



THE BEMROSE SCHOOL

CEG (Careers, Education and Guidance) STAFF GUIDANCE 2020-22

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The following advice is designed to help staff become aware of CEG and the vital role it has for students in The Bemrose School. If at any time you are unsure about how to help the students either ask the connexions PA, Claire Pavitt (CP) or MD. The CEG dept. office is in the Sixth Form common room. Good quality CEG is a high priority at The Bemrose School, as it plays a significant role in helping students make good choices and reach their potential.

1. All teaching staff have a responsibility to assist students and give careers advice. See teachers Standards (Sep 2012).
2. CEG is taught in Year 3 to Year 13. CEG is delivered by the Humanities team through PSHE lessons, the CEG team on Curriculum Enrichment day (CE) and by form tutors. In Y7 the focus is on personal awareness and development. In Y8 and Y9 the lessons become more formal CEG. Students should begin to consider skills such as teamwork and decision making, their interests and ambitions, and strengths and weaknesses. In Y9 the connexions advisors are introduced to the students. (Students' in any year group can access these themselves at any time). In Years 10 and 11 the emphasis is towards Post 16 options and students making the huge decision of what they want to specialise in. In year 10 and 11 CEG is delivered through 'CE Days' and taught SOW in PSHE time. Students are introduced to their options, how to apply for courses, write CVs and undertake interviews. In June of each academic year, MD delivers a CEG assembly for new year 11 students to make them aware of what they need to do over the next few months e.g. Post16, Skills festival, (work experience) wex.
3. Post-16 applications-all Year 11 leavers will have to be aware of their options at Post-16. Bemrose staff have had inset and year 11 tutors should monitor their Year 11 tutees' applications to Post-16 providers. We do not want students sending off poor quality applications and then losing out on Post-16 courses. It is important therefore that year 11 form tutors support tutees in their application writing, ensuring content and predicted grades are correct and of good quality. This will be a hugely important role for Year 11 form tutors. Tutors can choose to support applications either during registration time or on Target Setting Day/Parents Evenings. Applications will normally be sent between September and March. Form Tutors should inform Connexions/MD/Claire Pavitt if there are any concerns with a student's application. Students are also instructed on Apprenticeships-The National Apprenticeship Matching Service. Applications for apprenticeships can be completed electronically using the Apprenticeships website.
4. The careers and personal development library is situated in our school library. This is a fully stocked careers reference resource for all students in any year group to access. The librarian maintains the resources. The stock is updated regularly- so it contains up to date information. Staff should recommend all students to drop into the careers library and research any careers/jobs they are interested in. Students have lessons in their CEG SOW on the Connexions Resource Centre Information (CRCI-the careers library) in KS3 and reminders of this facility in KS4. The careers library also contains information on personal issues-debt,

bereavement, drugs advice, benefits, voluntary work etc. Form Tutors are recommended on a regular basis to take their form into the library and allow them time to research within the careers library.

5. **Work experience administrator (Lisa Roberts), and one school Careers Lead (Claire Pavitt).** These staff are responsible for and qualified to interview students and give high quality impartial formal careers advice and guidance. They are based in an office in the sixth form common room. The careers advisor's work part time in school and will issue students in year 11 with appointments during their working hours. Students can "self refer" or drop in to see an advisor ONLY at lunchtimes, break or after school. Staff will deliver purple connexions appointment slips to students in registration. Appointment times are also displayed on the careers notice board and in the staffroom. If a student has an appointment they will show you a purple appointment card. Only allow them to leave your lesson for a connexions interview if they show you the correct purple appointment slip. If they do not have a purple slip DO NOT allow them to leave your lesson. Any problems with a student on this issue please ensure MD is informed. MD meets the CEG team every half term to monitor Year 11 interviews/post 16 applications and any issues that arise.
6. Work experience- all students undertake a one week work experience placement, in April when in year 10. The process for work experience begins in the previous January. It takes a great deal of time to arrange places for the 130+ students in the year. (LR) is the admin assistant for work experience. If students have any queries about their placement, they must see CP or LR. If you have a friend/partner who has a business or works and they would be prepared to take a student for work experience let CP know. The timetable is closed for Y10 for one week when they are out on work experience. Students have preparation sessions before work experience as part of CE day. These sessions will instruct students on what to expect from work experience, Health and Safety and completing their work experience diaries. A debrief after work experience will ask students to reflect on what they gained from the experience and write thank you letters. CP also delivers an assembly to Year 10 prior to work experience to explain paperwork and expectations. Students cannot undertake work experience without permissions from parents and completing the necessary health and safety lessons. The governors expect as a minimum that all students will be contacted by phone by staff during work experience week. However, in the interests of the students and in developing the school's reputation in the community it is more important that staff visit students when they are on placement. The students really appreciate it when a member of staff makes the effort to visit them. Staff can sign up for this on the list in the staff room in March.
7. NEET. Not in education, employment or training. It is a government and school target to reduce NEET figures. It is vital that we reduce this figure and get it below 2% every year. (Ideally we want 0%). We want all our students to leave school and have a suitable place available for them at Post 16. There are many options available, a student should not leave school and not go into an Apprenticeship, college, Sixth Form or other Post 16 provider. Recent legislative changes mean that pupils who leave year 11 after summer 2013 have to continue in education or training for at least a further year. Pupils who left year 11 in summer 2014 or beyond need to continue until at least their 18th birthday. A small group of students will start the E2E course at Derby College. Entry to employment is a course where students get the opportunity to sample several different courses, they then choose and specialise. Connexions will organise this. Students who are in the EAL centre will have a session led by Derby College re. ESOL (English for Speakers of Other Languages) course. This is designed for students who have recently entered the country and lack English-speaking skills.
8. Career Mark- Is a national CEG quality Mark. Bemrose achieved this award in 2010 with CareerMark5 and achieved Career Mark 6 in 2013. The award is regularly reassessed and The Bemrose School was revalidated in December 2015. The Most recent CEG assessment is Gatsby Benchmark. The CEG provision in school fulfils and goes beyond this criteria.

9. Careers department website. This is a very extensive information tool and is accessed from the school website www.bemrose.derby.sch.uk. Click on the careers tab on the top of the homepage. The site includes guidance and advice, schemes of work, individual lesson plans, Connexions, Kudos, fast tomato, higher ideas, Apprenticeships and details on the work experience programme. (Our website is listed as being of “outstanding good practice” by connexions and OFSTED).
10. Skills festival. All students in Year 11 are encouraged to attend the annual connexions organised skills festival at The Roundhouse, at the start of the academic year. This is a huge event where students can meet hundreds of different employers, colleges and modern apprenticeship providers. School will organise to take students to the afternoon session of the skills festival. (There will be no year 11 lessons at this time). Students can also attend on their own for the evening session.
11. Careers notice boards. There is a staffroom notice board where all CEG issues are displayed and a student notice board on the ground floor between student toilets. Information displayed includes job vacancies, apprenticeship vacancies, open days and work experience data. Information is also posted on the TV monitors on ground floor. CP will update staff via email and it is vital that staff disseminate this to the students and make the students aware of the opportunities and vacancies as they arise.
12. Staff are encouraged to undertake inset with Connexions and develop their skills in CEG. Details are posted on the CEG notice board in the staffroom. New staff all receive twilight INSET on CEG provision in school. Any other staff are always welcome to refresh their understanding of what school offers students.
13. The CEG dept provides a variety of “extra” sessions for students. This includes specialist apprenticeships workshops. Assemblies by specialist post-16 training providers eg. Derby skillbuild, YMCA, JTL, TBG learning, and over the school year organises visits to Apprenticeship events, Broomfield College and Armed forces open day.

It is vital that students are given their complete entitlement of CEG, this is a statutory requirement (see the ‘Statutory Guidance: The duty to secure independent and impartial careers guidance for young people in schools March 2013’ document from The Department for Education). Students have to develop the skills to be able to make informed choices about their future. This will ensure they then get a suitable placement at Post 16 and have the skills to be adaptable and successful in a dynamic and very changeable labour market. If they avoid becoming NEET they have a far greater chance of reaching their full potential, being successful in life and having a fulfilling life where they make a contribution to society.

As you can see there is great deal going on in The Bemrose School in CEG to ensure all students can reach their potential, make a smooth transition into post 16 and have a suitable placement after Post 16. If you have any issues you are unsure about, come and see me.

Other related documents:

CEG action plan

CEG policy

Connexions Information policy

Work experience policy

Glossary

CEG - Careers education and guidance

SOW – Scheme of Work

CRCI - Connexions resource centre index

KS - key stage

LR- Lisa Roberts

MD-Mike Denison

CP-Claire Pavitt

NEET - not in education, employment or training

PSHE – personal, social and health education

CE- Curriculum Enrichment Days

WEX - work experience