

Hazelwick School

Careers Education Information, Advice and Guidance (CEIAG)

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Key Stages 3 and 4

The details below are currently restricted due to Covid-19. We will reinstate activities as and when it is safe to do so.

Hazelwick students have access to a range of CEIAG resources and opportunities. Examples of these are discussed in the following document.

Individual support

Individual careers interviews are held for all students in Year 10. This is provided by qualified careers advisors from Education Development Trust. This guidance is offered independently to ensure that students are receiving advice that is impartial and relevant to their needs. Students are given copies of their Personal Action Plan, which details next steps for their careers journey.

Students requiring further expert help are offered subsequent follow up interviews in Years 11, 12 and 13 as appropriate.

Students with additional needs are further supported by our Learning Support Department and Pastoral Teams where appropriate (for example, in completing application forms, undertaking work experience, and exploring options available to them). More able students are offered relevant opportunities and visits to high performing universities.

Links with businesses

We work with the Careers and Enterprise Company to develop links with businesses and offer opportunities to students.

All Year 10 students participate in careers activities on our annual Careers Day held in November. This includes CV writing workshops and a "What's My Line" session. In this activity, a broad range of visitors from a wide variety of professions and industries meet our students and discuss their work, qualifications and opportunities in their area of expertise.

All students in Years 8 and 12 attend the Crawley Careers Fair at the start of the autumn term.

Students have opportunities to develop enterprise and leadership skills through schemes such as the St Catherine's Enterprise Challenge and the Duke of Edinburgh's Award.

If appropriate, students can undertake work experience.

Our STEM Co-ordinator ensures that we have a strong program of STEM activities that students can participate in. This includes visits to local employers and strengthening links with STEM businesses.

Curriculum

Subject areas promote career opportunities related to their subject where appropriate, including visiting speakers and workshops.

The curriculum offers opportunities for students to develop skills relevant to their future careers. This includes:

Business & Travel

- GCSE Business, BTEC Travel & Tourism

College Link Courses as appropriate

Study & Life Skills

- PSHE & Citizenship

Students receive lessons on careers as part of the PSHE and Citizenship scheme of work. Lessons are currently as follows:

Year 8

Careers – Building work skills

Applying for jobs

Apprenticeships and Careers

Year 10

Work on Curriculum Vitae

Year 11

Introduction to Apprenticeships and options for 6th Form/post 16

Students undertake tutorial activities that include careers activities.

- Students receive careers assemblies appropriate to their age group.
- Year 8 students receive support and resources to enable them to make their KS4 Options choices.
- Students have the opportunity to undertake web based careers activities during form time.

Resources

The Library has a well-resourced careers section, which includes books, brochures, prospectuses and leaflets.

Links on our school website direct students to sources of information on CEIAG.

Careers display boards in Lower School highlight a broad variety of careers linked to subject areas. Careers are also promoted within departmental displays.

The Careers Café section of the monthly school newsletter showcases employer encounters, highlights opportunities for students, raises awareness of Labour Market Information and gives guidance and support on developing careers knowledge and skills.

Sixth Form

The majority of Year 11 students attend Hazelwick Sixth Form and then continue to higher education. However, Hazelwick Sixth Form is inclusive, and as such, we endeavour to ensure that every student is aware of their options at each important decision making stage. Importantly, all students receive several individual interviews with key staff. Examples of opportunities provided to students are listed below.

Year 11 students (applying to the sixth form):

- Series of assemblies
- Open evening
- Every Year 11 student receives a progression interview - this includes discussing the appropriateness of A level choices, apprenticeship options and college courses

Higher Education:

Approximately 85% of a typical cohort apply to university through UCAS. The majority of CEIAG is around the UCAS process. These including the following:

- Personal statement/CV writing workshop (July, Year 12)
- Higher education parents' evening
- Assemblies
- Every student receives at least three personal interviews with regards to their application (Tutor/HoY/Ho6)
- Attendance at Higher Education Fair
- Residential trip to University of Exeter, including a lecture from an admissions tutor
- Oxbridge conference
- Oxbridge conference at Hazelwick
- Yearly UCAS training for tutors
- Detailed information booklets issued to all students offering general information and guidance on every step of the application process
- Student finance assembly
- Meetings between Year 13 and Year 12 'early applicants' to discuss the application process
- Online resources (Heap)
- Information through tutorial program
- Higher education section in library, including prospectuses for all universities

Level 2 Students:

- Weekly work experience
- Regular interviews with HoY/Ho6 with regards to progress and progression
- Apprenticeship Workshop
- Formal careers interview
- Final progression interview

General opportunities for all students:

- In addition to UCAS preparation in the summer term of Year 12, students undertake tutorial work on apprenticeships using the National Apprenticeship Service workbooks
- Use of 'unifrog' website to investigate university courses and apprenticeship opportunities
- Careers interview from external advisor
- Assemblies with key speakers, for example:
 - Volunteering opportunities for gap students
 - CEO
- Work experience - meaningful work experience is permitted at most times throughout the year. Students who do not attend the residential at Exeter University are encouraged to undertake work experience during this week
- Parents'/Carers' Information evening at the start of year 12 – with guidance for work experience/shadowing
- 'Open door' policy for students to tutors and sixth form team
- Apprenticeship presentations and support from external companies
- STEM activities
- 'Young Start Up' entrepreneurial opportunity
- University conferences and Open days
- Enterprise competition, St. Catherine's Hospice
- Clear display boards advertising various progression events
- Opportunity blog advertising opportunities to students

- CEIAG is also supported by subject areas through the use of subject specific speakers

Document Revision Control

Revision Number	Summary of Changes	Date of Change
1	Covid-19 information included regarding restricted activities	5/10/20