

## CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) ENTITLEMENT STATEMENT

At UTC@MediaCityUK each student has an entitlement to receive a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme delivered by experienced and enthusiastic teaching staff.

The CEIAG programme is supported by a number of partners including The Aldridge Foundation, The University of Salford, The Lowry, Parents and Carers, UTC Staff, Employer Partners and the Greater Manchester Education and Business Community.

At the UTCMediaCityUK the lead Careers Advisor is Sue Kuzubasoglu. Sue can be contacted by email [Sue.Kuzubasoglu@utcmediacityuk.org.uk](mailto:Sue.Kuzubasoglu@utcmediacityuk.org.uk)

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UTC Staff, Employer Partners and the Business Community work together to provide Work Related Learning projects for students, that link to and extend learning in Academic and Specialist subjects.

Students themselves are central to an effective programme and other professionals including Industry Leaders, Teachers and the Head of Careers. Independent, impartial Careers Advisers make a vital contribution to ensuring that UTC students develop the skills toolkit they need to make well informed realistic decisions that will enable them to achieve their full potential in the future. All students will be consulted on the entitlement to CEIAG and help shape what it should include.

The overall aim of an effective Careers Education, Information, Advice and Guidance programme is to help students to:

- Gain information about jobs and employment (the labour market) in a variety of areas;
- Understand themselves better and develop their personal capabilities;
- Acquire the skills necessary for making realistic decisions;
- Make informed choices about their own career paths;
- Be aware of all education, training and career opportunities Post 16 and Post 18;
- Have the career management skills needed to manage transitions to new roles and situations.

### **At UTC@MediaCityUK, all students will have:**

- Access to opportunities within different industrial sectors to help them learn more about what is involved. This will be led by Industry professionals where possible and can include speakers, work inspiration events and visits;
- Access to the UTC's Entrepreneurial Hub and information about business start-up from industry professionals;
- Access to a planned and structured careers education programme to help develop key skills around self-awareness and informed decision making;
- Access to up to date, impartial and comprehensive careers information covering educational, vocational training and career opportunities;
- Access to individual advice and guidance interview with an impartial, professional Careers Adviser.

**Through the delivery of UTC@MediaCityUK's CEIAG programme, each year the students in Year 10 and Year 11 will:**

- Have careers lessons which are incorporated into the Personal Development programme to enhance students' knowledge and understanding of Enterprise and the World of Work;
- Be taught how to use START and National Careers Service website to identify possible career options;
- Gain a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations) and build upon self-awareness and how it relates to the world of work;
- Have access to careers education, information, advice or guidance in school through the Head of Careers or an independent career adviser and access one-to-one individualised careers support;
- Have access to the UTC@MediaCityUK Careers resources and external speakers on a range of topics including apprenticeships, armed forces, sector specific roles and higher education;
- Gain a greater understanding of the world of work and basic employment laws, equality in the workplace and young people in work;
- Understand the impact of Raising the Participation Age (RPA) and what it means to them;
- Meet with the Widening Participation team with parents/carers to explore options and careers in greater detail and have discussions about how different subjects can enhance/affect career choices;
- Be introduced to the Work Experience Programme and supported in finding suitable placements in Year 11;
- Receive briefs from external speakers about apprenticeships, armed forces, further and higher education and employment to ensure the best post 16 decision is made for each individual student.

**Through the delivery of a comprehensive progression plan, students in Year 12 and Year 13 will participate in a programme of Careers Education Information, Advice & Guidance activities.**

The aim of the careers programme is as follows:

- To ensure that before leaving the Sixth Form, each student has made a clear decision about the next stage of their career, based on a realistic appraisal of their abilities and interests;
- Decisions are rational and can be justified in terms of the criteria of the student concerned;
- Each student should understand his/her own criteria and be able to describe them;
- Decisions have been made after considering a range of accurate information;
- Students recognise the degree of realism, or lack of it, which is inherent in their ideas, and can identify barriers to achieving their aims;
- Students have a plan for putting their ideas into effect, and a contingency plan in case the first course of action does not bring success.

## **YEAR 12**

Careers sessions are in place for all Year 12 students throughout the year. Students will:

- Have access to one-to-one career interviews through the Careers Service with independent, impartial career advisers to support students throughout the Year. Students will have their individual ideas explored whether it be degree courses, gap year opportunities, apprenticeships, employment, taking into account financial elements for all options;
- Be encouraged and supported to gain work experience during their holidays (for 1-2 weeks) and before they return to school for Y13. They will be offered the opportunity for a dedicated week at the end of the school year. This type of life experience is paramount during the university/employment selection process, and may be the deciding factor. Students can make their own arrangements for work shadowing, which is an excellent tool for building independence;
- Take part in a three day Futures Programme which will prepare students for life beyond the Sixth Form. Students will receive specialist briefs from external providers, one to one career interviews and visit a university and training provider;
- Receive an introduction to UCAS and be shown how to create a UCAS account;
- Receive specialist support to write their UCAS personal statement;
- Receive specialist briefs throughout the year from external agencies to provide support in a variety of areas;
- Where appropriate, receive mock interviews;
- Where appropriate, receive briefs from Year 13 students to learn from their experiences through the UCAS/employment application process.

## **YEAR 13**

Careers sessions are in place for all Year 13 students throughout the year. Students will:

- Continue to receive one-to-one interviews through the Careers Service with independent, impartial career advisers to support students throughout the Year;
- Receive specialist briefs from external agencies such as universities, gap year providers, employers or apprenticeship champions to ensure students are fully briefed on all their options;
- Receive UCAS support and guidance to help students through the UCAS application process;
- Participate in 'Writing your personal statement' workshops;
- Where appropriate, receive help with CVs, Job Applications and mock interviews;
- Receive specialist training in Higher Education programmes that the UTC uses;
- Where appropriate, share their 'application' experiences with younger students to share knowledge and lessons identified.