they will learn important skills to support their preparation to leave school and pursue their Post-18 options. Students will all have 1 term of pathway specific careers sessions, 1 term of volunteering in the community & 1 term of UCAS workshops and support
- Students will have access to resources, webinars and bespoke careers advice on their Unifrog account, on which they will be able to explore options including university, apprenticeships, traineeships and employment on a comprehensive database. They will also receive step by step application advice for all pathways on Unifrog, by their FG tutor, the careers team and the head of Sixth Form.

- Students take part in a careers fair with stands from a number of universities and workplaces (such as the Civil Service) in order to gain more information about their Post-18 options. Talks also delivered on different topics related to post-18 options for students to sign up to.
- Subject references completed by teachers for each student in preparation for UCAS applications in Year 13.
- Trip to Cambridge & other universities to experience higher education in person and attend talks, complete tours and assess their options.
- Assembly introducing UCAS and Post-18 options, including university, apprenticeships and the world of work, as well as workshops to support students with beginning their UCAS applications and completing steps to prepare for submission in Year 13
- PSHE delivered by FG tutors with advice on balancing part time work and 6<sup>th</sup> form studies
- Students all attend a pathway specific trip and have talks and Q&A sessions with relevant industry professionals related to their pathway.
- Level 6 CDI Accredited Careers Advisor invited for 1-2-1 meetings with all students about their specific careers plan
- Map all intended post-18 destinations – follow these up at a later date to check actual destinations

#### **Year 13:**

- Ask Apprenticeships to visit to discuss degree apprenticeships & training programmes
- UCAS support from Careers Lead and Head of Sixth form which is impartial, relevant and up to date. Providing advice and guidance for students regarding job opportunities, apprenticeships and training; as well as assistance with helping students with their personal statement for their UCAS application.
- Assemblies delivered by Head of Sixth form regarding post-18 options and application processes for these. Including information on accepting offers and the difference between conditional and unconditional offers.
- Y13 attendance to Skills London careers event providing information from over 50,000 jobs and apprenticeships.

Next review date: September 2023