



## Careers Education, Information, Advice & Guidance Policy

Bexley Grammar School's aim is "to give students the confidence to succeed in whatever they aspire to do in their lives."

The CEIAG (Careers Education, Information, Advice & Guidance) Programme at Bexley Grammar is a key element in attaining this goal; in addition to preparing students for their academic examinations, we ensure that they have the knowledge required to make informed decisions about their future careers.

Bexley Grammar School employs a designated Careers and Higher Education Adviser whose role is to manage the Careers programme across all year groups. Many of the topics are covered during designated "Power Days" when the timetable is collapsed and students have specific themed activities including assemblies, information events and conferences. These activities are supplemented by the annual Careers and Universities Fair as well as Universities and UCAS Information evenings.

All students are entitled to impartial careers education, information, advice and guidance to support their personal research and future career planning. At Bexley Grammar School this is provided to students in all school years through:

- careers education as part of the PSHCE programme (including Power days);
- access to up to date careers information via Careers software such as Fast Tomato and Real Game;
- access to individual information, advice and guidance from the school's Careers and Higher Education Adviser, and an independent Specialist Careers Adviser;
- and an extensive programme of visits to university and career related events.

Information on other personal, health and financial matters is provided as an integral part of the PSHCE programme.

During Years 7-9, students:

- explore their skills and abilities, investigate a variety of careers, the skills and qualifications needed for them, as well as the lifestyle and financial implications of different choices;
- look at local labour market information;
- receive guidance and support in choosing GCSE options;
- with an EHCP, or additional needs, will have a one to one careers interview with an external provider to ensure they are being supported appropriately as part of the school's strategy to support students in their behaviour and academic work; this also helps to facilitate successful transition to the next stage of their education or training.

During Years 10 and 11, students:

- continue their exploration of possible career and educational choices both through careers education sessions on Power days and individual or small group careers guidance interviews;

- identify and develop transferable skills through a planned programme of work experience in the autumn term of Year 11;
- are introduced to the possibilities offered by Higher Education, including direct contact with a range of employers and Higher Education institutions;
- receive unbiased information on the full range of post-16 options available, and are supported in making appropriate choices to suit their individual needs;
- receive information and advice on financial matters.

During Years 12 and 13, students:

- are supported in researching and applying for Higher Education through a programme of tutorial sessions, Power days and individual information, advice and guidance;
- who meet Widening Participation (WP) criteria at Universities - the first generation in their family to attend University, minority groups or students who are eligible for pupil premium - are encouraged to apply for WP programs and additional financial support at University;
- who are interested in alternatives to University, such as Higher and Degree level apprenticeships are offered targeted support and advice related specifically to the application and interview process;
- receive information and advice on financial matters, including applying for loans, grants, scholarships and benefits.

Bexley Grammar has strong links with a number of employers and Universities which have a significant involvement in our careers programme. This includes offering work experience placements for our Year 11 students, delivering lectures and seminars about their field of work or study, supporting students in applications and attending our Careers and Universities Fair. Bexley Grammar is currently a Target School for both EY and Commerzbank, and both will provide support for BGS students through any job application.

Our Careers and Higher Education Adviser has used the Gatsby Benchmarks as a basis for planning the careers education for many years, making it a well established and successful programme.

The Bexley Grammar School CEIAG programme is reviewed regularly and at least every two years.

For any queries regarding Bexley Grammar School's Careers programme please contact Jo Caley-Gardiner (Careers and Higher Education Adviser) who has responsibility for CEIAG provision at Bexley Grammar School. Email [caley-gardiner\\_j@bexleygs.co.uk](mailto:caley-gardiner_j@bexleygs.co.uk) or phone 0208 298 2313.