

# FRAMEWORK FOR CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE

## KEY STAGE 3

### YEAR 7

CEIAG focus	Possible Topics/Activities	Delivery Methods	Resources
<p><b>Developing through careers, employability and enterprise education</b>(Self-Development)</p>	<ul style="list-style-type: none"> <li>• Knowledge of what CEIAG</li> <li>• Describe what you are like, what you are good at and what you enjoy doing.</li> <li>• Describe yourself, your strengths and preferences</li> <li>• Discuss your own aspirations and the skills you may need to develop.</li> <li>• Identify what you like about learning from careers and work-related activities and experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Form time (STEP programme)</li> <li>• Through the curriculum</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on school website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS Progress</li> <li>• Careers Library</li> <li>• STEP programme</li> </ul>
<p><b>Learning about careers and the world of work</b> (Career Exploration)</p>	<ul style="list-style-type: none"> <li>• Be aware of different ways of looking at people's careers and how they develop.</li> <li>• Describe the main types of employment in your area now and in the past.</li> <li>• Describe a local business, how it is run and the products and/or services it provides</li> <li>• Be aware that you have the same rights to opportunities in learning and work as other people</li> <li>• Know how to keep yourself safe when you are working and what the law does to protect child workers from being exploited.</li> </ul>	<ul style="list-style-type: none"> <li>• Form time</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• STEM club</li> <li>• Character Education Lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Employers</li> <li>• Labour Market Information</li> <li>• Careers Adviser</li> <li>• Form teachers</li> <li>• Careers on Moodle</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• Careers Library</li> <li>• STEP programme</li> </ul>

<p><b>Developing career management and employability skills</b> (Career Management)</p>	<ul style="list-style-type: none"><li>• Develop links between school subjects. Post 14, Post 16 choices and future career pathways.</li><li>• Recognise the qualities and skills needed for employability and provide evidence for those you have demonstrated both in and out of school.</li><li>• Review support available in school and how to access it</li><li>• Know how to make important plans and decisions carefully.</li><li>• Show that you can be positive, flexible and well-prepared at transition points in your life</li></ul>	<ul style="list-style-type: none"><li>• Form time</li><li>• PSHE lessons</li><li>• Through curriculum lessons</li><li>• Assemblies</li><li>• Option assemblies/ Careers Drop ins</li><li>• External visitor</li></ul>	<ul style="list-style-type: none"><li>• STEP booklets</li><li>• Local 6<sup>th</sup> Forms &amp; Colleges</li><li>• Enterprise advisor/Co-ordinator</li><li>• National Careers Service</li><li>• National Apprenticeship Service</li><li>• UCAS</li><li>• Careers Library</li></ul>
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## YEAR 8

CEIAG focus	Possible Topics/Activities	Delivery Methods	Resources
<b>Developing through careers, employability and enterprise education</b> (Self-Development)	<ul style="list-style-type: none"> <li>• Identify achievements, skills and qualities</li> <li>• Explore current aspirations and identify areas for personal development</li> <li>• Set personal targets for year ahead</li> <li>• Discuss personal and others’ attitudes and values in relation to learning and work</li> <li>• Be aware of equal opportunities</li> <li>• Recognise and challenge stereotyping in the workplace</li> <li>• Expand knowledge of different career areas using different sources of careers information for research</li> </ul>	<ul style="list-style-type: none"> <li>• Form time</li> <li>• Through the curriculum</li> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Assembly talks</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on school website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS Progress</li> <li>• Careers Library</li> </ul>
<b>Learning about careers and the world of work</b> (Career Exploration)	<ul style="list-style-type: none"> <li>• Investigate the ever changing nature of work</li> <li>• Explore sort of jobs that may/may not exist in the future</li> <li>• Impact of technology &amp; globalisation</li> <li>• Different patterns of working (e.g. self-employment)</li> <li>• Concept of many career changes in a person’s lifetime</li> <li>• Identify skills that promote employability</li> <li>• Develop awareness of all options available including academic and vocational choices</li> <li>• Discuss progression routes from these options and career possibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Form time</li> <li>• Through the curriculum</li> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Assembly talks</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Employers</li> <li>• Labour Market Information</li> <li>• Careers Adviser</li> <li>• Form teachers</li> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• Careers Library</li> </ul>
<b>Developing career management and employability skills</b> (Career Management)	<ul style="list-style-type: none"> <li>• Develop effective decision making skills to enable realistic and informed choices for post-14 options</li> <li>• Develop link between school subjects, Post 14, Post 16 choices and future career pathways</li> <li>• Understand implications and consequences of choices</li> <li>• Explore models of decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Form time</li> <li>• Through the curriculum</li> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> </ul>	<ul style="list-style-type: none"> <li>• Kudos</li> <li>• 6<sup>th</sup> Form/ college prospectuses</li> <li>• UCAS Progress</li> <li>• Careers on School website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> </ul>

	<ul style="list-style-type: none"><li>• Review support available in school and how to access it</li><li>• Awareness of outside agency support</li></ul>	<ul style="list-style-type: none"><li>• STEM club</li></ul>	<ul style="list-style-type: none"><li>• National Careers Service</li><li>• National Apprenticeship Service</li><li>• UCAS</li><li>• Careers Library</li></ul>
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## YEAR 9

CEIAG focus	Possible Topics/Activities	Delivery Methods	Resources
<p><b>Developing through careers, employability and enterprise education</b>(Self-Development)</p>	<ul style="list-style-type: none"> <li>• Review and identify achievements, skills and qualities gained since last year</li> <li>• Explore current aspirations and begin to relate own skills/ interests to particular career pathways</li> <li>• Explore involvement in extra-curricular activities to develop confidence and skill levels</li> <li>• Set personal targets for year ahead</li> <li>• Review attitudes and values in relation to learning and work, equal opportunities and stereotyping</li> <li>• Look at how personal views of these issues impact on decision making and future goals</li> </ul>	<ul style="list-style-type: none"> <li>• Form time</li> <li>• Through the curriculum</li> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS progress</li> <li>• Careers Library</li> </ul>
<p><b>Learning about careers and the world of work</b> (Career Exploration)</p>	<ul style="list-style-type: none"> <li>• Continue to expand knowledge of different career areas using different sources of careers information for research</li> <li>• Review the changing nature of work and future employment prospects (impact of technology &amp; globalisation)</li> <li>• Understand concept of lifelong learning and the importance of gaining transferable skills</li> <li>• Understand importance of Labour Market Information (LMI) as an aid to informed choices</li> <li>• Explore factors such as employment trends, salaries, job availability and competition</li> <li>• Review progression options available (academic /vocational)</li> <li>• Start to develop an understanding of Post-16 and Higher Education options</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Careers Coordinator</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS</li> <li>• Careers Library</li> </ul>

<p><b>Developing career management and employability skills</b> (Career Management)</p>	<ul style="list-style-type: none"> <li>• Review and evaluate decisions to date</li> <li>• Think about implications and consequences of choices and potential progression opportunities</li> <li>• Identify ways of improving future decision making</li> <li>• Review support available in school and how to access it</li> <li>• Awareness of outside agency support</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS</li> <li>• Careers Library</li> </ul>
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## KEY STAGE 4

<b>YEAR 10</b>			
<b>CEIAG focus</b>	<b>Possible Topics/Activities</b>	<b>Delivery Methods</b>	<b>Resources</b>
<b>Developing through careers, employability and enterprise education</b> (Self-Development)	<ul style="list-style-type: none"> <li>• Review and reflect on transition from KS3 to KS4</li> <li>• Set personal priorities and aspirations for the year ahead</li> <li>• Identify goals and possible career aspirations</li> <li>• Introduce self-assessment tools e.g. career related questionnaires</li> <li>• Reflect on learning from work related learning</li> <li>• Discuss main influences which affect attitudes, values, behaviour</li> <li>• Discuss external influences and pressures e.g. media, peer group, family, friends and revisit stereotypes</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS</li> <li>• Careers Library</li> </ul>
<b>Learning about careers and the world of work</b> (Career Exploration)	<ul style="list-style-type: none"> <li>• Research own ideas independently</li> <li>• Make effective use of career resources</li> <li>• Recognise bias in information/views against sources of objective and impartial information</li> <li>• Undertake work related learning/work experience</li> <li>• Reflect on WRL and/ or work experience to inform career ideas and start to develop future plans</li> <li>• Understand importance of Labour Market Information (LMI) as an aid to informed choices</li> <li>• Explore factors such as employment trends, salaries, job availability and competition</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Apprenticeship Service</li> <li>• National Careers Service</li> </ul>

	<ul style="list-style-type: none"> <li>• Develop knowledge about the Post-16 qualifications available</li> <li>• Understand and compare different progression routes</li> </ul>		<ul style="list-style-type: none"> <li>• UCAS</li> <li>• Careers Library</li> </ul>
<b>Developing career management and employability skills</b> (Career Management)	<ul style="list-style-type: none"> <li>• Gain awareness of financial implications of Post-16 choices</li> <li>• Explore budgeting, sources of income and financial support</li> <li>• Understand what employers are looking for</li> <li>• Develop personal presentation skills and self-marketing through interviews, application forms &amp; CVs</li> <li>• Identify Post-16 options being considered</li> <li>• Begin familiarisation of Local Area Prospectus</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS</li> <li>• Careers Library</li> </ul>



## YEAR 11

CEIAG focus	Possible Topics/Activities	Delivery Methods	Resources
<b>Developing through careers, employability and enterprise education</b> (Self-Development)	<ul style="list-style-type: none"> <li>• Review and reflect on future goals with regards to Post-16 choices and career ideas</li> <li>• Make sure plans are realistic and achievable</li> <li>• Use Action Plans for mapping the year ahead</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> <li>• Form time</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• UCAS</li> <li>• Careers Library</li> </ul>
<b>Learning about careers and the world of work</b> (Career Exploration)	<ul style="list-style-type: none"> <li>• Continue researching ideas using impartial careers resources</li> <li>• Pay attention to relevant LMI, entry requirements and Post-16 qualifications for particular career areas of interest, to support informed decision making</li> <li>• Fully understand the range of all Post-16 qualifications</li> <li>• Fully understand different courses and levels on offer in schools, colleges and work based training providers</li> <li>• Compare Post-16 progression routes (including higher education entry requirements) and be able to explain and justify the opportunities being considered</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> <li>• Sixth Form/College visit</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service</li> <li>• National Apprenticeship Service</li> <li>• UCAS</li> <li>• Careers Library</li> </ul>
<b>Developing career management and employability skills</b> (Career Management)	<ul style="list-style-type: none"> <li>• Review financial implications of Post-16 choices (further education, training or employment).</li> <li>• Make use of variety of impartial careers resources</li> <li>• Pay attention to relevant LMI, entry requirements and Post-18 qualifications in order to make informed career decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers talks</li> <li>• Apprenticeship Ambassadors</li> <li>• Work Experience</li> <li>• Assembly talks</li> <li>• HE visits</li> <li>• STEM club</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service- Job profile</li> </ul>

	<ul style="list-style-type: none"><li>• Complete Careers Questionnaire form in Autumn Term</li><li>• Ensure 1:1 or small group impartial guidance interviews</li><li>• Review personal presentation skills and positive self-marketing</li><li>• Produce CV and cover letter in preparation for Post-16 applications</li><li>• Know where to look for education and employment opportunities and be aware of application deadlines</li><li>• Make Post -16 applications</li><li>• Make apprenticeship applications</li><li>• Know where to seek help and support, if necessary, following GCSE results.</li></ul>		<ul style="list-style-type: none"><li>• National Apprenticeship Service</li><li>• UCAS</li></ul>
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# POST 16

## YEAR 12 & 13

CEIAG focus	Possible Topics/Activities	Delivery	Resources
<b>Developing through careers, employability and enterprise education</b> (Self-Development)	<ul style="list-style-type: none"> <li>• Use a range of assessments to review and identify skills, interests, attitudes and match with career plans</li> <li>• Be aware of the impact of external influences on choices and pathways</li> <li>• Further develop skills and knowledge to progress to identified pathway</li> <li>• Gain more work experience or voluntary work</li> <li>• Further research into courses, careers of interest or improving grades</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Questionnaires</li> <li>• Face to face guidance interviews</li> <li>• Employers</li> <li>• HE reps</li> <li>• Work Shadowing</li> <li>• Enrichment</li> <li>• Group talks</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Higher Ideas</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service- Job profile</li> </ul>
<b>Learning about careers and the world of work</b> (Career Exploration)	<ul style="list-style-type: none"> <li>• Make use of variety of impartial careers resources</li> <li>• Obtain information that is relevant to personal needs</li> <li>• Pay attention to relevant LMI, entry requirements and Post-18 qualifications in order to make informed career decisions</li> <li>• Investigate the range of Post-18 pathways and be aware of those relevant to own career goals. E.g. Further/Higher Education courses, Gap Year options, Apprenticeships, Employment, Volunteering, Self-Employment</li> <li>• Justify/evaluate opportunities being considered</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Interviews</li> <li>• NAS – Job profile</li> <li>• Mentoring</li> <li>• Employer visits</li> <li>• LMI</li> <li>• UCAS convention</li> <li>• Northwest Skills events</li> <li>• Higher Education &amp; Apprenticeship Fairs</li> <li>• Student Finance talks</li>   <li>• Careers Adviser/Form Tutors</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> <li>• Form Teachers</li> <li>• National Careers Service- Job profile</li> <li>• Careers Library</li> <li>• UCAS</li> </ul>
<b>Developing career management and employability skills</b> (Career Management)	<ul style="list-style-type: none"> <li>• Reflect and evaluate KS4-5 transition; were right choices made</li> <li>• Identify future goals (short, medium &amp; long term)</li> <li>• Consider implications of changes</li> </ul>	<ul style="list-style-type: none"> <li>• Career guidance interviews</li> <li>• UCAS websites</li> <li>• National Apprenticeship website</li> <li>• Job vacancy websites</li> <li>• Student finance talks</li> </ul>	<ul style="list-style-type: none"> <li>• Careers on School Website</li> <li>• eCLIPS</li> <li>• Kudos</li> <li>• Careers Adviser</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand the financial implications of choices (particularly for Higher Education)</li> <li>• Be aware of sources of financial support for further study</li> <li>• Review personal presentation skills</li> <li>• How to market and sell self positively</li> <li>• Complete CVs and Personal Statements</li> <li>• Understand how/when/where to apply for FE/HE &amp; employment opportunities</li> <li>• Make appropriate applications to employment, FE, HE, apprenticeships</li> <li>• Understand UCAS processes; Extra/Clearing &amp; Adjustment</li> <li>• Know where to seek help following exams results</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Student briefings on HE/Apprenticeship/ Employment /Finance</li> <li>• Weekly Student briefings</li>   <li>• Health &amp; Careers convention event; University &amp; Apprenticeship workshops</li>   <li>• HE &amp; Apprenticeship application workshop</li>   <li>• Weekly Student briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Form Teachers</li> <li>• National Careers Service- Job profile</li> <li>• UCAS</li> </ul>
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