



THE KEY ALTERNATIVE PROVISION

CEIAG (Careers Education, Information and Guidance)

The Key Alternative Provision (TKAP) Careers Education Programme

Our context:

At TKAP careers education, information, advice and guidance (CEIAG) is an essential part of all pupils' entitlement and learning. Careers support that is personalised and effective will help to prepare young people for the opportunities, responsibilities and experiences of life.

Our innovative curriculum allows all pupils to undertake the transition from learners to workers. It is essential that we at TKAP furnish our young people with the skills and knowledge that they will require to make informed choices in their future.

Our aim:

- Pupils will gain a deeper understanding of themselves and their abilities
- Pupils will gain a greater knowledge of the range of opportunities available to them
- Pupils will develop a broad knowledge of employment sectors and careers

As we meet our aims it will allow TKAP to ensure that we are fulfilling our motto of "Securing futures", for every pupil.

Our Team:

Our CEIAG (Careers Education, Information and Guidance) Lead is responsible for the delivery and co-ordination of the whole school programme.

Key workers are our Transition Coaches and are responsible for supporting pupils with their college, 6th form and apprenticeships applications.

Provision

Activity	Year groups
All pupils in year 7 to year 11 have access to independent and impartial Careers Guidance	7-11
Careers lessons delivered through PSHE (KS3 and KS4).	7-11
The Business Studies programmes of study also provide opportunities to contribute to CEIAG provision.	10-11
All curriculum areas have a responsibility to provide pupils with information about careers relating to, or leading from, their subject.	7-11
Group meetings, workshops and academic review days for pupils and parents which focus on preparing them for key transitions -post 14 options and Post 16 options.	7-11
Option Choices with pupils & parents	10

Gatsby Benchmark	Description	How London East Alternative Provision supports this Benchmark
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, governors and employers.	PSHE lesson plans are available to support TKAP careers programme.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	During PSHE lessons and careers appointments; pupils can research career & labour market information such as salary, career options, further education options, higher education options and employment trend data

3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.	The independent Careers Adviser and Transition Worker provide a personalised service with career, educational & training suggestions individually tailored to each pupil. As a result, improving the pupils' level of self awareness and understanding of the world of work
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	<p>During careers interviews the choice of subjects studied is based on a pupil's interests, personal preferences and a range of additional variables that will support them on their chosen pathway.</p> <p>The use of the internet, careers displays and subject teachers provide a regular reminder of the links between the curriculum offered and career options that are possible with each subject.</p> <p>TKAP is consistently updating its internal database of jobs and career options.</p>
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	<p>TKAP organises a careers fair each year.</p> <p>Pupils attend a range of externally organised careers fairs within Merton and the surrounding boroughs.</p> <p>During meetings video clips of employees talking about their job roles are used.</p>
		Employers run workshops for pupils at TKAP.
6.Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	Pupils' personal preferences highlight areas that work experience can be sought after. On courses such as Hair and Beauty pupils are able to undertake work experience as part of their course.

7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	<p>The Careers Advisor and Transition Worker support the pupils in their selection of courses which provide appropriate opportunities to meet their career intentions.</p> <p>TKAP has links with a wide range of FE, 6th Form Colleges which are made available to all pupils.</p>
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.	Pupils at TKAP receive impartial and independent careers advice, from a professional careers adviser.

Useful Links for pupils and parents:

<https://nationalcareersservice.direct.gov.uk/skills-health-check/your-assessments>

<https://www.careersadviceforparents.org/2015/01/choosing-gcse-subjects-essential-guide.html>

<https://www.startprofile.com/>

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

<https://www.how2become.com> <https://icould.com/>

<http://www.plotr.co.uk/> <https://www.careersadviceforparents.org/>

<https://www.reed.co.uk/cvbuilder>