



THE COURTYARD ISLINGTON

CEIAG Programme 2024-2025

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1. Introduction

The Courtyard School educates students from Year 9 to Year 14. We provide an individualised approach to all areas of our student's development. Our students access their learning via a 'stage not age' approach. This takes into consideration their previous experiences, skills and knowledge. We are equally committed to providing all students with a targeted and planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

Through our commitment we aim to maximise the benefits for students by using a whole school approach involving Parents, Carers, external Careers Education, Information, Advice and Guidance (CEIAG) providers, employers and other local agencies.

The Courtyard is committed to providing students with high quality, independent and personalised advice and guidance with regards to careers, further and higher education and future life choices.

Linked Policies and Documents

- Safeguarding Policy
- Health & Safety Policy
- Provider Access Policy
- CEIAG Programme

Linked Legislation and Statutory Guidance

- *Keeping Children Safe in Education* (DfE, September 2023)
- *Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges.* (DfE, January 2023)
- *Skills and Post-16 Education Act* (UK Legislation, April 2022)
- *Education (Careers Guidance in Schools) Act* (UK Legislation, March 2022)
- *Education and Skills Act* (UK Legislation, November 2008)
- *Education Act* (UK Legislation, July 2002)
- *Health & Safety At Work Act* (UK Legislation, July 1974)

2. Student Entitlement

Students at The Courtyard School are entitled to Careers Education Information, Advice and Guidance (CEIAG) that is impartial and confidential.

It is integrated into their experience of the curriculum as a whole and it is based on a partnership with the school, the students and their parents or carers.

Our Careers Education programme promotes equality of opportunity, diversity, and inclusion, whilst promoting the best interests of the students to whom it is given.

To that end, students in **Key Stages 4 & 5** are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.
- Learn about a range of careers from first-hand experiences such as workplace visits, guest speakers and work shadowing.
- Curriculum support in all subjects promoting related job advice.
- Allotted time through the Personal Development curriculum for self-development, focusing on lifestyle and progression.
- Local College and University presentations.
- Information on College Open dates.
- Support with completing Sixth Form application forms, and access to computers for on-line registration and application.
- Trial Interviews.
- Supported CV and Personal Statement sessions.

The Courtyard School employs an external independent Careers Advice Service who provides impartial individual careers interviews and careers information for every student.

Key Stage 4

By the end of **Key Stage 4** all students may:

Understand that they need to grow throughout life by learning and reflecting on themselves, their background, and their strengths.

At **KS4** this will include:

- Responding positively to help, support and feedback.
- Positively engaging in learning and taking action to achieve good outcomes.
- Recognising the value of challenging themselves and trying new things.
- Reflecting on and recording achievements, experiences, and learning.
- Considering what learning pathways, they should pursue next.
- Reflecting on their heritage, identity, and values.

Explore the full range of possibilities open to them and learn about recruitment processes and the culture of different workplaces.

At **KS4** this will include:

- Considering what jobs and roles are interesting.
- Researching the labour market and the education system.
- Recognising the main learning pathways and considering which one they want to follow and how they will access and succeed in it.
- Researching the learning and qualification requirements for jobs and careers that they are interested in.
- Researching the range of workplaces and what it is like to work there.
- Researching how recruitment and selection processes work and what they need to do to succeed in them.

Manage their career actively, make the most of opportunities and learn from setbacks.

At **KS4** this will include:

- Recognising the different ways in which people talk about careers and reflecting on its meaning to them.
- Building their confidence and optimism about their future.
- Making plans and developing a pathway into their future.
- Considering the risks and rewards associated with different pathways and careers.
- Taking steps to achieve in their GCSEs/Qualifications and make decisions about their post-16 pathway.
- Thinking about how they deal with and learn from challenges and setbacks.

Create opportunities by being proactive and building positive relationships with others.

At **KS4** this will include:

- Developing friendships and relationships and reflecting on their relationship to their career.
- Starting to take responsibility for making things happen in their career.
- Being able to reflect on and change their career ideas and the strategies that they are pursuing to achieve them.
- Being willing to speak up for themselves and others.
- Being able to discuss roles models and reflect on leadership.
- Researching entrepreneurialism and self-employment.

Balance their life as a worker and/or entrepreneur with their wellbeing, other interests and their involvement with their family and community.

At **KS4** this will include:

- Reflecting on the different ways in which people balance their work and life.
- Reflecting on their physical and mental wellbeing and considering how they can improve these.
- Recognising the role that money and finances will play, in the decisions that they make and, in their life and career.
- Recognising the role that they play in their family and community and considering how that might shape their career.
- Considering how they want to move through different life stages and manage different life roles.
- Developing knowledge of rights and responsibilities in the workplace and in society.
- Identifying what they can do, individually and with others, to challenge prejudice, stereotyping and discrimination in learning and workplaces.

See the big picture by paying attention to how the economy, politics and society connect with their own life and career.

At **KS4** this will include:

- Evaluating different media, information sources and viewpoints.
- Exploring local and national labour market trends.
- Exploring trends in technology and science.
- Exploring the relationship between careers and the environment.
- Exploring the relationship between careers, community, and society.
- Exploring the relationship between careers, politics, and the economy.

Key Stage 5

By the end of **Key Stage 5** all students may:

Understand that they need to grow throughout life by learning and reflecting on themselves, their background, and their strengths.

At **KS5** this will include:

- Actively seeking out help, support, and feedback.
- Taking responsibility for their learning and aiming high.
- Seeking out challenges and opportunities for development.

- Reflecting on and recording achievements, experiences and learning and communicating them to others.

- Planning their next steps in learning and work.
- Discussing and reflecting on the impact of heritage, identity, and values.

Explore the full range of possibilities open to them and learn about recruitment processes and the culture of different workplaces.

At **KS5** this will include:

- Developing a clear direction of travel in their career and actively pursuing this.
- Actively seeking out information on the labour market and education system to support their career.
- Having a clear understanding of the learning pathways and qualifications that they will need to pursue their career.
- Actively researching and reflecting on workplaces, workplace culture and expectations.
- Analysing and preparing for recruitment and selection processes.

Manage their career actively, make the most of opportunities and learn from setbacks.

At **KS5** this will include:

- Being able to describe the concept of career and say what it means to them.
- Building their confidence and optimism about their future and acting on it.
- Actively planning, prioritising, and setting targets for their future.
- Considering the risks and rewards of different pathways and career and deciding between them.
- Managing the transition into the post-16 learning context and preparing for post-18 transitions.
- Being proactive about being resilient and learning from setbacks.

Create opportunities by being proactive and building positive relationships with others.

At **KS5** this will include:

- Building and maintaining relationships and networks within and beyond the school.
- Being proactive about their life, learning and career.
- Being creative and agile as they develop their career pathway.
- Representing themselves and others.
- Acting as a leader, role model or example to others.
- Considering entrepreneurialism and self-employment as a career pathway.

Balance their life as a worker and/or entrepreneur with their wellbeing, other interests and their involvement with their family and community.

At **KS5** this will include:

- Planning for the kind of balance of work and life that they want.
- Taking action to improve their physical and mental wellbeing.
- Beginning to manage their own money and plan their finances (e.g. thinking about student loans).
- Actively shaping their involvement in their family and community as part of their career planning.
- planning for different life stages and considering the different life roles that they want to play.
- being aware of their role in ensuring rights and responsibilities in the workplace and in society.
- taking action to challenge prejudice, stereotypes and discrimination in learning and workplaces when they encounter them.

See the big picture by paying attention to how the economy, politics and society connect with their own life and career.

At **KS5** this will include:

- Evaluating different media, information sources and viewpoints and reflecting on the best way to get information for their career.
- Exploring and responding to local and national labour market trends.
- Exploring and responding to trends in technology and science.
- Exploring and responding to the relationship between career and the environment.
- Exploring and responding to the relationship between career, community, and society.
- Exploring and responding to the relationship between career, politics, and the economy.

Work Related Learning Placement

The statutory duty on schools to provide every pupil at Key Stage 4 with a standard amount of work-related learning was removed from the National Curriculum with effect from 1 September 2012.

Schools are free to determine whether and how work-related learning and work experience for young people should be provided at Key Stage 4.

After careful consideration, The Courtyard School has determined that it:

- is fully committed to the development of a whole school approach to work-related learning.
- will offer and support students to undertake work experience at an appropriate point across Key Stage 4 and 5 focused on a student centred and led approach.
- Work related learning experiences may include placements off site or online focused on a student centred and led approach.

3. CEIAG Roadmap

The Courtyard Careers Roadmap guides students through their progress of careers education, information, advice and guidance over the course of their KS4/KS5 education.