



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

AT

HARLINGTON UPPER SCHOOL

2020-21

This guide sets out our programme of careers education, advice and guidance for students throughout their time at Harlington Upper School. We are constantly looking to improve our provision at Harlington to ensure it reacts to changes in policy and prepares our students for the ever changing labour market.

We are always keen to hear from parents/guardians, who would be willing to share their expertise and knowledge with our students. If you feel you would be able to, please contact the team on CEIAG@harlington.org or contact the Careers Leader on mmunshi@harlington.org

| Term | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Autumn | <p><u>Assembly</u> Introduction to the Careers Team</p> <p><u>Form tutor introduction to Careers</u></p> | <p><u>Assembly</u> Careers</p> <p><u>Form tutor introduction to Careers</u></p> | <p><u>Assembly</u> Careers-Resources and Post 16 Options</p> <p><u>Form tutor introduction to Careers</u></p> | <p><u>Form tutor introduction to Careers</u></p> <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Careers IAG</u> Drop in service available for students.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> | <p><u>Form tutor introduction to Careers</u></p> <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Careers IAG</u> Drop in service available for students.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> |
| | <p><u>STEPS FOR YEAR 9 programme</u> A programme of tutor sessions to support the completion of the 'STEP AHEAD' booklet. Focus on: Decision year, personal qualities and jobs.</p> <p><u>One to one IAG</u> Careers guidance appointments for students.</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> | <p><u>STEPS FOR YEAR 10 programme</u> A programme of tutor sessions to support the completion of the 'STEP FORWARD' booklet. Focus on: The world of work.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> | <p><u>STEPS FOR YEAR 11 programme</u> A programme of tutor sessions to support the completion of the 'STEP FUTURE' booklet. Focus on: Year planner and skills and interests.</p> <p><u>Values Lessons</u> A programme of sessions to be covered during values lessons. Focus on: The Job Interview, Interview Skills and CV writing.</p> <p><u>Sixth Form open Evening</u> Careers team will be present to provide impartial advice and guidance.</p> <p><u>Year 11 parents' evening</u> Careers team will be present to provide impartial advice and guidance.</p> <p><u>One to one IAG</u> Careers guidance appointments for students not seen at the end of Year 10.</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> <p><u>National Skills Show 2020</u> Year 11 visit to National Skills Show at NEC.</p> | <p><u>Form tutor introduction to Careers</u></p> <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Careers IAG</u> Drop in service available for students.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> | <p><u>Form tutor introduction to Careers</u></p> <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Careers IAG</u> Drop in service available for students.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> |

Commented [MM7]: FORM TUTOR INTRODUCTIONS
PPT created to be shared by form tutors.

- Introduction to IAG team
- How to book appointments
- Events throughout the year
- STEPS booklets
- Resources on website

Commented [MM8]: FORM TUTOR INTRODUCTIONS
PPT created to be shared by form tutors.

- Introduction to IAG team
- How to book appointments
- Events throughout the year
- STEPS booklets
- Resources on website

Commented [MM4]: FORM TUTOR INTRODUCTIONS
PPT created to be shared by form tutors.

- Introduction to IAG team
- How to book appointments
- Events throughout the year
- STEPS booklets
- Resources on website

Commented [MM1]: FORM TUTOR INTRODUCTIONS
PPT created to be shared by form tutors.

- Introduction to IAG team
- How to book appointments
- Events throughout the year
- STEPS booklets
- Resources on website

Commented [MM5]: FORM TUTOR INTRODUCTIONS
PPT created to be shared by form tutors.

- Introduction to IAG team
- How to book appointments
- Events throughout the year
- STEPS booklets
- Resources on website

Commented [MM2]: STEPS BOOKLETS
Update based on new STEPS booklets

Commented [MM6]: VALUES LESSONS
Organise SOW – Barclays lifeskills

Commented [MM3]: STEM ASSEMBLY
BCC to organise
Cover form groups for week when BCC delivers assembly

| Term | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Spring | <p><u>KS4 Options Support</u> Drop in service available to support pupils and parents with options choices.</p> <p><u>Options</u> Form tutor support with Options choices.</p> <p><u>Year 9 options evening</u> Careers team will be present to provide impartial advice and guidance to support Options choices.</p> <p><u>STEPS FOR YEAR 9 programme</u> A programme of tutor sessions to support the completion of the 'STEP AHEAD' booklet. Focus on: Skills for life and work.</p> <p><u>National Apprenticeship Week</u> An insight into local and national Apprenticeships held in the school at lunchtime.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> | <p><u>Careers IAG</u> Drop in service available</p> <p><u>STEPS FOR YEAR 10 programme</u> A programme of tutor sessions to support the completion of the 'STEP FORWARD' booklet. Focus on: Work experience.</p> <p><u>National Apprenticeship Week</u> An insight into local and national Apprenticeships held in the school at lunchtime.</p> <p><u>Business lunch</u> Business lunch with local and national employers.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>Careers Fair</u> Students to attend careers fair run through the school day with local and national employers.</p> | <p><u>Post 16 Options Morning</u> Opportunity to speak to representatives from Local Colleges, Universities and Apprenticeship Providers.</p> <p><u>Parents' Evening</u> Careers representative available to provide advice to both students and parents.</p> <p><u>National Apprenticeship Week</u> An insight into local and national Apprenticeships held in the school at lunchtime.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>STEPS FOR YEAR 11 programme</u> A programme of tutor sessions to support the completion of the 'STEP FUTURE' booklet. Focus on: Choices, job market and money.</p> <p><u>Senior Leader Interviews</u> One to one meetings with senior leaders</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>Careers Fair</u> Students to attend careers fair run through the school day with local and national employers</p> | <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Mock Interviews</u> Mock Interviews available</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>National Apprenticeship Week</u> An insight into local and national Apprenticeships held in the school at lunchtime.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>Careers Fair</u> Students to attend careers fair run through the school day with local and national employers</p> | <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>National Apprenticeship Week</u> An insight into local and national Apprenticeships held in the school at lunchtime.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>Careers Fair</u> Students to attend careers fair run through the school day with local and national employers</p> |
| | | | | | |

| Term | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summer | <p><u>STEPS FOR YEAR 9 programme</u> A programme of tutor sessions to support the completion of the 'STEP AHEAD' booklet. Focus on: Qualifications and jobs market.</p> <p><u>Form Tutor Interviews</u> Reflection on the year and target setting.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>STEM</u> Collapsed day to allow students to complete STEM activity</p> <p><u>Work visit</u> Students to visit workplace with parents</p> | <p><u>Work Related Learning</u> Work Experience for students accessing the Work Related Learning Programme.</p> <p><u>STEPS FOR YEAR 10 programme</u> A programme of tutor sessions to support the completion of the 'STEP FORWARD' booklet. Focus on: Post 16 and ahead.</p> <p><u>Form Tutor reflections</u> Reflection on the year and target setting.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> <p><u>STEM Assembly</u> Careers in STEM led by person with industry experience in one of the STEM areas.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>STEM</u> Collapsed day to allow students to complete STEM activity</p> | <p><u>Sixth Form Inductions</u></p> <p><u>Careers IAG</u> Drop in service available on Post 16 choices/ higher education.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> | <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> | <p><u>Sixth Form Studies</u> A programme of sessions to support pupils with making informed choices on further education, training or employment.</p> <p><u>Business lunch</u> Opportunity to meet and discuss with local employers.</p> <p><u>Referrals and appointments</u> Student appointments (self, parental, form and year leader referrals).</p> |

Commented [MM9]: STEM
Bruce to organise activity

Students at Harlington Upper School have the opportunity to access the following:

1. Careers guidance meetings

Students receive solution focused impartial one to one expert careers advice from a member of the CEIAG team and are signposted to resources they can access themselves. Students can either self-refer, by completing a form from the library, or ask their Form Tutor/ Year Leader to arrange a meeting. Students can also email the careers team directly on CEIAG@harlington.org

An action plan will be generated at the end of each guidance meeting and a copy will be placed on students file, emailed home to parents and a copy placed in students form tutors trays to be given to the student.

We aim to ensure every student has had at least one IAG meeting with a qualified Careers Advisor during Year 9 to Year 11 and the opportunity for another one during Year 12 to Year 13.

2. Careers education during values lessons and sixth form studies

There is a tailored series of lessons to be delivered to students during lessons covering a range of areas from: Options at 18; CV writing; The Labour Market and Student Finance & Budgeting.

3. Work experience - when it is appropriate for them

Our aim is to support students to experience a purposeful and relevant work placement which is appropriate to them and their future career aspirations. For most students this will take place during their school holidays or at the end of Year 10. Work experience letter and email templates can be found on the school website.

What do students do if they wish to arrange their own work experience?

For students who have found their own placement, they will need to download and complete the forms on the website under CEIAG called Work Experience Documents. Once completed, these should be returned to main reception marked for the attention of Mr. Munshi (Assistant Headteacher) and one of the CEIAG team will then be in contact to discuss the arrangements.

For students to be insured whilst they are on a work experience placement, they will need to complete **all** relevant paperwork. However, we do appreciate that some parents and students may decide to arrange work experience independently without completing any of the paperwork. In this instance, parents/carers will have full responsibility for the health and safety of the student.

Students in Year 9 will participate in 'Take your child to work day' where students will have the opportunity to experience the world of work by accompanying parents to work for a day. This will be available in the summer term.

4. Time with their Form Tutor where they are able to discuss their concerns and also identify and celebrate those achievements they are proud of, both in and out of school.

During the year, students will have opportunities to discuss future plans and aspirations during form time with their form tutor.

5. Workshops and extracurricular activities

Throughout the year students will be given the opportunity to gain a better understanding of specific careers or skills needed in the world of work through engagement with local and national employers at the Careers Fair, National Apprenticeship Week, Business Lunch and opportunities created through our partnership with The Careers & Enterprise Company SEMLEP and an appointed Enterprise Advisor.

If you want more information:

Further information on the variety of services and support provided by the CEIAG team can be found under the careers link on the school website or by following the CEIAG twitter account @CareersHus.