

Careers Education, Information, Advice and Guidance (CEIAG)

"Careers Education, Information, Advice and Guidance is a programme which contributes to preparing opportunities, responsibilities and experiences for our students."

ALL Meadowbrook students from year 7 to 11 have access to this provision which focuses on developing:

- Knowledge and understanding
- Skills and experience of opportunities to manage their career development
 - Making relevant informed choices
- Ensuring successful transition into education, training or employment.

Meadowbrook staff work closely together to ensure students receive quality advice and experiences by creating processes and tools and allowing access to information and activities in lessons.

We use an online resource called the Compass Evaluation Tool to develop our careers programme and to measure our performance against the eight Gatsby benchmarks.

For more information please visit: www.careersandenterprise.co.uk/schools.../understand-gatsby-benchmarks



Our Vision

- Aspiration for all students to develop skills and confidence to make the most of their life choices and be able to follow a positive career pathway.
 - Have a clear understanding of the impact of their education and training.
 - Understand the relevance of their education, skills and experiences.
 - Achieve their own potential to become effective employees.

Key role of all staff:

- Raising young people's aspirations and promoting access to all career paths.
- Enabling all young people to develop skills and the outlook they need to achieve wellbeing, including adaptability and resilience.
- Underpinning the Department of Education guidance to schools on meeting our statutory responsibility for career guidance.

2018-2019 has been a proactive, eventful year, liaising with the OXLEP / enterprise, Oxford University and setting up a partnership agreement with our local College of Further Education.

Together with the City of Oxford College we have a delivery plan which equips our students with the support and knowledge they need to access further studies or apprenticeships. The plan consists of yearly events for students to attend and addressing Gatsby benchmarks 2, 3, 4, 5, and 7.

We work collaboratively with Local Enterprise Partnerships who help connect our school with relevant employers and further training opportunities. Meadowbrook staff liaise with the enterprise team and we have held business breakfasts where we invite employers to the school to meet our students and discuss their business. The impact is incredible for our students' self-belief as employers are able to speak about their route into their profession, which our students find extremely useful.

We also work with the Oxford University apprenticeship department, one of the biggest employers in Oxford. They support our students by offering tours around their workforce, giving students the opportunity to view working conditions, talk with employees about their work day and responsibilities, with a possibility of work experience for those who may want to develop their knowledge in that career.

These opportunities give our students a sense of belief and determination; we are constantly helping students develop personal skills, confidence, self-belief, tolerance and independence. Students meet with their tutors daily to discuss up and coming events, goals, any issues and strategies are put in place to support individuals.

As part of our school curriculum we deliver PiXL Edge in Key Stage 3, key focus is: communication, organisation, resilience, initiative and leadership. In Key Stage 4 we deliver personal and social development. Students will study units around careers, learning from more experienced people, working towards goals, skills for employment, searching for a job, applying for a job and career progression. Within these lessons a Schools Adviser from Jobcentre Plus attends to support all students to ensure they have the opportunity to discuss future options related to their skills and passions.

We invest in an external Career Advisor (Level 6), who provides information on the labour market and advises individuals on suitable careers that match their skills and qualities. To ensure our students have a successful meeting with the Advisor, all students are prepared by completing working towards their goals in Personal and Social Development giving students an insight on how they can achieve their goals.

Helpful Careers Advice and Guidance for Parents/Carers

We have provided some useful information below to assist you in supporting your child with their career planning:

www.nationalcareerservice.direct.gov

Provides information, advice and guidance to help you make decisions on learning, training and work.

CVs, Skills health check reports, action plans, course searches, explore careers and help to get a job.

www.barclayslifeskills.com

LifeSkills, created with **Barclays**, helps young people get the **skills** and experiences they need to enter the world of work.

- A free programme
- Content for educators, parents and young people.

www.activatelearning.ac.uk

“Work with learners as individuals, helping them make the choice of course and career pathway that’s right for them. At Activate Learning we offer courses in a wide range of subjects to help you progress in your career.”

www.apprenticeships.ox.ac.uk

On the job training at a designated department.
University of Oxford are one of the biggest employers of Oxford.
Latest vacancies, opportunity to email if you have any questions

www.oxfordshireapprenticeships.co.uk

Latest vacancies, information on how apprenticeships work, support for students/parents/carers.

Throughout the year, staff will accompany students to visit other training providers and employers. If you have anyone in mind that might be able to provide work experience or training post 16, please ring 01865 253198. We value your support and feedback .

**Plans for 2019- 2020
Oxford Base**

Month	Cohort	Event	Aim
September 20th - October (4 week programme)	Yr10/11	University of Oxford	View facilities / speak to employers and employees.
September - December 2019	Yr 11	One to one meeting with representatives from Jobcentre Plus	Discuss options/ action plans
October 2019	Yr 11	Assembly Application session	Review / Open event information
19th October 2019	Yr 10/11	Autumn Open Event at City of Oxford College	View facilities/ speak to lecturers
20th November 2019	Yr 10/11	Autumn Open Event at City of Oxford College	View facilities/ speak to lecturers
December / January	Yr 11	Group visit to college - meet students at Ox / BBL	View facilities / sample college life
January / February	Yr 10/ 11	Assembly Enterprise	BMW careers feste information
January / February 2020	Yr 10/ 11	BMW careers feste	Encounters with employers/ trainers. (approx 50)
January / February 2020	Yr 11	College staff visit MBC	College Application session
February 2020	Yr 9 -11	Business Breakfast	Encounters with employers/ training providers.
4th March 2020	Yr 9 - 11	Spring open event at City of Oxford College	View facilities and speak to lecturers
April 2020	Yr 11	Drop in application (NEET)	Application support and tracking
May 2020	Yr 11	Drop in application session	Application support and tracking
27th June 2020	Yr 9-11	Summer open event at City of Oxford College	View facilities/speak to lectures
July 2020	Yr 11	Talk about college options	Introduction for all new college students

Interview Preparation.

Once an individual makes their career decision, it is vital they prepare for the interview. Do your homework, sit with parents/ carers/ staff to look through the company's website or course details, ensure you have an achievement folder with action plan, CV, photos of experiences and certificates

Here are ten possible questions that may be asked.

Can you tell me a little about yourself?

How did you hear about the position?

What do you know about the company?

Why do you want this job?

What are your greatest professional strengths?

What do you consider to be your weaknesses?

What is your greatest professional achievement?

Where do you see yourself in five years?

How would your boss and co-workers describe you?

How do you deal with pressure or stressful situations?

In school students are taught the star technique to prepare for interviews

