

CEIAG Scheme of Work summary

What the CEIAG department offers Torquay Girls' Grammar School students.
<ul style="list-style-type: none">• Ensure all pupils are provided with independent & impartial careers guidance from Years 7 to 13;• All students in KS4 & KS5 have individual careers interviews with the independent careers' adviser. SEND students, students at risk of becoming NEET and EAL are prioritised and are seen throughout their time to help ensure support with their sixth form/college applications and through soft skills development events;• All TGGGS students will be informed on the range of education and training options, including apprenticeships and technical routes, available to them;• The local authority is notified as needed, this includes the destination data in April and September.
How this is done
<ul style="list-style-type: none">• Careers noticeboards with current information on various aspects of careers including Labour Markets trends;• All students have access to Careers Information available on school Careers SharePoint site;• Annual Careers events;• Career workshops;• Careers Information assemblies;• Medicine and Dentistry program Years 10 – 13;• Updates on Careers Twitter;• Careers resources library.

In **Year 7** Careers is taught as part of the schools "Wellbeings" program – the careers lesson are therefore taught in a carousel based in small groups, alongside other aspects of the PSHE curriculum. In year 7 students will study the following sections of work through a series of lessons, underlined by a number of distinct themes:

Theme 1 – Work and Wages – Students identify different types of work and what the law says about students working;

Theme 2 – Overcoming Barriers – Students identify work and gender stereotypes and overcoming bias / gender stereotyping in the workplace;

Theme 3 – Skills Audit for Careers – Students updating their own Competencies and Activities in Unifrog.

Year 7 Scheme of Work

Lesson	Lesson Title
1	Careers Terminology
2	Careers Treasure Hunt
3	Why crossing the T is important
4	Skills for Careers
5	What is success?
6	Putting it all together

Year 7 Tutor Group Activities

Revision - Good vs bad

This session explores how to revise effectively, and which factors can have a positive and negative impact on good quality revision, as well as the opportunity to assess their revision skills.

Year 8 – Careers is taught as part of the schools “Wellbeings” program – the careers lesson are therefore taught in a carousel based in small groups, alongside other aspects of the PSHE curriculum. In year 8 students will study the following sections of work through a series of lessons, underlined by a number of distinct themes:

Theme 1 – Professional Skills and Careers Development – Students identifying and developing skills for the workplace;

Theme 2 – Thinking about Options – students to be introduced to iCould (www.icould.com);

Theme 3 – Students update their Competencies and Activities in Unifrog.

Year 8 Scheme of Work

Lesson	Lesson Title
1	Communication
2	Leadership
3	Teamwork
4	Mind your Language
5	Glass half-full
6	Developing Competencies

Year 8 Tutor Group Activities

Identifying interests

Students will identify their skills and interests and how these can be used to explore potential future careers.

University vs apprenticeships - The big debate

Students work in groups to narrow down information on the pros and cons of university and apprenticeships and share their findings with the class.

GCSEs... Choices, choices

This session explains how students can use Unifrog to help them make great choices at GCSE level.

Year 9 - Careers is taught as part of the schools “Wellbeings” program and is delivered by the head of careers in “collapsed” Computing and IT lessons. In year 9 students learn about the following areas of careers:

Theme 1 – Careers – missed Opportunities – Getting students to keep an *open mind* about Careers Opportunities;

Theme 2 – Options – Making a Choice – Options choices support lessons – this takes place in the Autumn term.

In support of the Options Evening, the school provides a **Speed Careers Networking** event in the Autumn term. This event allows student to meet with local employers from a variety of backgrounds to find out more about the workplace and the possible future options available to them.

Students also make use of the KUDOS (<https://kudos.cascaid.co.uk/#/>) careers program to research possible career and study routes.

In the Spring term, prior to the **Options Evening**, the students participate in a challenge Day activity where they are able to investigate a number of problem-solving exercises with the help and support from both local and national universities. Finally, this is followed by the options evening, where the students are able to choose their GCSE subjects.

In the Summer term, students are able to use the Unifrog program (<https://www.unifrog.org/>) where the students are able to use the program to start developing their CV in preparation for their Work Experience placements in year 10. They will be encouraged to do the following:

- Record up to 5 activities
- Complete up to 5 competencies
- Have at least 2 interactions recorded
- CV Contact information and Personal introduction

This will allow the students to start thinking about the process of applying for work-experience placements in year 10.

Year 9 Scheme of Work – Autumn term

Lesson	Lesson Title
1	Introduction to KUDOS
2	Unifrog – UK Universities
3	Unifrog - Apprenticeships
4	Unifrog – Foreign Universities
5	Options – Making the right choices

Year 9 Tutor Group Activities

Subjects library treasure hunt

Students get used to exploring the Subjects library with a treasure hunt. This session contains the questions and answers in a PowerPoint, or as a handout.

Your skills, your team, your future!

Students identify their strongest skill, and practise putting this into a real-life career scenario. They work with their classmates to create a super strong team, and present to the rest of the class.

Year 9 Scheme of Work – Summer term

Lesson	Lesson Title
1	CV Writing
2	CV Writing

Key Stage 4

During year 10 students are encouraged to start thinking about their ideas for Work Experience through their Careers research work from Key Stage 3 and also to make continued use of the Unifrog (<https://www.unifrog.org/>) program. By doing this, the students develop the skills within a realistic context in the application route for work experience.

Students also participate in a “Learning to Lead” Challenge Day, which also includes a mock-Assessment Day workshop.

Students will revisit their Key Stage 3 research and are reminded of the use of resources in the school (software, online, paper-based) for making decisions about work experience. They are encouraged through tutors, the Independent Careers Advisor and the Head of Careers to discuss plans, problems and updates. Students are encouraged to have identified work experience placements by April. (Support will be put in place to assist students with this).

The work experience placement is important so that students:

- Gain awareness of a work environment;
- Observe the skills and personal qualities required in the work place;
- Practise these skills themselves;
- Interview an employer/employee on the nature of their working life, occupational access routes and training.

Evaluation of work experience

The school evaluates work experience through:

- Addition to their Unifrog profile in the Work-Experience Section;
- Informal group meetings with the Head of Careers;
- Feedback from supervisors on placements.

Awareness of the work experience opportunities is communicated:

- To the relevant year groups through a structured and rehearsed assembly, involving students discussing their experiences, reflecting on how this has affected careers ideas and their understanding of the work-place;
- To parents through reports in the Parents’ Newsletter;
- To the wider community through the Careers Twitter feed.

In the Autumn term of year 11, the students have a Challenge Day – “Into the Future” – where they are able to investigate careers options at post-16 (covering apprenticeships / work experience / HE).

In addition, all students have the opportunity at the beginning of the Autumn term to take part in an aspirations visit to one of our local universities. The sessions covered include “Applying to a competitive university”, a Campus Tour and a session “Exploring Courses”.

All students will have had the opportunity for at least one interview with the Independent Careers Advisor and they have the opportunity to make additional follow up appointments or to make an appointment with the Head of Careers.

Year 10 Tutor Group Activities

Work experience - How to contact employers

Students learn about and put into practise the skills they need to feel confident when approaching potential work experience employers.

Work experience - How to behave in the workplace

In these sessions, students will become familiar with common health and safety signs and procedures, as well as understand appropriate behaviour in the workplace in preparation for work experience.

Careers library - Escape rooms

Save Sally from a life of boredom: Students take part in a fun escape room activity which will test their teamwork and communication skills.

Work experience - Preparing for interviews

Prepare students for the interview process by running these sessions. Introduce them to the basics of interviews before taking a more in-depth look at interview questions.

Students practise answering commonly asked questions with a fun board game activity!

Year 11 Tutor Group Activities

Post 16 options

Students learn about the opportunities available to them, post-16. This is a great time to ask students to record their intentions for the end of this academic year.

BTEC and A Level options

Take a more in-depth look at some of the post-16 options with these sessions on BTECs and A-levels.

Introduction to apprenticeships

Introduce students to the world of apprenticeships with this set of useful sessions.

Revision skills

Students learn to improve their memory techniques through this fun memory journey activity.

Recording post 16 intentions

Ask all year 11 students to fill in their post-16 intentions using the Intentions tool. This downloadable data will make careers provision more bespoke for the coming year.

Key Stage 5

Year 12 and 13 students have a wide-ranging careers programme that allows them to investigate all aspects of careers opportunities post-18.

These include the following:

- UCAS Careers Fair – Exeter Westpoint;
- UCAS and Post-18 Challenge Day;
- Lunchtime Careers Talks
- University Visits to either the University of Bristol, the University of Bath or Cardiff University;
- The school fully supports the attendance by students at University Open Days.

All of the varied post-18 opportunities available to students are communicated either in the Sixth-Form Careers Newsletter or directly via email from the Head of Careers.

Work experience is actively encouraged for students in year 12 and 13. The distinctive nature of Y12 Work Experience. The students are encouraged to take risks and to look for placements that are:

- More enterprising/challenging ideas for placements;
- Placements abroad for linguists;
- Placements more focussed on HE options and specific career considerations;
- A different aspect of a broad-based occupational area already experienced in Y11 (e.g. within medicine/journalism/law).

Support is offered to students at all stages. Students applying for highly-contested places on the most popular or competitive HE courses often take further Work Experience placements outside of school time as a demonstration of their initiative and enthusiasm for a related vocational area.

In addition, several students use the AQA Baccalaureate programme, to engage in further placements e.g. voluntary work, especially where this is relevant to their career and Higher Education plans.

Year 12 Tutor Group Activities

Post 18 options

Students learn about the opportunities available to them, post-18. This is a great time to ask students to record their intentions for the end of this academic year.

Discovering MOOCs

Students discover what MOOCs are, and research possible areas of interest before making a shortlist.

MOOCs should be planned-for in advance as start-dates vary.

Degree apprenticeships

Students find out about degree apprenticeships, and start searching for opportunities they might be interested in.

Post 18 planning

Students complete an in-depth comparison of at least two different post-18 pathways available to them, using the Unifrog tools.

Social media and networking

Explain the importance of networking and the significance of using social media to students using these sessions and activities.

MOOCs

Students should complete at least one MOOC over the summer holidays to support their applications. MOOCs can have an academic focus or a personal development/skills focus.

Year 13 Tutor Group Activities

Final university shortlists

Students should identify their five course choices and add them to their Applications List.
Please note: *As well as confirming/declining offers on the Unifrog platform, students must also log into UCAS Track website to confirm their choices with the universities involved. This is not done automatically when students record their decisions in the Applications list tool.*

Assessment centres

Give students a heads-up about what happens at assessment centres as part of the recruitment process.

Managing stress and anxiety

Students will learn some techniques to cope with the inevitable stress and anxiety that comes with exams and applications towards the end of year 13.

Confirmation of choices on UCAS and Unifrog

Students confirm their firm and insurance places in their Applications list.
Please note: *As well as confirming/declining offers on the Unifrog platform, students must also log into UCAS Track website to confirm their choices with the universities involved. This is not done automatically when students record their decisions in the Applications list tool.*

Summary of support offered for KS5 students – Year 12

Autumn Term	Spring Term	Summer Term
<p>Weekly Careers Newsletter sent to all students.</p> <p>Identify more /most able cohort for targeted opportunities.</p> <p>Ensure all students have set up their Unifrog accounts (students record evidence of extra and super-curricular engagement to support successful entry into university/apprenticeship schemes).</p> <p>Support applications to a range of schemes including: Pathways (Law/Property/Finance), Sutton Trust Summer schools etc.</p> <p>Workshops: CV skills (provided by business links).</p> <p>Medical Society – supporting applications to Medicine and Dentistry.</p> <p>Links with Torbay and South Devon Healthcare Trust to gain work experience.</p>	<p>Weekly Careers Newsletter sent to all students.</p> <p>All Year 12 students encouraged/expected to apply for Taster Days (advertised through newsletter).</p> <p>All Year 12 students attend Exeter Westpoint UCAS Higher Education Conference.</p> <p>OXBRIDGE workshops for targeted students.</p> <p>Students encouraged to apply for Cambridge University Master Classes.</p> <p>Further Medicine/Dentistry workshops as part of MedSoc.</p> <p>Support with applying for work experience/ developing competences necessary for successful applications</p> <p>Links with Torbay and South Devon Healthcare Trust to gain work experience</p> <p>Support sessions on Personal Statements</p>	<p>Weekly Careers Newsletter sent to all students.</p> <p>Post 18 Options Day that covers:</p> <ul style="list-style-type: none"> • Registration with UCAS; • How to write Personal Statement; • How to research courses; • Workshops led by links from industry / alumni / current university students. <p>Links with Imperial Torbay and South Devon Healthcare Trust to gain work experience.</p>

Summary of support offered for KS5 students – Year 13

Autumn Term	Spring Term	Summer Term
<p>Weekly Careers Newsletter sent to all students.</p>	<p>Weekly Careers Newsletter sent to all students.</p>	<p>Weekly Careers Newsletter sent to all students.</p> <p>Results Day Advice and Support.</p>

<p>Support all Year 13 with UCAS applications: one- to-one guidance provided.</p> <p>One-to-One mentoring and support for applicants to all 'early deadline courses:</p> <ul style="list-style-type: none"> • Oxbridge • Medicine • Dentistry • Vet Med <p>Interview Skills (for university interviews) offered.</p> <p>Targeted Interview practice and mentoring for Oxbridge and Med/Dentistry applications (specialist practice interviews arranged).</p>	<p>Continued support with Interview Practice.</p> <p>Advice and guidance re: making Firm/Insurance choices / EXTRA / ADJUSTMENT</p>	
--	---	--