



ILKLEY GRAMMAR SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY



The Careers Programme at Ilkley Grammar School

This document has two parts:

- Part 1 summarises the statutory requirements for CEIAG provision
- Part 2 sets out how our Careers Programme meets these requirements

Part 1: Summary of the statutory requirements for CEIAG

Our policy (as outlined in the Moorlands Learning Trust CEIAG policy) and Careers Programme are based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

Our Careers Programme is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find in our CEIAG Policy on our website.

Our careers programme is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- As an academy in England, we're now required to provide and publish careers guidance

The above guidance requires that schools publish information about their careers programme on their website. This document shows how our school complies with this requirement.

Our Careers Programme has also been developed in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This document should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found in our Trust CEIAG Policy.

Part 2: The IGS Careers Programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We offer statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

We audit progress towards meeting these benchmarks by using the Compass Tool, through our strategic planning documentation and through the Careers Quality Mark self-evaluation tool.

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future.

Aims of the Careers Programme

- **Self-awareness:** To enable students to understand themselves and the influences on them, to recognise their strengths, the areas they need to improve, their skills, motivations, values and personal qualities through their career journey while at IGS.
- **Career Exploration:** To enable students to investigate and raise their aspirations through career related learning opportunities and work experience. The aim is to develop a knowledge and understanding of local market information, wider employment trends, the influence of society and the range of options and routes available to them.
- **Career Management:** To enable students to make and adjust plans to manage change and transition effectively from one stage of education, training or work into the next.
- **Excellence:** To establish best practice in line with statutory guidance for CEAIG.
- **A personalised approach:** To ensure that careers guidance in IGS treats ALL students as individuals and caters to their own needs and aspirations, in particular recognising that students with additional needs require a bespoke approach and ensuring they receive this through personalised provision. This will involve the careful review of a student's EHCP at key transition points and the facilitation of a well-managed transition best suited to their individual needs

Staff roles and responsibilities for the delivery of the Careers Programme

- The **Careers Leader** (an Associate Assistant Headteacher) designs sequences of learning and prepares resources (principally delivered through PBT) in partnership with the Careers Advisor
- They work alongside TLR holders known as **PrExLs (Progress and Experience Leaders)** who oversee the Personal Development Curriculum in each year group.

- The Careers Programme (known as a micro-curriculum) is delivered by **form tutors** and the rationale for this is that over time they develop a personal relationship with their tutees and have a holistic view of each child in their care. The tutor, for example, is the person who writes references in Post-16
- The **Careers Advisor** provides independent information and advice to students when it is required using a referral process and ensuring full coverage, for example in year 11, by booking in to see all students individually or in small groups.
- There are work experience programmes in year 10 and year 12. This is currently delivered by and external provider **Bradford Experience** (2023-24) with oversight from the IGS Careers Leader
- There is also a part-time **careers administrator** who supports with the booking of appointments, WEx paperwork and with the whole-school tracking of careers encounters.
- There is an **Associate Assistant Head Teacher (Post-16)** who, alongside the overall Director of Post-16, oversees Post-18 pathway provision and planning.
- The **Deputy Head Teacher in charge of Personal Development** has whole school strategic oversight of CEIAG.
- We have two **Enterprise Advisors** (voluntary) who support with a range of careers-related events.
- We have a **designated governor** who oversees careers.

Summary of the Careers Programme (the Next Steps Curriculum)

Our careers programme is delivered through a number of methods, including:

- 40-minute weekly PBT (Personal Best Time) lessons
- resources in the Next Steps folder on Showbie
- assemblies
- careers interviews
- trips and visits
- work experience
- mock interviews
- information on the school website
- regional and national websites
- the academic curriculum
- Our annual Careers Fair - FutureFest

Key Stage 3 Careers Programme

Our Key Stage 3 careers programme introduces students to key careers-related knowledge, skills and experiences and supports pupils in their planning and choice of GCSE subjects and making a successful transition to key Stage 4. The core programme includes the following activities and powerful knowledge:

Year 7			
Term	Student Experience	Benchmark	CDI
2	Future Fest Careers Fayre	5- Encounters with employers and employees	<ul style="list-style-type: none"> • Explore possibilities
6	Next Steps – Research and activities around STEM job roles and sectors. Provider assembly.	2 – Learning from career and labour market 7- Encounter with further and higher education	<ul style="list-style-type: none"> • See the bigger picture. • Create Opportunities • Manage career
1-6	1:1 careers interview with CIAG Advisor (personal/teacher/parent referral)	8- Personal Guidance	

Year 8			
Term	Student Experience	Benchmark	CDI
2	Future Fest Careers Fayre	5- Encounters with employers and employees	<ul style="list-style-type: none"> • Explore possibilities
3	Next steps programme – Research different qualifications, present findings, challenge stereotypes, Research jobs and sectors using Indigo careers.	2 – Learning from career and labour market	<ul style="list-style-type: none"> • Create opportunities. • Balance life and work. • Explore possibilities
3	Provider Assembly.	7- Encounter with further and higher education	<ul style="list-style-type: none"> • Manage career
4	Options – Assembly by DHT on options process. Within tutor groups students to research subjects and option combinations. Options Evening	3 - Addressing the needs of each student.	<ul style="list-style-type: none"> • Grow through life
1-6	1:1 careers interview with CIAG Advisor. (personal/teacher/parent referral)	8- Personal Guidance	

Year 9			
Term	Student Experience	Benchmark	CDI
2	Future Fest Careers Fayre Provider Assembly on VTQs and Technical education.	5- Encounters with employers and employees 7- Encounter with further and higher education	<ul style="list-style-type: none"> • Explore possibilities • Manage Career
3	Next Steps programme – Decision making, Indigo careers research, risks and rewards and Learner pathways.	2 – Learning from career and labour market	<ul style="list-style-type: none"> • Manage Career
3	Options – Assembly by DHT on options process. Within tutor groups students to research subjects and option combinations.	3 - Addressing the needs of each student.	<ul style="list-style-type: none"> • Manage Career • Grow through life • Explore possibilities
4	Options Evening.	3 - Addressing the needs of each student.	<ul style="list-style-type: none"> • Manage Career
1-6	1:1 careers interview with CIAG Advisor. (personal/teacher/parent referral) Bookable appointments at Parents Evening.	8- Personal Guidance	

Key Stage 4 Careers Programme

Our Key Stage 4 careers programme continues to build on the knowledge, skills and experiences introduced at KS3 while introducing real-life experience of the workplace through Work Experience and Mock Interviews in Year 10. The programme aims to help pupils research and understand their choices and routes into Post-16 education and training and to prepare them to make a successful transition to Post-16 at IGS or elsewhere. The core programme includes the following activities and powerful knowledge:

Year 10			
Term	Student Experience	Benchmark	CDI
2	Work Experience launch Future Fest Careers Fayre	6 – Experiences of workplaces 5- Encounters with employers and employees	<ul style="list-style-type: none"> • Grow throughout life • Explore possibilities

3	Next Steps Programme (World of Work) – Students building employability skills through researching jobs, producing a mock application, using LMI and producing a covering email.	2 – Learning from career and labour market	<ul style="list-style-type: none"> • Explore possibilities. • See the bigger picture
5	Mock Interviews – All students will have a mock virtual interview. Students will receive feedback from employers.	5- Encounters with employers and employees	<ul style="list-style-type: none"> • Explore possibilities
6	Work Experience placement in Challenge and Celebration week. Provider assembly on VTQ courses	6 – Experiences of workplaces 7- Encounter with further and higher education	<ul style="list-style-type: none"> • Grow throughout life
1-6	1:1 careers interview with CIAG Advisor. (personal/teacher/parent referral) Bookable appointments at Parents Evening.	8- Personal Guidance	

Year 11

Term	Student Experience	Benchmark	CDI
1	Assembly on post 16 options with Careers Leader and AHT Post 16. Assembly - Launch of researching post 16 options and taster sessions. Continued in tutor time. Information, advice and guidance for student's next steps pathway in PBT Post 16 Open Evening	2 – Learning from career and labour market 3 - Addressing the needs of each student.	<ul style="list-style-type: none"> • Manage career. • Balance life and work • Explore possibilities
2	Provider Assembly on Post 16 VTQ/Technical options and Apprenticeship Future Fest Careers Fayre	7- Encounter with further and higher education 5- Encounters with employers and employees	<ul style="list-style-type: none"> • Explore possibilities
3	Students' applications for taster sessions Taster session for post 16 and at other providers if applicable. Provider Assembly on Post 16 VTQ/Technical options and Apprenticeship	3 - Addressing the needs of each student. 7- Encounter with further and higher education	<ul style="list-style-type: none"> • Create opportunities
4	Next steps post 16 interviews - All students will have an interview with a member of the Leadership Team or Careers Team.	3 - Addressing the needs of each student.	<ul style="list-style-type: none"> • Create opportunities
1-5	1:1 careers interviews with CIAG Advisor. (personal/teacher/parent referral) Mandatory and Bookable appointments at Parents Evening.	8- Personal Guidance	

Key Stage 5 Careers Programme

Our Key Stage 5 careers programme supports pupils in planning for their future in the short, medium and longer-term, including university, employment and apprenticeships. The core programme includes the following activities and powerful knowledge:

Year 12

Student experience	Powerful knowledge	Gatsby Benchmark	CDI
<ul style="list-style-type: none"> • Introduction to Higher Education PIE (Sept) from Lancaster University • University and Apprenticeship Search Event (March) • Cambridge and Oxford Roadshows (at IGS for ALL interested students) • PBT Next Steps sessions using Unifrog, UCAS website and other sites linking to Gatsby • Students gradually fall into flexible groups according to their intended pathways: Apply+ (inc. Ox, Med, Vet, Dent), Oversees universities, Gap Years, Apps, Russell Group, Employment • Next Steps Week (parts I and II) in summer term all with opportunities for live Q+A: university talks, apprenticeship provider talks, alumni, subject-specific talks (e.g., med, vet sci, dent, other bespoke sessions as required), Oxbridge talks, personal statement advice and feedback, Gap Year evaluation with advice and guidance from expert in this field, interview preparation 	<ul style="list-style-type: none"> • Info about the jump from GCSE to A levels/BTECs • Opportunity to speak to both universities and app/employment providers • Labour Market Information • Students use Unifrog (and UCAS and other resources, e.g. from the Search event) to research all Next Steps pathways and destinations • Sessions build to inform all students of their options before they specialise. • Students directed to MOOCs and Future Learn • Extensive information about: UCAS applications, personal statements, decision-making, super-curricular options • Students complete CV/Personal Statement drafts 	<p>2 – Learning from career and labour market</p> <p>3 - Addressing the needs of each student.</p> <p>6 – Experiences of workplaces</p> <p>7- Encounter with further and higher education</p> <p>8- Personal Guidance</p>	<ul style="list-style-type: none"> • Grow throughout life. • Explore possibilities. • Manage Career. • Create opportunities. • See the big picture.

Year 13

Student experience	Powerful knowledge	Gatsby Benchmark	CDI
<ul style="list-style-type: none"> • Preparation for Higher Education Parent & Student Information Evening • Personal Best Time (PBT) Next Steps Prog using Unifrog with tutors and with expert staff • Next Steps Clinics and bespoke provision according to specific pathway • Interview workshops for Russell Group applicants and others (e.g., nurses etc) as needed. • Sequence of PBT sessions and after school session using IGS alumni: Applying for App Prog in PBT, Gap Year Programme in PBT, Life After IGS Programme in PBT (running alongside App and Gap Year Prog) 	<ul style="list-style-type: none"> • Personalised advice, guidance and feedback both in group settings and one-to-one with tutors and specialist staff and external providers • Self-analysis, leadership, how to sell yourself, teambuilding, interviews, setting SMART targets for your applications. • Advice on the benefits of a Gap Year and planning and organising a Gap Year • Student finance, getting ready for study at university, getting ready for exams, getting ready to feed yourself, safety when independent, how to be independent/live alone, getting ready for financial independence. 	<p>2 – Learning from career and labour market</p> <p>3 - Addressing the needs of each student.</p> <p>7- Encounter with further and higher education</p> <p>8- Personal Guidance</p>	<ul style="list-style-type: none"> • Grow throughout life. • Explore possibilities. • Manage Career. • Create opportunities. • Balance life and work. • See the big picture.

Other aspects of the Careers Programme

As can be seen above CEIAG (known at IGS as the *Next Steps Curriculum*) is primarily delivered to all students in years 7 to 13 as a strand of the PBT (Personal Best Time) curriculum. All students at IGS have one 40-minute PBT lesson per week and the Next Steps micro-curriculum forms an important part of the overall Personal Development Curriculum.

CEIAG provision is also delivered across a number of other platforms and through a range of additional encounters/activities/events including:

- **An Independent Careers Adviser** who provides CIAG in the following ways:
 - Individual and group interviews in Year 11
 - Individual interviews available for Year 9, 10, 12 and 13 through school and self-referral
 - Assemblies, group sessions and talks to year groups arranged by the Careers Adviser.
 - Offering bookable appointments at Parents' Evenings, Open Events, Year 8, 9 and 11 Options Evenings.
- **The promotion of opportunities** through internal and external events; articles; adverts; on the school website; and features in each year group's Next Steps & Careers Showbie folder, also accessible for parents and staff.
- The advertising of upcoming opportunities and events on **display boards** around school.

- **Liaising with FE providers** and collating information on behalf of the school for reporting Destinations Measures data – adapting provision as required.
- **Personalised support:** Close liaison with SEND and SRP to support transition to adulthood for students with additional needs including personalised liaison with FE and specialist local providers to enable a smooth transition for students.
- **Careers Resources:** These are situated in C10 with careers staff. All Post-16 students will have an individual login for Unifrog, the school’s careers related software. All students Y7-13 are given access to information and advice through the school website and Showbie, providing universal and stage appropriate links to a wide range of up to date careers information.
- **Specialist Visitors:** Students gain access to professionals in a range of careers through participation in an online Careers and Apprenticeship Fair, events during National Careers Week and National Apprenticeship Week, Mock Interviews, Year 11 Transition Day and Year 12 Next Steps week
- **Off-Site Career Information Opportunities:** These are organised and offered to Year 11 through the ‘Skills Show’ and ‘College Taster’ to enable IGS students to explore the different options available to them post-16. Open days for a wide range of colleges and training providers are all promoted, and students are encouraged to attend these out of school. Online virtual resources are also promoted for students to participate in.
- **Our own Careers Fair – FutureFest** – This is an annual careers fair with over 30 stalls covering the widest possible range of providers – private and public sector. This is attended by all students in years 7-13

Aspects of the Careers Programme relating specifically to Post-16 provision

Students are provided with a range of opportunities and strategies to enable them to develop greater knowledge and awareness of Higher/Further Education and alternative employment opportunities or options through:

- Visits to Universities for Year 12 students
- Weekly PBT (Personal Best Time) lessons and/or CEP (Curriculum Enrichment Programme) lessons which provide information on financial budgeting, planning and access to student loans alongside a range of planned annual events (e.g. Year 12 Next Steps week) and other opportunities which arise over the course of a year.
- Access to our careers software, Unifrog
- Open access to information in the Careers Office, C10 and ICT facilities
- Publications produced by the school and Careers Adviser
- All year 12 students have group guidance sessions in PBT lessons. Year 12 and 13 students can also self-refer for an individual interview and are also supported by the 6th form team as required. The student’s tutor supervises their UCAS applications on Unifrog and this is overseen by the 6th Form leadership team.
- A week of Leadership opportunities, enrichment trips, or further work experience in July.

A Careers Programme that supports successful transition

Students receive information and advice at transition points through events such as:

- **Options/next steps launch assemblies** for students in year 8,9,11 and 13
- **Advice sessions** to individuals, groups and whole year groups by LT, our Independent Careers Adviser, Year Leaders and Tutors.
- **All students in year 11 receive a 1:1 careers interview with our careers advisor and a 1:1 interview with a member of the senior leadership team**

- **Transition Day:** An annual planned day organised for all Year 11 students on 6th Form studies, college courses and apprenticeships as well as school organised attendance at a local College Taster and the National Skills Guidance Show for students who are interested in these pathways.
- **Post-16 Next Steps Week:** An annual planned event with an organised carousel of presentations for all Year 12 students with a focus on career adaptability from higher education, alternative HE pathways, Apprenticeships, Gap year and voluntary options.
- **Online Careers Fair** which is promoted to all students and their Parents/ Carers in Years 7 - 13.
- **Handouts and links to websites** provided by national bodies and internally for a variety of pathways, further resources on Showbie, including Labour Market Information.
- **Links and liaison with, and visits from local colleges** and employers providing access to all pathway options post-16 and 18.

Links to other aspects of educational provision and national frameworks

The 7-year Careers Programme links (in different ways at different times) to our School Values and is intertwined with the other 7 Personal Development strands as well as to other statutory aspects of our educational provision such as PSHE and Character Education.

Pupils with special educational needs or disabilities (SEND) or who are not able to access the mainstream Careers Programme for any other reason (e.g. ACEs).

Where possible the majority of pupils with SEND or other needs will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant areas of school (e.g. pastoral teams, the Achievement Centre, the SRP) and other organisations, to identify the needs of our pupils with SEND/ACEs and put in place personalised support and transition plans. This may include alternative modes of curriculum delivery, meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Access to our careers programme information

A summary of our school's careers programme is published on our school website alongside our policy and the (student friendly) Next Steps & Careers pages in the student section of our website.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting careers@igs.mlt.co.uk

Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- **A Careers Tracker** which runs from year 7-13
- **Tracking and monitoring of Post-16 and Post-18 destinations**
- The student **self-report survey** which is completed and updated each year by students
- **Student focus groups** conducted as a form of QA by Progress and Experience Leaders and the Careers Leader each year
- **Assessment of what students know and understand** during and following PBT lessons

- Opportunities to provide **feedback following Transition events** such as Options Evenings and Open Evenings

Review

The Careers Programme information will be reviewed annually alongside the Policy and the website information

Summary

To summarise, Ilkley Grammar School provides all students with access to information on the full range of career pathways available so that students are empowered to make informed choices about their next steps and the career options available to them.