

## **Careers Education, Information & Guidance (CEIAG) Staff Support Document**

This document will answer a number of key questions regarding CEIAG at Trinity Academy as well as provide links to a variety of resources useful in supporting student queries/concerns regarding future careers.

PLEASE NOTE MOST OF THE INFORMATION AND RESOURCES BELOW CAN BE FOUND WITHIN THE Trinity Academy FUTURES WEBPAGE [HERE](#)

### **What is CEIAG & Why is it important?**

CEIAG is the provision of independent/impartial careers information and guidance to support young people in preparing for their next steps. Young people face a lengthening transition from education to the world of work. Within the education system they are frequently asked to make choices about subject, institution and qualifications that will exert a profound influence on their future lives. This is an issue for all young people and is particularly concerning because social capital is a significant influence on careers. Some young people can lack the social capital to develop an awareness of careers and labour markets, decision making around careers and progression routes available to them through education and training. They can then be at risk of being outperformed by their more advantaged peers when building their careers. An effective CEIAG programme provides access to impartial and independent information & guidance around a range of career options so as to support well-informed choices for progression offering young people the ability to achieve their full potential.

### **What are the Gatsby Benchmarks?**

The Gatsby Benchmarks come from the Sir John Holman report 'Good Career Guidance' and identify the core dimensions of good careers provision in schools. **It is a statutory requirement for schools to meet the benchmarks by Sept 2020.** The eight benchmarks are:

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

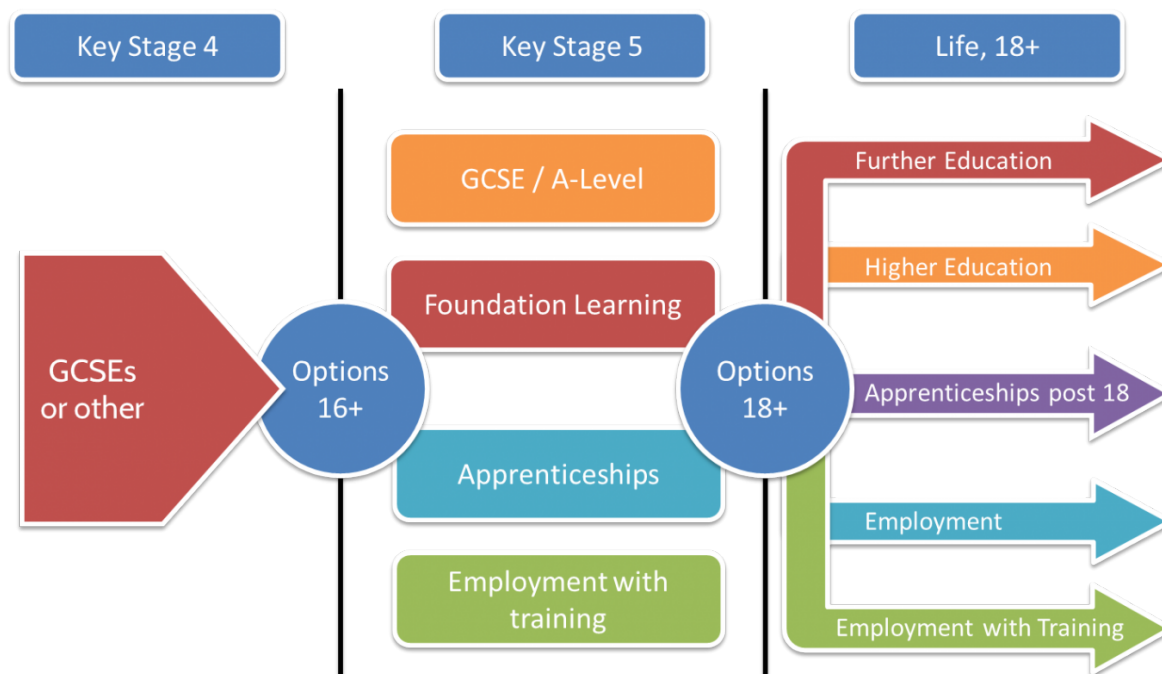
Full details about the benchmarks and how they apply to schools can be found [here](#). A summary of what good looks like for each of the benchmarks can be found [here](#).

### **What is the Careers Programme at Trinity Academy ?**

The Trinity Academy Futures Careers Programme is a progressive CEIAG programme which aims to establish lifelong careers management skills empowering all students to make sense of their education, be confident during and in preparation for career transitions and enable them to take control of, and responsibility for career planning and progression. An over-view of the programme aims as well as the 'Careers Journey' for each year group can be found [here](#).

## What are the pathways/options for students at Post 16 & Post 18?

There are a number of different pathways students can choose at both Post 16 & Post 18. The below image represents that variety of pathways available:



For more information about Post 16 & Post 18 pathways please follow the appropriate link – [Post 16](#), [Post 18](#)

## What Careers Personal Guidance should students expect to receive at Trinity Academy ?

To meet the requirements of *Gatsby Benchmark 8* we are required to offer every student at least one independent careers guidance meeting with a Level 6 qualified careers advisor by the end of Yr11 and a further meeting by the end of Yr 13. At Trinity Academy all Yr 11 and Yr 12 students (in the future) are given the option to have a careers personal guidance meeting. This takes place under the Pathway Planner Programme where students are triaged first before meeting one to one or in small groups based on need. Yr 11 meetings take place during Term 1 and 2 and Yr 12 meetings take place in 2025 - term 2. (Further information/support documents for Trinity Academy Personal Guidance meetings can be found [here](#)).

## Are students expected to complete WEX at Trinity Academy ?

As part of the Trinity Academy Futures Programme all students are expected to complete an experience of work placement during their time at Trinity Academy. WEX is completed in both Yr 10 and Yr 12. For Yr 10 students WEX will be completed within a fixed week, normally during Term 3. For Yr 12 students, WEX will also be completed in a fixed week however students may also be permitted to complete a WEX placement outside of this week subject to permission of absence being sought and confirmed by 6<sup>th</sup> Form pastoral team. It is expected that both Yr 10 and Yr 12 students will complete up to 5 days of WEX however no minimum or maximum limit is set to support students in finding the most appropriate placements.

All support documents and information regarding WEX, including the WEX database and Health & Safety Forms can be found [here](#).

### **How can students record the Careers & Employability opportunities/events completed at Trinity Academy ?**

Students are encouraged to make use of the careers tracking software 'Unifrog'. Unifrog allows students to track any careers/employability activities in which they have participated. It also allows them to create a CV and Careers Action Plan. Tutors/staff can view students' Unifrog profiles to support students when making decisions for next steps. To login to Unifrog please go [here](#).

### **What is an Apprenticeship and where can I/students get more information about Apprenticeships?**

An Apprenticeship is an approach to continuing education whilst having a real job where you learn, gain experience and get paid. You are an employee with a contract of employment and holiday leave. It can take between one and six years to complete depending on the apprenticeship chosen, what level it is and previous experience. There is no fee to take part and is funded from contributions made by the government and the employer. To become an apprentice, you must: be 16 or over; not already be in full time education; spend at least 50% of your working hours in England. A number of excellent information resources about Apprenticeships including parental guides, student interactive guides and the government Apprenticeship vacancy listing can be found under the Apprenticeship section of the website.

### **What is meant by Labour Market Information (LMI)?**

Labour Market Information offers the facts and figures about current job markets e.g. data and statistics. Without up-to-date labour market information (LMI) or labour market intelligence – the interpretation of labour market data and statistics which gives it more meaning – a young person cannot become 'career-ready'. They won't be able to make informed decisions about the jobs or training available to them when they leave education because they won't be armed with all the information they need. Students need to keep up to date with Labour Market Information in order to know:

- What range of jobs exist
- The skills in demand by employers
- The pathways into jobs/future study
- Earnings and job related data
- Predicted trends
- Changes in recruitment practices

A number of sources of LMI exist but some of the more user-friendly sources can be found [here](#).

### **What is meant by Destination Data and what do I need to know?**

Destination data refers to both the intended and actual destinations of students when they leave Trinity Academy. In order to meet Gatsby Benchmark 3, as well as ensure students have an appropriate destination, the school is expected to report on intended destinations of all Yr 11 students as well as track final destinations of Yr 11 leavers for up to three years. Destination information should be used to develop the CEIAG programme and support students in making informed next step decisions. It is important that subject leaders are aware of the destinations of students and in particular the proportion of students that chose to take up their subject at the next level.

Overview Destination Data for Trinity Academy will be published on the Futures webpage. For more information contact Joel Brisk. .

### **What websites are recommended to support students when making Career choices?**

It is important that students complete thorough research before making choices likely to impact their futures. They should be fully informed and knowledgeable about any choices they make, hence it is important to access relevant/impartial and up to date information. Below are a number of recommended resources to support students in researching careers/employability opportunities.

- [CareerPilot](#) – An excellent website which covers different options at 13/14, 16+ and 18+ as well as giving tips for careers activities you can complete from Yr7 onwards. You can find information about different careers from salaries available to qualifications needed as well as different routes to getting into careers
- [Bitesize Careers](#) - BBC Bitesize Careers - Whether you're deciding what to study, taking your exams, planning a career, or just curious, the BBC Bitesize Careers area can explain the world of work, with advice from people who've found the right path for them.
- [Amazing Apprenticeships](#) - This site gives access to everything you need to know about Apprenticeships as well as current apprenticeship vacancies.
- [Unifrog](#) - Offers a one-stop-shop where students can explore their interests, then find and successfully apply for their best next step after school. Please speak to your 6<sup>th</sup> form tutor if you need login details.
- [DiscoverUni](#) – a great website to help students decide whether University is right for them, where and what to study as well as finding/comparing course.

A list of other useful resources can also be found on the Futures careers webpage [here](#).