

Careers Education, Information, Advice and Guidance

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

CEIAG plays an integral part in the development of the whole person. In conjunction with the whole school policy and careers policy, the pupils are given the opportunity to avail of careers education information and guidance from year 10 to year 14.

THE MAIN AIMS OF OUR CEIAG PROGRAMME ARE TO ENABLE PUPILS THROUGH THE AREAS OF:

SELF AWARENESS AND DEVELOPMENT:

- Identify an awareness of their skills, qualities, interests, values, aptitudes and achievements, based on their experiences, potential and future career aspirations.
- Recognise and explore their changing attitudes to, and interest in, the world of work, training and education.

CAREER EXPLORATION:

- Identify, investigate and explore the extent and diversity of local, national and international opportunities available in education, training and work.
- Use their work-related learning experiences to extend their understanding of the world of work and recognise the skills, qualities and competences needed for the workplace
- Understand the changing demands of working life and responsibilities within the working environment
- Obtain, evaluate and use effectively careers information, gathered from a wide range of sources, which is relevant to their personal career preferences, aspirations and achievement.

CAREER MANAGEMENT:

- Review progress against identified targets and record achievements.
- Develop career plans which take account of self awareness, development, achievement and experience and knowledge of career exploration opportunities.
- Develop decision making strategies in order to make and implement career choices, which are informed and well thought through.
- Successfully engage with transition and change.
- Develop their self-presentation skills.

FIVE CORE COMPONENTS OF OUR CEIAG PROVISION:

Our school provides the core components in our CEIAG programme.

Careers Education: All pupils from Years 8 – 14 are taught a structured employability/ careers education programme. There is a planned programme of activities and learning experiences to help pupils develop the knowledge and skills they need to make successful choices, manage transition in learning and move to work. Pupils are actively engaged in their career management through target setting, action planning, researching and reviewing.

Development of Employability Skills: There are opportunities for all pupils, through meaningful and active learning opportunities, to develop their employability skills, enabling pupils to become life-long learners capable of realising their potential in the world of work.

Work-related Learning Experiences: There are opportunities for pupils to participate in planned experiences of the world of work to increase pupils' motivation to develop their employability skills.

Pupils participate in a one week work placement in Years 11 and 13. They are adequately prepared for work experience through a careers programme and evaluate their experiences after their placements. As far as possible, pupils are visited by a member of the Employability team. If a visit is not possible, due to location of placement, a telephone contact is made. Each employer is required to submit a written report about the pupil's work. This report is included in the pupil's progress file. Photographs of pupils at work are displayed on the Careers Notice board.

Further work experience is available for a selected number of pupils in Years 11 and 12. This group of pupils attend school for three days per week, attend a vocational course in the South West College, Omagh one-day per week and attend a work placement for one day per week. These selected pupils' work placements are monitored by the Head of Careers, who makes regular contact with employers.

Further experiences of work are provided through industrial visits and mock interviews. An annual Interview Skills Training Day, where employers from the area conduct interviews with Year 12 pupils is organised.

Careers Information: A broad range of relevant and up-to-date high-quality careers information is available to inform pupils' career planning and management.

Careers information, which includes books, prospectuses, magazines, leaflets etc., is in the Careers Room, Careers Library and School Library. Pupils can access information during timetabled classes, break or lunchtimes.

Computer research is facilitated through careers lessons and pupils develop their knowledge and skills to carry out extended research during other available times in school and at home with internet access.

Careers/Employability Notice boards clearly display up-to-date information and pupils' work. Pupils access further information through industry visits, open days, careers conventions, guidance interviews and visiting speakers.

Careers Advice and Guidance: Individual guidance is being developed particularly at key transition stages.

Careers Guidance is given to Year 12 pupils on an individual or group basis. The Careers Officer from the NI Careers Service undertakes the careers guidance interviews and records of interviews are retained in the careers department. Pupils can request an interview with the Careers Officer which will be organised through the Careers teacher.

Further Careers Guidance is given by the Careers Teachers, particularly to Year 10 and Year 14 pupils. The Careers Officer / Careers Teachers are available for guidance if required by any individual pupil.

TEACHING PERIODS PER YEAR GROUP:

Year 8 – LLW - 2 hours – employability component is taught for one third of the academic year

Year 9 - LLW - 2 hours – employability component is taught for one third of the academic year

Year 10 – LLW - 2 ½ hours – employability component is taught for one third of the academic year

Year 11 – One-hour Careers Education weekly throughout the year.

Year 12 – One-hour Careers Education weekly throughout the year.

Year 13 – One-hour Careers Education weekly throughout the year.

Year 14 – One-hour Careers Education weekly throughout the year.

HEAD OF CAREERS: Mrs Una Nixon

Roles and Responsibilities:

- University and Higher Education applications
- Organisation of Work Experience – Link pupils in Year 11 and Year 12 one day per week.
- Organisation of Work Experience – Year 11 and Year 13 - one-week placement.
- Organisation of Careers Days/Events/Workshops/Visiting speakers/Industry visits
- Year 12 Interview Skills Training Day
- Year 14 Open Days to Universities and Colleges
- Year 10 Career Guidance
- Year 12 Career Guidance with Careers Officer
- Year 14 Career Guidance
- Subject Choice Booklet for Year 10
- Post-16 Information Booklet
- Year 12 and Post-16 Options Evenings – Career Guidance
- Schemes and Units of Work for Years 8 – 14
- Providing ongoing impartial and objective Careers guidance to all pupils in the school, particularly, Year 10 – Year 14, providing support at key transition points.
- Member of Learning Guidance Team
- Member of STEM Team
- Member of Careers Sub Group – Omagh Learning Community

CAREERS/LLW TEAM:

Mrs Kelly

Mrs Keyes

Mrs Mulgrew

Miss Murphy

Mrs Nixon

Mrs Rafferty

All staff contributes to the careers education and guidance programme through their roles as Form and subject teachers. Subject teachers highlight career opportunities and skills and qualities which will be developed through studying their subject and the relevance of these to the pupil's future. All staff has been advised of CEIAG across the curriculum during designated time on Staff Development Days. A 'CEIAG Across the Curriculum Folder' has been set up on RM Staff Computer and all heads of subject areas have been advised to address the CEIAG learning intentions in their areas of learning, how their area of learning contributes to the careers/employability programme and the enhancement and enrichment activities they plan in their schemes and units of work. Subject specific career events and promotional materials are forwarded to relevant departments and departments are encouraged to have a Careers noticeboard in their classrooms relevant to their subject area.

ACCOMMODATION: Careers Room and Interview Room. There is also a Careers section in the main School Library.

RESOURCES:

- Books
- Prospectuses
- Magazines
- Leaflets
- Noticeboards/Displays

Computer Resources: Internet websites

The Head of Careers, Mrs Una Nixon completed a Postgraduate Certificate in Careers Education and Guidance in 2003.

LLW Team in Key Stage 3

Mrs Mulgrew
Mrs Kelly
Mrs Keyes

Careers Team in Key Stage 4

Mrs Keyes
Mrs Nixon
Mrs Rafferty

External Links:

Mrs Nixon is a member of the Careers Sub – Group in the Omagh Learning Community. She attends regular meetings and the school participates in events organised through the group. Mrs Nixon is also a member of NISCA and attends the annual conferences.

Links with other policies;

The policy for CEIAG supports and is itself underpinned by a range of key school policies including Special Educational Needs, Information and Communication Technology, Numeracy, Literacy, Work experience and Child Protection.

In 2010 a Learning Guidance Team was set up to support the guidance to all pupils particularly at key transition stages. The team includes the Head of Careers, Head of Special Needs, Head of Pastoral Care, Head of Curriculum, the school's Careers Officer and Mr Warnock, the principal. Strong links exist to assist pupils with their progression and development.

The Careers Officer meets the Special Educational Needs Co-ordinator to discuss transition plans for pupils on the special educational needs register.

Careers/LLW Team Meetings

The Careers/LLW team meet formally at least once per term to review materials and plan work for the term.

Meetings: Date of Last Meeting: August 2017

Careers Officer:

Mr Ronan Mc Ateer

Jobs and Benefits Office

Omagh

Role: The careers officer meets with Mrs Nixon at the beginning of each school year to draw up and finalise the service level agreement. This includes the plan for contribution from the careers officer throughout the year. This contribution is mainly with Year 12 pupils, beginning with a careers information questionnaire carried out with all classes in Year 12. This is followed by careers guidance interviews both individually and in groups. Pupils can request an individual interview which can be organised through the careers teacher. The careers officer is available to offer guidance to Year 13 or Year 14 if the pupil/careers teacher requests it. The school has built up an excellent relationship with the current careers officer which leads to an excellent careers guidance service offered to the careers department and the pupils. The Careers Officer is available to attend Parents Evenings.

Review of Service Level Agreement: September 2017

Schemes of Work:

Schemes and Units of Work are available for Years 8 - 14

Year 8 – Year 10 are following Education for Employability programmes. These are and will continue to be reviewed and updated in compliance with the NI curriculum and to cater for the needs of the pupils from our school.

Years 11 and 12 follow a programme which is consistently reviewed and updated. All Key Stage 4 pupils on Pathway 1 and 2 are completing the GCSE in Learning for Life and Work. Pupils who are completing Pathway 3 are completing Prince's Trust Award. Mrs Rafferty, LLW co-ordinator and Mrs Nixon meet at the beginning of the academic year to discuss schemes of work for both careers and LLW so both subjects can compliment each other.

Post-16 pupils follow a careers programme, delivered by Mrs Nixon.

Schemes and Units of work for all Key Stages will continue to be reviewed and updated.

Areas to be further developed:

Pupil Evaluation of Employability and Careers Programmes

Evaluation of pupil work placements

Cross – Curricular Links

Guest speakers, including local employers and entrepreneurs

Industrial visits

LMI – Labour Market Information

CEIAG and STEM – STEM team to be further developed