

Careers Education, Information, Advice and Guidance (CEIAG) Strategy

1. Vision Statement

Our students are ambitious with their career choices and have a clear understanding of how their time in school directly affects their career after.

2. Vision Rationale

Providing students with outstanding careers guidance is of the utmost importance. It is the key to opening our students' eyes to the possibilities and opportunities available to them once they leave school. It is our job to raise their social mobility, show them what is out there and guide them towards making good, appropriate education and careers choices that will enable them to have a rewarding career. It is our vision for careers guidance at Bedlington Academy is that all students have access to appropriate and bespoke careers guidance at every stage of their academic career that enables them to successfully access the next stage of their career.

We deliver Careers Education in a variety of ways to all pupils from Year 7 to Year 13 and beyond to ensure that our young people are making informed and well supported decisions. Our Tutorial and Personal Development programme encourages our pupils to think about career planning from their earliest time in school and develop positive approach in everything they do.

We are actively involved in a range of projects to enable our young people to understand the breadth of opportunities available to them in their future education and employment, and partner with a number of organisations that support us in this aspiration.

3. **Our current provision – summary**

Here at Bedlington Academy we firmly believe that students are entitled to receive high quality Careers Education, Information, Advice and Guidance (CEIAG). The programme aims to develop their awareness of their skill set, make students aware of the opportunities available to them after school and encourage students to plan appropriately for their future. We aim to raise aspirations, broaden horizons and break down stereotypes so that all students are enabled to fulfil their potential. Through this, we aim to inspire students to greater achievement in their formal qualifications whilst with us and ensure successful progression to the next stage of their lives and the world of work.

Bedlington Academy has a robust CEIAG programme that is integrated into all parts of our school community. It incorporates both formal CEIAG education, guidance activities and interviews, and careers information provided throughout individual subject areas. Students will be exposed to a variety of external speakers, alumni, employers and higher education provisions throughout their time at Bedlington Academy. The programme also works closely with staff at the academy in order to develop their knowledge of careers in their subject area, as we firmly believe all staff are responsible for the 'career education' of our students, not just the careers team. Therefore, it is important that all staff maintain an up-to-date knowledge of the opportunities that relate to their subjects, encourage students to explore ideas and are happy to provide additional information to students, or to refer them to other resources/colleagues with a more specific knowledge.

In addition to the in-school programme we also aim to provide students with opportunities to experience the world of work and higher education facilities. We run a work experience programme in years 10 and 12 to allow students to develop their key employability skills and experience what it is like to go to work. We also endeavour to expose students to a range of local universities and colleges in order to support them in making informed decisions about their future studies.

We aim to continue to develop the careers provision to develop a greater range of experiences and resources over the coming academic years, such as the school website to support students and their parents/carers in researching and planning their futures. We aim to strengthen our relationships with external supporters, further and higher education providers, alumni and employers to widen the information and support for all our students to ensure they make successful transitions within and beyond Bedlington Academy and go on to successful careers.

4. Strategic Objectives

1. Students have regular and meaningful encounters with a wide range of employers and training providers to allow them to make ambitious and informed choices about the next stage of their careers. *(Benchmark 1,5,6 and 7)*
2. Students are understanding, accessing and using good quality information about local and national jobs (Labour Market Information –LMI) to plan their educational pathways and careers, before key decisions and transition periods. *(Benchmark 2, 3 and 8)*
3. Embed careers education across the curriculum with all staff being aware of their role and taking an active part in careers guidance and maintaining accurate records of the work they do or and making full use of the school's tracking system for careers education. *(Benchmark 1,2,3 and 4)*

5. Careers Team

Miss Laura Wright

Careers Leader

Miss Wright works with students from across the school to support their understanding of future opportunities open to them; their progression through the school and into university or training; and to widen understanding of the career options available to them. She has developed and resourced the careers programme alongside Michael Laidlaw and leads and supports other staff members to provide students with good quality career related activities as part of the tutorial programme and within the curriculum.

Mr Michael Laidlaw

Head of Sixth Form

Mr Laidlaw oversees the careers and personal development programme at Bedlington Academy. He leads on supporting students with their progression through either the UCAS application process or other post 18 options and supports students returning to Sixth Form in year 11. He also leads on the design and delivery of the careers programme at Post-16.

Mrs Kristen Lynn***Sixth Form Hub Manager, Guidance Lead and Higher Education Champion***

Mrs Lynn is a Qualified Careers Adviser (L7) and undertakes personal guidance interviews with all students in year 11 and 13 and working with staff to develop their knowledge and understanding of local labour market information and opportunities.

She offers learners additional opportunities for students from years 7-13 to have a personal careers guidance interview. Parents' can speak with the Careers Adviser and can request to be present at their child's careers guidance appointment. Students can request this either by asking their tutor or a teacher, or by making a booking with Mrs Lynn in the Sixth Form Hub. Most careers appointments last about half an hour and all students who have a meeting with Mrs Lynn will receive an action plan summarising their plans and identifying their next steps.

Mrs Lynn also works closely with Mr Laidlaw implementing the careers and personal development programmes for the Sixth Form and supports with UCAS applications. She is also our Higher Education Champion and works with NECOP to ensure all our students have access to high quality information about higher education.

Form Tutors

All form tutors play a key role in supporting our students with their future careers choices and developing positive young people through the high quality delivery of the careers and personal development programme at Bedlington Academy.

Ms Lorraine Hetherington***Enterprise Advisor***

Bedlington Academy has an Enterprise Adviser who is a prominent local figure from business and industry that supports the school in preparing students for the world of work. Lorraine Hetherington, Community Engagement Co Ordinator for the Bell Group, is currently our enterprise advisor and she works closely with the school to ensure that students at Bedlington Academy can learn from her experience and become aware and develop key transferable skills that will help them thrive in the 21st century ever changing work place.

Mrs Julie Ann Collins***Careers Advisor***

Mrs Collins is a Qualified Careers Adviser (L7) undertakes personal guidance interviews with all students in year 11 at present. Mrs Collins is based at Easington Academy, which is part of the North East Learning Trust, and provides these guidance interviews as part of our strive to provide completely impartial advice to our year 11 students with regards to their post-16 choices.

Mrs Margret Robson

Sixth Form Advisor

Mrs Robson works closely with Mr Laidlaw and Mrs Lynn and provides personal guidance to all our sixth form students. She supports with their UCAS application forms and personal statements, as well as providing guidance interviews to each of our sixth form students regarding their post-18 options.

Mrs Robson also supports with the interviewing of each year 11 student who wishes to come back to sixth form.

Ian Yarrow / Zoe Crozier

Careers Advisor – Local Authority

Learners with additional needs will receive additional support from Northumberland Council. Ian Yarrow and Zoe Crozier from the Local Authority Careers Guidance Team are attached to the school and will be invited to annual reviews when learners requiring an Education Health Care plan (EHCP) reach Year 11. Students who have an EHCP or are in Local Authority Care will also receive additional Careers Guidance appointments in year 10 from our own Careers Advisor, Mrs Lynn.

6. Careers Programme

Our current careers programme is outlined below. This is constantly being evaluated and updated throughout the academic year to ensure all our students receive the best possible provision. The programme outlined below is our core provision for students in each year group.

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 7	Introduction to Unifrog (1,3)	What are Skills? (1,3,5) Higher Education: An Investigation. Newcastle University Workshop (2,5,7) Careers Newsletter (2,4)	Interests Profile (1,3) STEM Trip (5,6)	Careers Terminology (1,2) Working in... subject specific lessons during careers week (4) Alumni Assembly (5) Careers Newsletter (2,4)	Recording Activities (1,3) STEM Assembly (4) Melissa Bus: NHS Careers (5,6,7) Tutor Meetings: Career Interests (8)	What is your Dream Job? (1,3) Careers focussed lessons in subject areas (4) Northumberland College: Discovery Day (7) Careers Newsletter (2,4)
Year 8	Introduction to Unifrog (1,3) What does success mean to you? (1,3)	Careers Terminology (1,2) Recording Activities (1,3) Careers Newsletter (2,4)	Careers Library (2,4) NHS Careers Performance (4,5,6,7) Newcastle College Taster Day (7)	GCSE Choices (1,3,7) Working in... subject specific lessons during careers week (4) Alumni Assembly (5) Careers Newsletter (2,4)	Activities & Competencies (3) STEM Assembly (4) Universi-Tree: Newcastle University Workshop (5,6,7) Tutor Meetings (8)	Interests Profile (1,3) Kirkley Hall Taster Day (7) Careers Newsletter (2,4) Careers focussed lessons in subject areas (4)
Year 9	Introduction to Unifrog (1,3) Great Leaders (1,3)	Your Activities (1,3,4) Careers Newsletter (2,4) CV Writing Workshop with employers (1, 5, 6)	Careers Library (2,4) Subject Library (1,4,7,8) GCSE Options Meetings (8) Construction Workshop: Northumberland College (5,6,7) ASK Apprentice: What is an Apprenticeship? (5,6,7)	GCSE Choices (1,3,7) Alumni Assembly (5) Careers Newsletter (2,4) Working in... subject specific lessons during careers week (4) GCSE Options Meetings (8)	Roles within... (1,2,3,8) STEM Assembly (4) Careers Fair (2,5,7) Digital Careers Workshop: Northumberland College (5,6,7)	Your Skills, Your Future (1,2) Careers focussed lessons in subject areas (4) Careers Newsletter (2,4) Trip - To Workplace (to be confirmed) (5,6) Mock Interview Carousel (1, 2, 5)
Year 10	Personality & Interests Profile (1,3)	How to contact employers (work experience) (1,3,5) Careers Newsletter (2,4) Work experience launch - students and parents (6)	Writing CV's & Cover Letters (1,5,6) Subject Library (1,4,7,8) ASK Apprentice: What is an Apprenticeship? (5,6,7)	Careers Library (1,2,4) Alumni Assembly (5) Careers Newsletter (2,4)	What is a Team Player? STEM Assembly (4) Careers Fair (2,5,7)	Post-16 Choices & Intentions (1,3,7,8) Careers focussed lessons in subject areas (4) Careers Newsletter (2,4)

				Post-16 Intentions Meetings (3,8)	Post-16 Intentions Meetings (3,8)	College Taster Days (7) Work Experience (5,6)
Year 11	Post-16 Choices (1,3,7,8)	Busting BTEC Myths (1,3,7) Careers Newsletter (2,4) Northumberland College Assembly (7) Newcastle College Assembly (7) Post-16 Careers Meetings (7,8)	A Level Choices (1,3,7) ASK Apprentice: Application Workshop (7) Scott Wilkes: Medicine Assembly (5,6,7) Post-16 Careers Meetings (7,8)	Apprenticeships (1,2,3) College Pop-up sessions (7) Careers Newsletter (2,4) ASK Apprentice Assembly (5,6,7)	Coping with Changes: Leaving Secondary School	
Year 12	Alumni Assembly (5) Personal Statement Writing: Tutor (1,3) Trends in HE & Graduate Employment in the North East: Tutor (2)	Scott Wilkes: Medical Careers (7) PSHE: Interview Skills (5,6) HE Workshop: David Hodgson (7) HE Workshop: Goal Mapping (7) Newcastle Uni Trip (7)	Industry Visits: Northumbria Uni (7) HE Workshop: Bridging the Gap (7) Interview Skills: Group Tasks: Tutor (5,6) CERN Trip (7) Alumni Assembly (5,6)	Lunch Time Pop-Up Sessions: Newcastle and Northumberland College (7) Future First: Uni Myth Busting (7) Careers Fair (5,6,7) Cambridge Uni Trip (7)		Work Experience (6)
Year 13	UCAS Guidance and Interviews (7) Work Experience Reflection: Tutor (6) Trends in HE & Graduate Employment in the North East: Tutor (2)	Ask Apprentice: Awareness Assembly (7) Scott Wilkes: Medical Careers (7) UCAS Guidance and Interviews (7) PSHE: Interview Skills (5,6) HE Workshop: Goal Mapping (7)	Ask Apprentice: How to Apply Workshop (7) HE Workshop: Bridging the Gap (7) Interview Skills: Group Tasks: Tutor (5,6) CERN Trip (7) (Biannual) Alumni Assembly (5,6)	Lunch Time Pop-Up Sessions: Newcastle and Northumberland College (7) Ask Apprentice: Mock Interviews (7)		