



Careers Education Information, Advice & Guidance Statement 2020- 2021

Introduction

Kingsdale Foundation School is committed to providing careers education, information, advice and guidance to all students through the curriculum and a broad range of organised activities.

Aims and objectives

Kingsdale Foundation careers programme aims to:

- encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- enable students to make informed decisions about their future career pathways
- ensure students' readiness to take their next step in their learning or career.

Kingsdale Foundation School follows the principles of the Gatsby Benchmarks.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The objectives for the careers programme are as follows:

- helping students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions post-16 and post-18
- enabling students to develop the research skills to find out about opportunities
- helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education, apprenticeships and UCAS support
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation
- Help students link their curriculum to career pathways and labour market information

Student entitlement

All students are entitled to be fully involved in an effective CEIAG programme. Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on self-awareness and self-development, learning about careers and the world of work and developing career



management and employability skills. It is presented in an impartial manner and is differentiated to suit the individual requirement of students.

During their time at school, all students can expect:

- the support they need to make the right choices for Key Stage 4/GCSE, after Y11 and after Y13
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during tutor time from Y7 to Y13 covering options after school, the world of work, the job market and the skills needed for the future
- a meaningful encounter with a representative from the world of work each school year; this could be through work experience, careers fair, assemblies, careers talks (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff including form tutors and the careers team
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to students of any year group. A meeting with an adviser independent of the school can also be requested.
- the school to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students.

Careers Education Programme Y7- Y13

(Also refer to Appendix A)

Years 7, 8 & 9

By the end of Year 9, all students will have had the opportunity to:

- be introduced to career resources to help them understand their preferences and the options open to them
- develop their self-awareness
- hear from or talk to representatives from the world of work
- receive support to make the right KS4/GCSE choices, including assemblies, parents events, meeting with senior staff at school and the option of a careers meeting.

Key Activities:

- Access to 1:1 careers coaching
- Fast tomato online tool to explore careers
- Unifrog online careers education programme



- Young enterprise project to develop skills and characteristics
- Y8 Options evenings
- 8 Options Guidance Assemblies linking subjects to career pathways
- Imperial college lectures
- Author events
- Literacy Programmes
- Numeracy Programmes
- Study Skills Programme
- Maths scholars lectures

- Stem careers for women (Tomorrow's engineer programme/ Women in IT etc.)
- Jack Petchey Awards
- Careers Education during PSHE lessons in tutor time.

Year 10 & Year 11

By the end of Year 11, all students will have had the opportunity to:

- develop their self-awareness and career management skills, including writing a CV
- experience at least one week in the workplace
- be interviewed by someone from the world of work
- experience a taster day in a sixth form or college setting
- be introduced to the different Post-16 pathways./ apply for Post-16 options and back-up plans, as necessary
- use a range of sources of information (with support, as required) to explore Post 16 options
- attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- Assistance with college / Sixth form applications is provided

Key activities:

- Access to 1:1 careers' coaching with a careers' advisor,
- Fast tomato online tool to explore careers
- Unifrog online careers programme
- Duke of Edinburgh Programme
- career conferences (like Skills London),
- Careers education in PHSE lessons
- Study skills workshops
- Assemblies on apprenticeships
- Work experience through Southwark EBA,
- Careers' fair
- Career talks with professionals
- Sixth form open days and post 16 options
- Assemblies led by higher/ further education providers and apprentices
- National Citizenship Service Programme
- Jack Petchy Awards
- Assemblies on Post-16 options
- Optional voluntary work experience in holidays
- Careers workshop covering CV writing, networking and interviews
- Visiting speakers in several subjects- Art, Photography, Science, Computing, Finance, Economics



Year 12 & Year 13

By the end of sixth form, all students will have had the opportunity to:

- Use a range of resources (with support, as required) to explore Post-18 options
- Develop their self-awareness and career management skills
- Develop further experience in the workplace

- Attend events in school and out of school where they can speak to employers, Colleges, training providers and universities
- Attend Skills Workshops for Y11 and Y12
- Attend Workshops offered by the National Citizen Service developing confidence in “skills for interview”
- Attend Enrichment Programmes for Y12s with focus on- Skills development example- critical thinking and wider reading Y12, media, and creative writing
- Attend ‘What Careers’ and ‘Skills London’ conferences for Information and guidance
- Attend conferences like Study Skills Workshop to all Y10-Y13 students
- Use Unifrog for secondary schools online tool to explore careers

Key Activities:

- 1:1 careers coaching
- Sixth Form Careers survey to identify destinations that students are interested in. These guide our planning of special assemblies providing guidance on specific careers
- Parents’ led assemblies for Y12/ 13 on careers options
- Y12/13 Assemblies led by professionals working in local companies –Architecture, Photography, medicine
- Careers Fair
- Careers talk from former pupils and experienced professionals in identified careers
- Apprenticeships- Assemblies in Y12,13
- Volunteering Opportunities: Summer presentation offered by Project Trust on volunteering opportunities for students to take when considering a gap year
- UCAS Exhibition event @ Excel Centre
- Explore Kings/UCL and Oxford for Higher Education
- Information on Open Days
- In-school UCAS guidance assemblies
- 1:1 guidance on personal statements
- 1:1 meetings with referees (using personal profile forms)
- UCAS Parents’ Evenings to offer guidance on choosing a course, application process and finance
- Medical Outreach Programme
- Aim high Oxbridge Programme- led by former Kingsdale pupils and Kingsdale Staff visiting speakers in several subjects
- Student finance and financial management workshops
- Access to Unifrog online tool
- Careers Education during PSHE lessons in tutor time
- Kingsdale Careers Guide Programme offers support with studying abroad (SAT support, Sutton Trust US programme (from November)
- Work Experience guidance and support



Career guidance meetings & Needs Based Referral

Students are entitled to appropriate guidance to meet their individual needs. All students at school can request an appointment with the careers adviser but, in practice, Year 10s, Year 11s, Year 12s and Year 13s are most likely to access the service. An action plan is produced from each interview.

Students are identified for careers meetings based on need and through self-referral.

The referral procedure works as follows: Heads of Year, Pastoral Managers, Sixth Form Team or SENCO/Inclusion Team identify students who would benefit from early intervention, for example students with lack of direction or lack of motivation; students with SEND; certain

students receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).

For those students identified as being at risk of NEET, further interventions are arranged as appropriate for each student. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the student leaves school.

Students may refer themselves for a careers meeting at any point, directly via the Head of Learning. An appointment with the adviser will then be arranged.

Career information

Career information is available through relevant displays and cascaded via year group assemblies. Online resources include Fast Tomato, Unifrog and there are a range of reliable websites that have been collated by the school.

External providers

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, parents, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

See also, Kingsdale Foundation School Provider Access Policy.

Staff Development

Staff is trained in providing careers education to students at all phases. This is arranged through training for all tutors by the Careers Team and representatives from Unifrog. All tutors deliver careers education curriculum through PSHE lessons. Careers education is integrated in the school curriculum through planning and implementation of careers education in the programmes of study across the curriculum. Staff also provides feedback on the CEIAG programme.

Parent Involvement



The CEIAG programme at school actively promotes engagement with the parents. This is facilitated by communicating CEIAG events through the website, parent bulletins and newsletters. CEIAG programme update is provided to parents through events like parent forum and their feedback and input is encouraged. Parents are also invited to contribute to career guidance and information sessions as appropriate and in accordance with the Provider Access Policy.

Monitoring and evaluation

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

The careers programme is evaluated in a number of ways, including:

- student feedback on their experience of the careers programme and what they gained from it
- staff feedback on careers lessons, careers fairs, careers talks etc
- quality assurance of careers lessons as part of the tutor time programme
- student destination figures post-16 and post-18.

For more information please contact the CIEAG Team:

Mr Fatodu - Year7-11 Careers Lead

Mrs Chaudhary – Post 16 Careers Lead (6th Form)

Dr Babatunde Ajose – Work Experience & Enterprise Leader

Please email us careers@kingsdale.southwark.sch.uk

Some useful websites to explore are:

<https://careerpilot.org.uk>

<https://www.fasttomato.com>

<https://www.prospects.ac.uk/planner>

<https://amazingapprenticeships.com>

<https://www.unifrog.org>

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