

## **Student and Parent/Carer Entitlement Statement for Careers Education, Information, Advice and Guidance at Castle Hall Academy**

### **Students:**

As a student at Castle Hall Academy you are entitled to access a programme of Careers Education and the opportunity to access impartial Careers Information, Advice and Guidance.

Our Careers programme is embedded across the school curriculum and careers activities are delivered through the Personal Development Curriculum at key times of the year for each year group, access to careers software packages, assemblies, employer visits, visit to colleges and Universities and one to one appointments with a qualified Careers Adviser.

This Entitlement is designed to reflect the three core aims outlined in the Career Development Institute Framework \* and ensures all eight Gatsby Benchmarks\*\* are met, therefore ensuring you are well prepared for future learning and the world of work.

### **BY THE END OF KEY STAGE 3 YOU WILL:**

- Have begun to develop an awareness of your personal qualities, skills and learning styles and understand how these relate to your future career aims and aspirations.
- Have started to find out about different career areas and qualification routes that might interest you in the future, through internet research as part of careers sessions in the Personal Development Curriculum
- Have started to develop your financial management skills, including budgeting and learnt about rights & responsibilities at work, discrimination and stereotyping.
- Have had access to information about the world of work and changes in the labour market to help you find out about jobs now and of the future
- Have had the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics
- Have had the opportunity to attend the Careers Fair held in school and speak to visitors from the world of work and further and higher education providers to help you make informed decisions about your future.
- Have taken part in an enterprise activity
- Have received optional access to impartial information, advice and guidance from the C&K Careers Adviser based in school.
- Know how to make informed decisions about your choice of GCSE options at Key Stage 4 and the implications for your future
- Be able to use a variety of careers information resources to access information about jobs and careers
- Have received a copy of the C&K Publication - Directions

### **BY THE END OF KEY STAGE 4 YOU WILL:**

- Have continued your career exploration and self-development by taking part in careers sessions delivered through the Personal Development Curriculum
- Be given the opportunity to reflect on your personal qualities and skills and how these relate to your future career aims.
- Have access to information about and be supported to research all academic and vocational routes and pathways at post-16 and post-18.
- Have received information, advice and guidance about the Post-16 Choices available to you and opportunities for open days and taster sessions

- Have been given your own log in details for the Kirklees eProspectus 'Get Organised' and will have applied to either sixth form, colleges, training providers and/or apprenticeships with support from the C&K Careers Adviser and teaching staff.
- Have had the opportunity to visit a local university and listen to talks on a variety of aspects of student life, including information on finance.
- Be better prepared for interviews by taking part in a mock interview and receiving individual feedback from a local professional.
- Have had at least one 1:1 careers appointment with an impartial C&K Careers Adviser and received a Careers Summary outlining your future plans and the action points/guidance given to help you achieve these.
- Have produced a CV and covering letter that focuses on your skills and qualities.
- Have received the opportunity to reflect on previous transitions and learn how to manage important decisions
- Have had the opportunity to take part in work-related and enterprise activities (e.g. through a Work Discovery Day)
- Have the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics

## Parents/Carers:

### ALL PARENTS/CARERS CAN EXPECT TO:

- Be kept informed and up to date about careers related activities in school through the school website and termly Careers newsletter.
- Be able to request an appointment with the Careers Advisers via telephone or email to discuss their child's future plans
- Have access to subject teachers and members of the CEIAG team, including the Careers Adviser at parents evenings in Years 9, 10 and 11.
- Have the opportunity to comment on the usefulness of the careers programme to their children and how it could be improved
- Be able to access the current school Careers Programme Information via the school website

## Appendix

### \*CDI FRAMEWORK - THREE CORE AIMS

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management and employability skills

### \*\*GATSBY BENCHMARKS

#### Benchmark

1. A stable careers programme
2. Learning from career & labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers

5. Encounters with employers & employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance