



CAREERS EDUCATION INFORMATION AND  
GUIDANCE (CEIAG)

Fullhurst Community College

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## Introduction

Careers Education and Guidance is introduced from Year 7 and remains a big part of a student's educational journey throughout their time at Fullhurst Community College.

We are committed to providing outstanding careers provision for all students with recognition of the community we serve and the potential barriers that some of our students face to accessing higher education and gaining employment in the future.

We aim to equip students with a wide range of experiences and knowledge that will allow them to consider their options and make decisions in a fast-changing world.

## Aims of CEIAG at Fullhurst Community College

**To Enhance Interpersonal Skills** – All of our students should have the opportunity to develop interpersonal skills that will help them to succeed in the future. Our CEIAG programme should give students the opportunity to develop communication, presentation and analytical skills whilst developing confidence.

**To Enable Careers Exploration** – Throughout their time at Fullhurst Community College, all students should get the opportunity to learn how to use relevant labour market information to guide them in making effective decisions about their future. All students should also understand how extracurricular activities and other opportunities such as work experience and trips help their chances of gaining effective EET status. Students should also understand the importance of English, Maths and Science in a wide range of skills.

**To Manage Career Journeys Effectively** – Students should be familiar with completing application forms for further education and careers. Students should be familiar with and have experience of talking to professionals in a networking or interview setting and understand the importance of preparation. Students should also understand how salary translates to the real world with an understanding of the basics of tax, loans etc.

## Provider Access Legislation (PAL)

Provider access legislation (sometimes referred to as the Baker Clause) requires us, as a school, to provide opportunities for education and training providers to inform pupils in years 8, 9, 10 and 11 about apprenticeships and other approved technical education qualifications, so that they understand every pathway open to them post-16 (DfE, 2023). We have outlined in our PAL statement online the opportunities we are providing for our students. These include, but are not limited to, our Careers Fair, and assemblies with post-16 providers and apprenticeship providers.

Department for Education. (2023). *Careers guidance and access for education and training providers*. Department for Education: London.

## **The Gatsby Benchmarks**

Fullhurst Community College are committed to working towards the recognised framework for careers education at a National Level, The Gatsby Benchmarks.

We track our progress in achieving these standards using the **Compass+** tool developed by the 'Careers and Enterprise Company'. The Leader of Careers also regularly liaises with other schools and colleges and attends Careers Hub meetings to hear of other school performance to compare to our own.

The Gatsby Benchmarks are outlined below:

### **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 students, parents, teachers, governors and employers.

### **Benchmark 2: Learning from Career and Labour Market Information**

Every Student 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 the best use of available information

### **Benchmark 3: Addressing the Needs of Each Student**

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

### **Benchmark 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 careers paths.

### **Benchmark 5: Encounters with Employers and Employees**

Every student 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.

### **Benchmark 6: Experiences of Workplaces**

Every student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities, and expand their networks.

### **Benchmark 7: Encounters with Further and Higher Education**

All students 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.



### **Benchmark 8: Personal Guidance**

Every student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of academy 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 students but should be timed to meet their individual needs.

### **Staffing 2024– 2025**

In recent years, the careers team has grown significantly to cater for the growth of the school and the growing focus on careers education. At Fullhurst, we believe that careers education forms an important part of student development and we are therefore committed to developing our staff team.

**Simon Willcock** (Level 7 Career Leadership) – **Senior Deputy Headteacher**

**Vivian Adeniyān** – **Associate Assistant Head responsible for Key Stage 4 Careers**

**Ravi Baryana** – **Associate Assistant Head responsible for Key Stage 3 Careers**

**Clare Foxon** - **Leader of Careers**

**Leah Allen**– **Careers Apprentice**

To ensure that careers staff are kept up to date with local information with regards to careers provision, we are part of the Careers and Enterprise Hub in Leicester. This means the Leader of Careers regularly attends meetings with all other careers coordinators across the city and county to share best practice and ensure local knowledge is up to date.

### **Careers Education and Guidance across the Year Groups**

We aim to build a robust careers programme that adheres to each year group’s individual aims with the addition of other opportunities to progress. The aims for each year group are set out below along with more depth information about plans:

<b>Year group</b>	<b>Theme</b>
Year 7	Building aspirations
Year 8	Understanding industry sectors
Year 9	Pathways to the future
Year 10	Planning for the future
Year 11	Transition to the future

## Whole School

### **Careers Advisor Availability**

All students on the Imperial campus know the Careers Team are available in the Study Hub before school, at break time, lunch time and after school for informal drop ins and advice. Students on the Fosse Campus are aware that they can access careers advice by booking an appointment. Year 10 students are made aware at the start of the academic year that they will receive one-to-one careers information and advice guidance meetings from March onwards.

### **Study Hubs**

Study Hubs provide a space for students to access careers guidance, labour market information and also a place to revise, read and study independently. Study Hubs are open to students at lunch time on both sites.

### **Unifrog – Labour Market Information**

All students will have a log in to Unifrog, a software platform that the school pay a membership fee for to enable students to access up to date labour market information.

### **Careers Week Assemblies**

We hold a Careers Week each year. During this week, the Careers Leader (SW), the AAHs (VA and RB), the Leader of Careers (CF) or external speakers will deliver a programme of assemblies. This has included employees talking about career paths, apprenticeship talks, assemblies around technology and the impact on careers and more.

### **Teachers Sparking Careers Based Conversations**

Teachers are actively encouraged to use careers tools to spark conversations with students around how their subjects link to careers.

### **Careers in the Curriculum**

The entire curriculum is being mapped to include videos and starter activities highlighting a range of careers that link to every curriculum area. This adds purpose to studying each subject for students across the school. Further plans for developing this will be rolled out in March 2025.

## **Year 7**

### **Careers Week/Assemblies**

Year 7 students take part in competitions and activities throughout the year during tutor periods to introduce them to the world of careers and employability. This usually takes place during Careers Week however other opportunities to do this may be available. Year 7 students also receive careers based assemblies.

### **Guidance Meetings**

One-to-one meetings with students can be organised and provision has been put in place for some students to receive targeted appointments in order to raise aspirations or give academic direction.

### **Speed Networking**

All year 7 students take part in a speed networking event, coming into contact with and speaking to a range of employers including alumni, where possible, to find out what is involved in a particular job, and the path that person took to get into their chosen career.

### **Enterprise Day**

All students take part in an Enterprise Day to understand the relevance of their curriculum subjects and to develop employability skills such as innovation, teamwork and communication.

### **Unifrog Lessons**

All students will take part in a structured lesson focusing on employability skills, using Unifrog.

## Year 8

### **Careers Week/Assemblies**

Year 8 students take part in competitions and activities throughout the year during tutor periods to introduce them to the world of careers and employability. This usually takes place during careers week however other opportunities to do this may be available. Year 8 students also receive careers based assemblies.

### **Parents' evenings**

The Leader of Careers attends all parents' evenings to share information with parents/carers about the careers provision that is offered to students at Fullhurst. Hand-outs with information around future options and progression are available.

### **PSHE**

Students will spend time during their timetabled PSHE lessons researching and gaining a greater understanding of Careers and their pathways, using Unifrog to gather labour market information.

### **Enterprise Day**

All students take part in an Enterprise Day to understand the relevance of their curriculum subjects and to develop employability skills such as innovation, teamwork and communication.

### **Trips and workshops**

Students recently had the opportunity to attend a careers event focused on developing STEM skills and coming up with ideas to tackle sustainability issues. Students will also get the opportunity to listen to and engage with external speakers about the work they do in their industries.

## **Year 9**

### **Year 9 options**

We hold a week of tutor activities in the lead up to our options assembly and evening in February. Every student has one-to-one meetings concerning their options either with their tutor, the Leader of Careers or the Deputy Principal.

### **Year 9 options evening**

The year 9 options evening is held to explain the options process and to advise students on what they should consider when making their choices. Representatives from all subjects, the Leader of Careers, SENCO and the Senior Leadership Team are present to provide advice and guidance.

### **Parents' evening**

Year 9 parents' evening takes place during the year 9 options window. The CEIAG leader is present to provide further advice and guidance following on from the options evening.

### **Trips and workshops**

Students will get the opportunity to listen to and engage with external speakers about the work they do in their industries.

Year 9 Students who are enrolled on the Ambition Programme with the University of Nottingham will have in-school workshops as well as a trip to a university.

### **PSHE Careers Sessions**

All students will take part in five one- hour sessions of careers education as part of a PSHE rotation that includes employability skills, understanding pathways post-16, goal setting and learning how to access LMI through the Unifrog software.

### **Vocational Study**

Some Year 9 students who may thrive outside the traditional classroom environment are given the opportunity to engage in vocational study. This is used as a way of engaging students and giving an opportunity for non-classroom based learning.

### **Careers Fair - All year 9, 10 and 11 students invited**

Attendance from Leicester College, Wyggeston & Queen Elizabeth I College, Gateway College, Beauchamp College, Beauchamp City Sixth Form, Brooksby Melton College, North Warwickshire South Leicester College, Loughborough College, University of Loughborough, De Montfort University, British Army, Royal Navy, Royal Air Force, representatives from the NHS.

### **Enterprise Event**

All students take part in an Enterprise event to understand the relevance of their curriculum subjects and to develop employability skills.

## **Year 10**

### **Careers Fair - All year 9, 10 and 11 students invited**

Attendance from Leicester College, Wyggeston & Queen Elizabeth I College, Gateway College, Beauchamp College, Beauchamp City Sixth Form, Brooksby Melton College, North Warwickshire South Leicester College, Loughborough College, University of Loughborough, De Montfort University, British Army, Royal Navy, Royal Air Force, representatives from the NHS.

### **Speed networking**

All year 7 students take part in a speed networking event, coming into contact with and speaking to a range of employers including alumni, where possible, to find out what is involved in a particular job, and the path that person took to get into their chosen career.

### **Work experience**

All students take part in a one-week work experience placement at the end of year 10, which is organised in partnership with Leicestershire Education Business Company (LEBC). From September 2025, this will increase to a two-week work experience placement in November-December.

For students, the process for work experience begins 10 months before placements begin when they have assemblies and tutor lessons about choosing their work experience placement. Application forms are checked and students have a one-to-one session to discuss their chosen placement. Students have a week of tutor activities in preparation for their work experience. All students are visited on their work experience placement by a member of staff.

Work experience is fully funded for all Fullhurst students.

Year 10 students experience placements at a wide a variety of organisations.

Students are asked to complete an evaluation following their placement.

### **Trips and workshops**

Year 10 Students who are enrolled on the Ambition Programme with the University of Nottingham will have in-school workshops as well as a trip to a university. There is an opportunity for some students to attend a University of Oxford workshop in school.

Year 10 students enrolled on the Future Plus programme with the University of Leicester will also have extra-curricular in-school sessions and trips to a university as well as different industry sectors.

### **4 Weeks of Careers Lessons**

Year 10 will take part in at least 4 weeks of careers lessons, focusing on preparing for work experience, pathways post-16 and employability skills.

## **Year 11**

### **Mock interviews**

Each year, employers conduct a mock interview with every student in year 11. Students have assemblies and two weeks of tutor sessions in preparation for the interviews. CV workshops will also be offered.

### **Careers Fair - All year 9, 10 and 11 students invited**

Attendance from Leicester College, Wyggeston & Queen Elizabeth I College, Gateway College, Beauchamp College, Beauchamp City Sixth Form, Brooksby Melton College, North Warwickshire South Leicester College, Loughborough College, University of Loughborough, De Montfort University, British Army, Royal Navy, Royal Air Force, representatives from the NHS.

### **PS16 College Applications**

This takes place over the course of the autumn term of year 11. The process begins with staff training for all year 11 tutors by the Leader of Careers. Following a whole year group assembly, students then have follow-up sessions delivered through tutor time on Careers, Education, Advice, Information and Guidance (CEAIG).

### **1:1 College Meetings**

One-to-one meetings are available for students to review their personal statement and check that their course choices are realistic and aspirational. Following this, revisions are then made to applications before submission. Form tutors, the Leader of Careers and Standards Leader are actively involved with each student throughout this process.

### **College / Post 16 presentations**

Presentations are given by local colleges such as Leicester College, WQE, Beauchamp City Sixth Form, Stephenson Melton Brooksby College and Gateway College, although this list is not exhaustive. These are scheduled to take place during assemblies at Fullhurst Community College, during the autumn term for year 11 students in preparation for PS16 applications.

### **Parents' / open evenings**

The Leader of Careers attends parents' evenings to meet parents/carers and offer information, advice and guidance.

### **Trips and workshops**

Previous year 11 students have attended the 'Get Inspired' careers exhibition, an Oxbridge careers workshop and a Santander business workshop. Year 11 Students who are enrolled on the Ambition Programme with the University of Nottingham will have in-school workshops and there is an opportunity for some students to attend a University of Oxford workshop in school. Year 11 students enrolled on the Future Plus programme with the

University of Leicester will also have extra-curricular in-school sessions and trips to a university as well as different industry sectors.



### **Careers Interviews**

All careers meetings are facilitated by the Leicestershire Education Business Company (LEBC). Guidance meetings with the Leader of Careers are available to all students upon request. All Year 10 students will have a scheduled one-to-one meeting with an LEBC careers advisor.

Pastoral staff and any other members of staff are encouraged to refer students for one-to-one appointments if they feel this would be of benefit.

At the end of all one-to-one appointments students will take away a printed action plan with a list of useful resources and a log of the conversation to enable them to use this going forward. These records are also saved on the schools IT system in order to recover these if needed.

### **Information and Resources**

Information and resources such as prospectuses for FE institutions and HE institutions, leaflets on apprenticeships, labour market information booklets, CV writing guides, and personal statement writing guides, are available in the Study Hub on Imperial Campus. Many resources are available electronically and students are sign-posted to these. Information is regularly emailed out to students, relevant teaching staff and communicated to parents and carers through the school app. Screens throughout school display relevant information such as post-16 providers open events and important deadlines. A Careers Newsletter is also produced each half-term to update parents, carers and students about what we've been doing and opportunities available.

### **Keeping Up to Date**

Prospectuses and LMI information we store is reviewed and updated continuously throughout the year and progression information is updated annually to ensure all information is still up to date.

Students, parents and carers are kept up to date with careers activity in school with regular posts on our school social media accounts, and regular communication through the school app.

### **Equal Opportunities**

Fullhurst Community College staff support the school Equality, Diversity and Inclusion Policy and endeavour to implement it by careful selection of posters and display material, encouraging all students to aim to support themselves financially in the future, encouraging all students to consider all options including non-traditional careers/roles, by avoiding the

use of gender specific job titles, offering as free a choice for work experience as possible and equal access to information for all students of all abilities. We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, F.E courses and employment. If a student does not have the academic ability for their chosen career, we try to help them identify this and plan accordingly. We emphasise their strengths and where these might take them.

SEND students take part in careers education where appropriate. Students who are identified as needing further support will also have a meeting with a member of the Connexions team. All SEND students will have the opportunity to take part in work experience.

### **Entitlement**

Students across the school should; develop key skills to help them make careers decisions and decisions about their future, have access to up to date information about educational opportunities after Year 11 and also about careers (LMI), have impartial guidance where requested, experience the world of work through work experience and a range of trips and visits.

Students should have at least 2 encounters with post-16 training providers during year 8 or 9, and a minimum of 2 encounters during year 10 and 11.

In year 10 or 11, all students should have a one-to-one CEIAG meeting to provide them with impartial guidance on careers and post-16 education and training.

Parents are entitled to; request careers appointments for their child, speak to the Leader of Careers about opportunities after Fullhurst Community College, have access to information on options at Key Stage 3 and Key Stage 4 at options evenings and careers fairs.

### **Monitoring, Review & Evaluation**

Feedback from staff, students, parents, volunteers and business representatives is key when monitoring, reviewing and evaluating the careers offer. We work hard to continually evaluate our provision gaining stakeholder feedback after events and other key dates. We also use Compass+ to monitor and evaluate our careers provision throughout the year.

### **Links with the Community, Alumni, Outside Agencies and Businesses**

Fullhurst Community College has a wide range of links to businesses and community organisations. Pupils are encouraged to attend Post 16 Open Days and Taster Days and we also liaise with a number of training providers to ensure all available options are promoted to students. One example of business relationships include our partnership work with Bibby Financial Services.

Each year we hold a careers fair for Year 9, Year 10 and Year 11 students and their parents are invited to look at different options available to them when they leave Fullhurst Community College. Sixth forms, colleges, FE Colleges, Training Providers and Universities in



the local area are invited to attend the event to promote their offer alongside a range of businesses.

We have developed a list of business contacts, from a range of businesses that we email when we are looking for volunteers for specific events. We also have an expression of interest form on our website for businesses and alumni to register to connect with the school and our careers provision.

We are working to develop a community of alumni that are keen to engage with the school in order to raise aspirations and encourage students to consider a range of different career paths.

### **Labour Market Information (LMI)**

The Leader of Careers regularly meets with our Enterprise Coordinator from the Leicester and Leicestershire Business and Skills Partnership and belongs to a number of networking groups to keep up to date and relevant.

We also include LMI in our half-termly careers newsletter relating to our Job of the Month.

Students learn about LMI in PSHE during their careers lessons: what it is, how to access it and why it's important.