

Careers Education, Information, Advice and Guidance Policy & Careers Strategy

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

Reviewed by:	Principal
Frequency of policy review:	Triennially
Lead Sub Committee for discussion:	Resources and Recruitment Policy
Last Reviewed:	November 2019
By Dan Sydes	
Head teacher approved policy for additional ratification by Local Governing Body	
By Michael Whitaker	
Next Review Date:	November 2022

Introduction

Statutory Duty

From [Careers guidance and access for education and training providers](#), the Department for Education outlines statutory duty as the following:

“The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 8 (12 - 13 Year Olds) to Year 13 (17 - 18 Year Olds).”

“The governing body must ensure that the independent careers guidance provided;

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

Legislation

Our statutory duty meets the legislation Section 42A and 45A of the Education Act, 1997.

Careers Plan

North East Futures UTC has a statutory duty to secure independent careers guidance for all year 10 to 13 students (The Education Act 2011 / "Careers Guidance and Inspiration in Schools", March 2015 & Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff January 2018). Our aim is for all students to achieve their personal best. In careers education, this translates as every student making the right choices for progression. We will support students in making well-informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of options (including academic, vocational, apprenticeships) that are most likely to help them to achieve their ambitions.

Careers education does not just mean informing students about their options post 16 but also how their school career will affect their futures. It is our statutory duty to ensure that all students receive independent, impartial advice and guidance regarding all options within school, how these choices will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. The raising of the age for participating in learning means that young people face a wider range of choices of courses and places to study.

Students need help to make choices and manage transitions: to do this effectively they need good quality careers education, information, advice and guidance. North East Futures UTC's

Careers Plan sets out how we provide a fit for purpose careers programme which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

North East Futures UTC provides in-school guidance and independent advice from external consultants, Education Development Trust, to ensure our students receive the impartial advice that they need. We will help our students develop high aspirations and consider a broad and ambitious range of careers. We hope that by inspiring every pupil through more real-life contacts with the world of work, they will be able to put in context other areas of their education and increase their motivation to learn.

North East Futures UTC's careers provision is based on the "Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff January 2018", and led by the 8 Gatsby Benchmarks ensuring a formal Careers, Enterprise and Employability Programme is in place indicating the importance of employability, careers & enterprise education as part of overall UTC policy and a clear understanding of national and regional drivers. The careers programme is clearly linked to North East Futures UTC's Development Plan and there is a clear vision for employability and business engagement education. Local employers advise on the employability, careers & business engagement programme to ensure the programmes enable children and young people to achieve the school's employability goals before they leave school.

The UTC Careers Education, Information, Advice and Guidance Policy & Careers Strategy is based on the DfE document "Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff January 2018".

North East Futures UTC Career Plan - Aims

Our Careers Education, Information, Advice and Guidance (CEIAG) will:

- Provide good quality independent and impartial careers advice to students which inspires them and motivates them to fulfil their potential
- Provide advice and guidance which is in the best interests of the student
- Contribute to raising achievement; encouraging students to develop high aspirations and consider a broad and ambitious range of careers
- Provide opportunities to work in partnership with employers, mentors, training providers, local colleges and others to provide opportunities to inspire students through real-life contact with the world of work
- Develop enterprise and employability skills including skills for self-employment
- Support inclusion, challenge stereotyping and promote equality of opportunity

- Encourage students to see career development as a life-long process
- Support students at key transition points

CEIAG at UTC North East Futures has four elements:

- 1) Careers Education: Planned programmes in the curriculum giving students knowledge and skills to help them to plan / manage their own career.
- 2) Career Information: Including options, skills, occupations, labour market information (LMI), pathways and progression routes.
- 3) Careers Advice and Guidance: Independent and impartial careers advice and guidance provided by a qualified careers advisor (Education Development Trust).
- 4) Work Related Learning: Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.

Implementation of Objectives

- For all students at NE Futures UTC to have a minimum of 10 hours contact time with external industry partners
- For all students to have open access to impartial careers information and resources including information about apprenticeships and vocational pathways
- To have all UTC staff able to provide impartial advice and guidance to all students, to enable them to reach their academic, personal and career aspirations
- To continue to build upon new and existing relationships with a range of partners including business organisations, employers, local authority networks, colleges, apprenticeship providers, trainers and universities
- To have all key stakeholders engaged and contributing to the provision of CEIAG, including students, staff, industry partners and parents/carers
- For CEIAG to be embedded in the ethos of UTC and throughout the delivery of curriculum content, personal, social and health education (PHSE) programme and enrichment activities

Monitoring and Evaluation

- Analysis of student destination data and, where possible, information about their progress in further or higher education, training and employment
- Surveys taken by students and staff after each significant event
- School development plans and progress of these
- Careers Audit as provided by North East Local Enterprise Partnership Careers Hub

- Feedback from industry partners outlining both positive experiences and areas for improvement
- Monitor student progress with applications for university and/or apprenticeships.
- Global Bridge platform for students to showcase their talents and aid recruitment for potential academic institutions or employers.

The CEIAG Team Roles and Responsibilities

To maintain and run an effective Careers Programme North East Futures UTC has an identified CEIAG Team:

Sarah Hughes

Business Liaison Manager responsible for Business Engagement / Careers

- Strategic leadership of CEIAG across North East Futures UTC
- Prepare and implement CEIAG development plan
- Provision of a planned CEIAG programme / development of annual careers plan
- Monitor CEIAG provision and take up of careers guidance
- Commission and negotiate service level agreements
- Analysis and tracking of destination data
- Establish, maintain and develop relationships with employers, further- and higher-education, training and apprenticeship providers
- Liaise with tutors, special educational needs and disabilities coordinator to identify and support students with careers guidance
- Secure student access to personal careers guidance
- Promote careers across the curriculum; liaise with PSHE lead and directors of subject to plan careers education
- In house training / continuing professional development (CPD) for staff
- Brief and support staff involved with delivery of CEAIG
- Maintain own CPD
- Review and evaluate CEIAG (Quality assure CEIAG)
- Report to senior leadership team (SLT) and Governors on CEIAG
- Advise SLT and Governors on policy, strategy and resources for CEIAG

Education

Development

Trust

Qualified external careers advisor

- Deliver up to 121 independent careers interviews per year along with group work
- Create individual action plans for each student
- Provide LMI bulletins
- Deliver inset and training for staff on utilising LMI

- Attendance of open evenings and parent evenings
- Facilitate free sessions for parents on aspirations
- Impact and student feedback support
- Evaluation of provision
- Advise Careers Leader on best practice

Liam Clarke - Strategic support

SENDCO

- Support teacher understanding of careers linked to the curriculum
- Schemes of work for careers education
- Nominated teaching representative responsible for affective communication of careers programme to teaching staff
- Advise Careers Leader on CPD required for teaching staff to enable careers to be embedded in the curriculum
- Schemes of work for careers education
- Ensure careers information advice and guidance supports all students including SEND and pupil premium students
- Support North East Futures UTC provide an inclusive careers programme to prevent NEET young adults after graduating from UTC.
- Highlight any students who require additional careers education support to raise their aspirations.

Mary Youngs Enterprise Advisor

- Monitor provision of CEIAG
- Facilitating industry links to support the delivery of CEIAG
- Termly review of CEIAG (Challenge Meetings with Careers Leader)
- Strategic planning support for development of CEIAG at North East Futures UTC

Pauline Jamieson Client Relationship Officer Sunderland University

- Nominated partner representative responsible for assisting North East Futures UTC achieve benchmark 7
- To help raise students' aspirations
- To work with the Careers Team and offer support to teachers to embed careers in the curriculum.
- Organise and liaise with the University outreach team and other departments to deliver workshops/visits with North East Futures UTC

Additional staff responsibilities

SENDCO

- Provide support to special educational needs students to help them develop and implement their individual careers action plans
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans
- Ensure the careers leader understands the North East Futures UTC's statutory responsibility to students with SEN
- Develop individual career action plans as part of the Education Health and Care plan

All teaching staff

- Link curriculum areas to careers
- Support the development of employability skills and embed these into lessons
- Promote progression routes within their curriculum area
- Develop external links to support CEIAG within curriculum areas
- Feedback specific student needs (or opportunities) to the CEIAG team
- Signpost students to appropriate CEIAG advice and information

Pastoral Team

- Ensure they are familiar with North East Futures UTC's career plan and its objectives
- Working with the CEIAG team to provide additional support for the not-in-education-employment or training risk group
- Encourage students to think positively about their career prospects and what they could be doing to enhance their life chances
- Feedback specific student needs (or opportunities) to the CEIAG team
- Deliver personal development careers programme
- Tutors support students with careers action plans
- Engage with North East Futures UTC's careers CPD

Quality in Careers Standard Award - Code of Practice

North East Futures UTC aims to achieve a Quality in Careers Standard Award. The aim of the award is to:

1. Ensure young people get the support they need to make well informed, realistic decisions about their future through careers education, information, advice and guidance.
2. Have appropriate, up to date, accurate and impartial information and resources that all young people can access regardless of race, gender, religion, ability, disability, social background or sexual orientation.
3. Ensure the organisational policies relating to careers education, information, advice and guidance (CEIAG) are up to date and regularly reviewed and reflect this code of practice.

4. Empower young people by informing them of how they can access CEIAG to help them plan their future and make well informed, realistic decisions.
5. Provide young people from year 10 onwards access to impartial professionally qualified careers guidance¹ and ensure formal regular assessment arrangements are carried out of the guidance practitioner, by appropriately qualified² senior staff to determine ongoing competency.
6. Offer all young people access to impartial and independent³ careers guidance⁴, at a time and place that suits their needs.
7. Ensure that all staff working with young people are offered and access ongoing training about qualifications/progression pathways and other relevant subjects and that there is a formal system in place to ensure the competency of all staff in delivering CEIAG.
8. Work in partnership, where appropriate, with opportunity providers including employers, FE and training providers, and youth support services.
9. Working with parents/carers to offer them information, advice and guidance to help them, help their son/daughter.
10. Involve young people in the design, delivery and evaluation of CEIAG programmes.
11. Promote equality of opportunity, celebrating diversity, challenging stereotypes and raising aspirations.

The Gatsby Benchmarks

UTC aims to achieve all 8 Gatsby Benchmarks set out in the government's careers guidance and access for education and training providers statutory guidance for governing bodies, school leaders and school staff, January 2018.

North East Futures UTC's careers plan supports the achievement of the eight Gatsby benchmarks:

Benchmark 1: A Stable Careers Programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by Students, parents, teachers, governors and employers.

Benchmark 2: Learning from Career and Labour Market Information

Every Student and their parents should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information

Benchmark 3: Addressing the Needs of Each Student

¹ "Professionally qualified" means an approved Career Development Institute (CDI) advice and guidance qualification at level 6 or above

² "Appropriately qualified" in this context means careers advice and guidance qualified

³ "Independent" means external to the organisation

⁴ "Career guidance" as defined by the DfE. "Careers Inspiration in Schools" March 2015

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.

Benchmark 4: Linking Curriculum Learning to Careers

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of career paths.

Benchmark 5: Encounters with Employers and Employees

Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

Benchmark 6: Experiences of Workplaces

Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities, and expand their networks.

Benchmark 7: Encounters with Further and Higher Education

All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

Benchmark 8: Personal Guidance

Every Student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.

Careers Programme

North East Futures UTC is committed to providing a planned CEIAG programme with clear student outcomes for all students (based on the 8 Gatsby Benchmarks):

The careers programme is based around three areas:

Self Development

Developing through careers, employability and enterprise education



Students understand themselves and influences on them

Careers Exploration

Learning about careers and the world of work.



Students investigate opportunities in learning and work and are exposed to many careers and environments

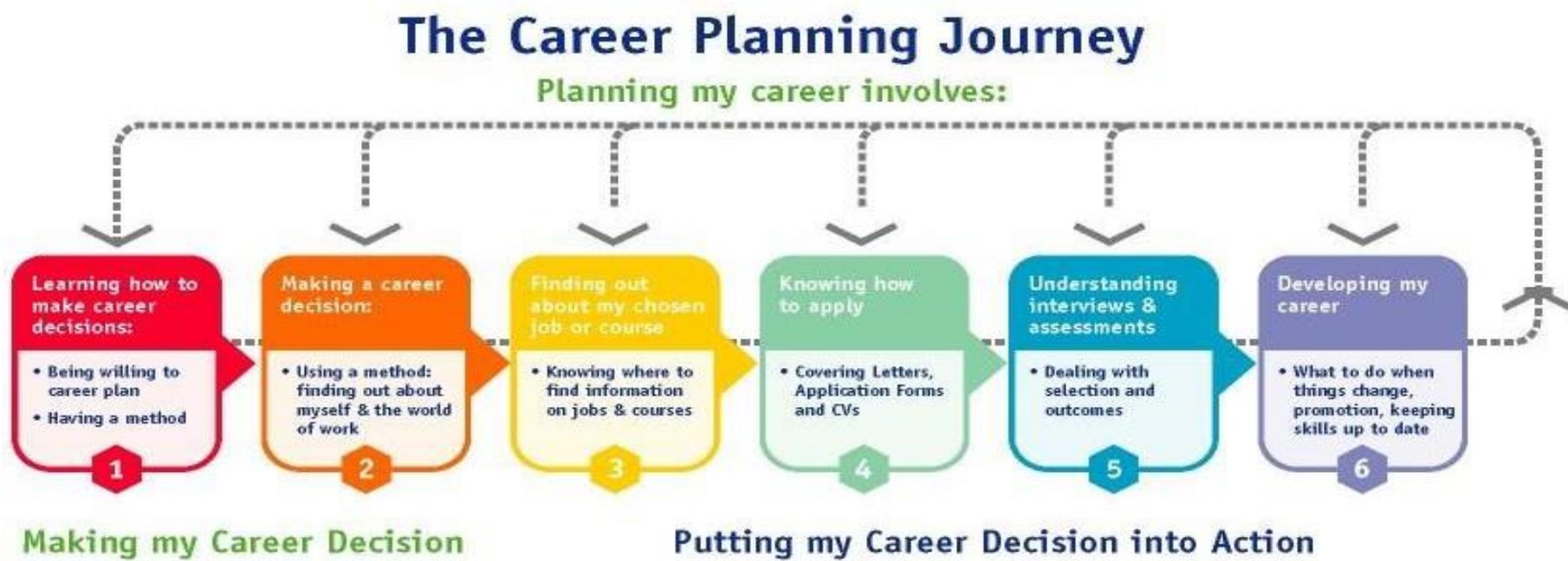
Career Management

Developing career management, employability and enterprise skills



Students make and adjust plans to manage change and transition.

This includes knowing how to plan a careers' journey:



Student Entitlements

Year 10

- Students explore post 16 pathways.
- Students have a wide range of opportunities to engage with a range of local business, FE, HE and training providers.
- Economic awareness is developed further, and students are encouraged to think about employability, which careers appeal to them and to identify and set themselves realistic future goals.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers.
- Students begin CV and cover letter writing suitable for job applications.
- Students are encouraged to think about the kind of behaviour potential employers look for through North East Futures UTC's workplace skills
- All students have access to one to one guidance interview with a careers advisor (Qualified and matrix accredited - Education Development Trust). They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students complete work experience.
- Students are encouraged to access LMI independently.
- Students work with an employer on an industry project

Year 11

- Students are supported with post 16 choices and encouraged to consider all their options including further study and apprenticeships.
- Students are encouraged to consider how LMI is relevant to their post 16 options.
- All students have a one to one guidance interview with a careers advisor (Qualified and matrix accredited - Education Development Trust).
- Students use careers interviews to help understand different career pathways and entry requirements and are encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students have optional access to additional independent and impartial advice via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students are encouraged to think about the kind of behaviour potential employers look for through North East Futures UTC's workplace skills.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers.
- Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter
- Students develop interview technique and complete a mock interview with a local employer.
- Students are kept up to date with post 16 deadlines, open evenings and appropriate internal and external careers events.

Year 12

- Students explore post 18 pathways.
- Students have a wide range of opportunities to engage with a range of local business, HE and training providers.
- Economic awareness is developed further and students are encouraged to think about employability, which careers appeal to them and to identify and set themselves realistic future goals.
- Students are encouraged to attend careers talks, fairs, college open days and taster days with employers.
- Students begin CV, UCAS statements and cover letter writing.
- Students are encouraged to think about the kind of behaviour potential employers look for through North East Futures UTC's workplace skills.
- Students are encouraged to attend careers talks, fairs, UCAS fairs, University open days and taster days with employers.
- All students have access to one to one guidance interview with a careers advisor (Qualified and matrix accredited - Education Development Trust). They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students complete 2 weeks work experience.
- Students are encouraged to access LMI independently.
- Students work with an employer on an industry project

Year 13

- Students are supported with post 18 choices and encouraged to consider all their options including HE, employment and apprenticeships.
- Students are encouraged to consider how LMI is relevant to their post 18 options.
- All students have a one to one guidance interview with a careers advisor (Qualified and matrix accredited - Education Development Trust).
- Students use careers interviews to help understand different career pathways and entry requirements and are encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Students have optional access to additional independent and impartial advice via drop in sessions. They are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
- Students are encouraged to think about the kind of behaviour potential employers look for through North East Futures UTC's workplace skills.
- Students are encouraged to attend careers talks, fairs, UCAS fairs, University open days and taster days with employers.
- Students are assisted further with CV writing and encouraged to have a completed a CV and cover letter.
- Students develop interview technique and complete a mock interview with a local employer.
- Students are kept up to date with post 18 deadlines, open evenings and appropriate internal and external careers events.

CEIAG by Year Group 2019-20

Year 10				
Date	CEIAG Activity	Services	Partners Involved	Gatsby Benchmarks
September - July	Access to independent and impartial careers advice and guidance. Additional support available through staff referral, parental request.	Careers information, advice and guidance.	Education Development Trust	Careers Management Gatsby Benchmarks 3, 8
September - July	Business Breakfasts: guest speakers (Mentors and Partners)	Engagement with Employers	Various	Careers Exploration Career Management Gatsby Benchmarks 2, 4, 5, 6, 7
September - July	Industry Visits	Employer engagement Careers information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - July	Guest Lectures	Employer Engagement Careers Information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - January	PD, Tutor and Mentor Programmes include: 1. Self development 2. Career exploration - Work experience research, applications, preparation, learning outcomes.	Careers education	PD Teachers Mentors Tutors Education Development Trust	Self development Careers exploration Careers Management Gatsby Benchmarks 1, 2, 4

	3. Career Management - CV and Cover letter writing - Global Bridge profile			
September - June	Careers talks provide CEIAG and support, LMI	Careers education Careers Information	Various employers Education Development Trust	Self development Careers exploration Careers Management Gatsby Benchmarks 2, 4, 5, 7
September - May	Industry Projects	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 5, 6
September - May	Mentoring Programme	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 3, 5, 6, 8
November	Launch of Work Experience Assembly	Careers information	Careers Lead Principal	Gatsby Benchmark 6
November	Sunderland University Visit	Careers Education Careers Information	Sunderland University	Gatsby Benchmarks 1,2,7
February	Careers Drop Down afternoon - Apprenticeship assembly, Access to my industry workshops, information on apprenticeship pathways and application procedures.	Careers information Employer engagement		
February	Labour Market Information Assembly	Careers Information	Education Development Trust or DWP	Careers Exploration Gatsby Benchmark 2
March	National Careers Week, British Science Week, Healthcare Science Week - Tutor Group Activities, Year Group Assemblies. All curriculum areas link their subject to the work of work, employability skills, employers to provide access to my industry talks. National Apprenticeship Week - Presentation, Careers Carousel, Careers Drop Down Day.	Careers Education Careers information Employer Engagement	Various Employers Tutors and Teachers ASK Project - TBC	Careers Exploration Careers Management Gatsby Benchmarks 2, 4, 5
July	Work Experience Week	Employer Engagement	Various	Self development Gatsby Benchmarks 1,2,3,5,6

Year 11				
Date	CEAIG Activity	Services	Partners Involved	Gatsby Benchmarks
September - July	<p>Access to independent and impartial careers advice and guidance.</p> <p>All students have access to one to one guidance interviews.</p> <p>Additional support available through staff referral, parental request.</p>	<p>Careers information, advice and guidance.</p> <p>One to one guidance</p>	Education Development Trust	Careers Management Gatsby Benchmarks 3, 8
September - July	Business Breakfasts: Guest speakers (Mentors and Partners)	Engagement with Employers	Various	Careers Exploration Career Management Gatsby Benchmarks 2, 4, 5, 6, 7
September - July	Careers drop in sessions	Careers information Careers Education	Careers Leader Education Development Trust	Gatsby Benchmarks 1,2,3,8
September - July	Industry Visits	Employer engagement Careers information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - July	Guest Lectures	Employer Engagement Careers Information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - June	<p>Personal Development, Tutor and Mentor Programmes include:</p> <ol style="list-style-type: none"> 1. Self development 2. Career exploration - Work experience research, applications, preparation, learning outcomes. 	Careers education	<p>PD Teachers Mentors Tutors Education Development Trust</p>	Self development Careers exploration Careers Management Gatsby Benchmarks 1, 2, 4

	3. Career Management - CV and Cover letter writing - Global Bridge profile - Interview Preparation			
September - June	Careers talks provide CEIAG and support, LMI	Careers education Careers Information	Various employers Education Development Trust	Self development Careers exploration Careers Management Gatsby Benchmarks 2, 4, 5, 7
September - May	Industry Projects	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 5, 6
September - May	Mentoring Programme	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 3, 5, 6, 8
November	Launch of Work Experience Assembly	Careers information	Careers Lead Principal	Gatsby Benchmark 6
November	Sunderland University Visit	Careers Education Careers Information	Sunderland University	Gatsby Benchmarks 1,2,7
January	Labour Market Information Assembly	Careers Information	Education Development Trust or DWP	Careers Exploration Gatsby Benchmark 2
February	Careers Drop Down afternoon - Apprenticeship assembly, Access to my industry workshops, information on apprenticeship pathways and application procedures.	Careers information Employer engagement		
March	Mock Interviews with Mentors	Employer Engagement Careers Education	Various Employers	Career Management Gatsby Benchmarks 2,4,5,6,7

March	Careers Fair	Careers Information Careers Education	Various Employers/HE/FE providers, training providers	Gatsby Benchmarks 1,2,4,5,6,7
March	National Careers Week, British Science Week, Healthcare Science Week - Tutor Group Activities, Year Group Assemblies. All curriculum areas link their subject to the work of work, employability skills, employers to provide access to my industry talks. National Apprenticeship Week - Presentation, Careers Carousel, Careers Drop Down Day.	Careers Education Careers information Employer Engagement	Various Employers Tutors and Teachers ASK Project - TBC	Careers Exploration Careers Management Gatsby Benchmarks 2, 4, 5
August	Results Day Personal Guidance and support	Careers information advice	Education Development Trust Careers Team	Gatsby Benchmarks 1,2,3,8

Year 12				
Date	CEAIG Activity	Services	Partners Involved	Gatsby Benchmarks
September - July	Access to independent and impartial careers advice and guidance. Additional support available through staff referral, parental request.	Careers information, advice and guidance.	Education Development Trust	Careers Management Gatsby Benchmarks 3, 8
September - July	Business Breakfasts: Guest speakers (Mentors and Partners)	Engagement with Employers	Various	Careers Exploration Career Management Gatsby Benchmarks 2, 4, 5, 6, 7

September - July	Industry Visits	Employer engagement Careers information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - July	Guest Lectures	Employer Engagement Careers Information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - June	Personal Development, Tutor and Mentor Programmes include: 1. Self development 2. Career exploration - Work experience research, applications, preparation, learning outcomes. 3. Career Management - CV and Cover letter writing - Global Bridge profile - Interview Preparation	Careers education	PD Teachers Mentors Tutors Education Development Trust	Self development Careers exploration Careers Management Gatsby Benchmarks 1, 2, 4
September - June	Careers talks provide CEIAG and support, LMI	Careers education Careers Information	Various employers Education Development Trust	Self development Careers exploration Careers Management Gatsby Benchmarks 2, 4, 5, 7
September - May	University Access Programmes	Careers Education Careers Information	Various Universities	Gatsby Benchmarks 1,2,7
September - May	Industry Projects	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 5, 6
September - May	Mentoring Programme - 6 sessions across the year	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 3, 5, 6, 8
November	Launch of Work Experience Assembly	Careers information	Careers Lead Principal	Gatsby Benchmark 6

November	Sunderland University Visit	Careers Education Careers Information	Sunderland University	Gatsby Benchmarks 1,2,7
January	Labour Market Information Assembly	Careers Information	Education Development Trust or DWP	Careers Exploration Gatsby Benchmark 2
February	Careers Drop Down afternoon - Apprenticeship assembly, Access to my industry workshops, information on apprenticeship pathways and application procedures.	Careers information Employer engagement	Various employers Tutors and Teachers ASK Project - TBC	Self development Careers exploration Careers Management Gatsby Benchmarks 2, 4, 5, 7
March	Mock Interviews with Mentors	Employer Engagement Careers Education	Various Employers	Career Management Gatsby Benchmarks 2,4,5,6,7
March	Careers Fair	Careers Information Careers Education	Various Employers/HE/FE providers, training providers	Gatsby Benchmarks 1,2,4,5,6,7
March	National Careers Week, British Science Week, Healthcare Science Week - Tutor Group Activities, Year Group Assemblies. All curriculum areas link their subject to the work of work, employability skills, employers to provide access to my industry talks. National Apprenticeship Week - Presentation, Careers Carousel, Careers Drop Down Day.	Careers Education Careers information Employer Engagement	Various Employers Tutors and Teachers ASK Project - TBC	Careers Exploration Careers Management Gatsby Benchmarks 2, 4, 5
March	Destinations Day	Careers Education Careers Information	Sunderland University	Gatsby Benchmarks 1,2,7
April (30/04/20)	UCAS - Tyneside higher education exhibition 2020 - Utilita Arena	Careers Education Careers Information	UCAS Universities Various Employers	Gatsby Benchmarks 1,2,4,5,6,7
July	Work Experience	Employer Engagement	Various	Self development Gatsby Benchmarks 1,2,3,5,6

Year 13				
Date	CEAIG Activity	Services	Partners Involved	Gatsby Benchmarks
September - July	<p>Access to independent and impartial careers advice and guidance.</p> <p>All students have access to one to one guidance interviews.</p> <p>Additional support available through staff referral, parental request.</p>	<p>Careers information, advice and guidance.</p> <p>One to one guidance</p>	Education Development Trust	Careers Management Gatsby Benchmarks 3, 8
September - July	Business Breakfasts: Guest speakers (Mentors and Partners)	Engagement with Employers	Various	Careers Exploration Career Management Gatsby Benchmarks 2, 4, 5, 6, 7
September - July	Industry Visits	Employer engagement Careers information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - July	Guest Lectures	Employer Engagement Careers Information	Various	Self development Careers exploration Careers Management Gatsby Benchmarks 4, 5, 6, 7
September - June	<p>Personal Development, Tutor and Mentor Programmes include:</p> <ol style="list-style-type: none"> 1. Self development 2. Career exploration - Work experience research, applications, preparation, learning outcomes. 3. Career Management - CV and Cover letter writing 	Careers education	<p>PD Teachers Mentors Tutors Education Development Trust</p>	Self development Careers exploration Careers Management Gatsby Benchmarks 1, 2, 4

	<ul style="list-style-type: none"> - Global Bridge profile - Interview Preparation 			
September - June	Careers talks provide CEIAG and support, LMI	Careers education Careers Information	Various employers Education Development Trust	Self development Careers exploration Careers Management Gatsby Benchmarks 2, 4, 5, 7
September - January	University Access Programmes / Assemblies	Careers Education Careers Information	Various Universities	Gatsby Benchmarks 1,2,7
September - May	Industry Projects	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 5, 6
September - May	Mentoring Programme	Careers Information Employer Engagement	Various employers	Self development Careers exploration Careers Management Gatsby Benchmarks 3, 5, 6, 8
September	UCAS Application workshops/submission	Careers Information	6 th Form Tutors	Self development Careers exploration Careers Management Gatsby Benchmarks 1,2,4
November	Launch of Work Experience Assembly	Careers information	Careers Lead Principal	Gatsby Benchmark 6
November	Sunderland University Visit	Careers Education Careers Information	Sunderland University	Gatsby Benchmarks 1,2,7
January	Labour Market Information Assembly	Careers Information	Education Development Trust or DWP	Careers Exploration Gatsby Benchmark 2
February	Careers Drop Down afternoon - Apprenticeship assembly, Access to my industry workshops, information on apprenticeship pathways and application procedures.	Careers information Employer engagement	Various employers Tutors and Teachers ASK Project - TBC	Self development Careers exploration Careers Management Gatsby Benchmarks 2, 4, 5, 7

March	Mock Interviews with Mentors	Employer Engagement Careers Education	Various Employers	Career Management Gatsby Benchmarks 2,4,5,6,7
March	Careers Fair	Careers Information Careers Education	Various Employers/HE/FE providers, training providers	Gatsby Benchmarks 1,2,4,5,6,7
March	National Careers Week, British Science Week, Healthcare Science Week - Tutor Group Activities, Year Group Assemblies. All curriculum areas link their subject to the work of work, employability skills, employers to provide access to my industry talks. National Apprenticeship Week - Presentation, Careers Carousel, Careers Drop Down Day.	Careers Education Careers information Employer Engagement	Various Employers Tutors and Teachers ASK Project - TBC	Careers Exploration Careers Management Gatsby Benchmarks 2, 4, 5
April (30/04/20)	UCAS - Tyneside higher education exhibition 2020 - Utilita Arena	Careers Education Careers Information	UCAS Universities Various Employers	Gatsby Benchmarks 1,2,4,5,6,7
August	Results Day - Personal guidance and support	Careers Information and advice	Education Development Trust	Gatsby Benchmarks 1,2,3,8