

At Fairfield School we teach our students the skills and attitudes required to enable them to become as independent as possible and to prepare them for adult life. We provide a broad and diverse curriculum to give students the opportunity to reach their full potential. We aim to allow all students to have access to a range of vocational experiences in a variety of settings. These settings include the school, the local and wider community and places of work.

CEIAG (Careers, Education, Information, Advice and Guidance) is an essential part of the support we offer to students at Fairfield School to help them to make the right choices. This includes impartial advice and guidance at key transitional times for young people and access to up to date information on careers and other issues affecting their well-being and continuation of learning. Effective transitional support can help prepare young people for all aspects of their journey into adulthood and help them to make informed choices about their future.

Careers education provides a way of developing knowledge, understanding and experience of opportunities available to our young people when they make their journey into adulthood. Our programme aims to develop the skills needed for improved decision making about the future.

The Gatsby Benchmarks

In 2014 the Gatsby report made a major contribution to our understanding of what constitutes quality in careers education, information, advice and guidance (CEIAG) in secondary schools in England. As a result, 8 benchmarks of good practice were drawn up that identify the elements of good career guidance:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

KS2/KS3/KS4 - Pre-formal Pathway

Careers Interviews

Every student has a careers interview with an impartial careers advisor from C+K careers to discuss options and future placements.

Careers Education

Careers is embedded into the Creative Curriculum themes e.g the world of work.

STEM subjects are linked to a range of careers.

Parent and Family workshops

Fairfield Families group
Focussed workshops

Careers Week

Students access employer workshops to learn about different jobs and places of work. Students participate in a Dragon's Den activity.

Decision Making/Having your say

Students express their opinions and choices at the school council to help make important decisions about school life.

Running a Mini Enterprise

Baking enterprise, craft enterprise, gardening enterprise, making for Christmas fair

Encounters with employers

Workplace visits
Employer workshops, talks, assemblies

Vocational Learning

Catering and horticulture,
In-house work experience,
External work experience taster days

Employability Skills

Organised thinking, meeting deadlines, being reliable, self-presentation, time management, teamwork, problem solving.

Visits to Work Places

All students will have at least one visit to a workplace by the age of 16 to observe and interact with a working environment.

Key Life Skills

Independent Life Skills, shopping and cooking a meal, keeping safe.

Transition Events

Planned events to inform all students of potential pathways into Post 16 and adulthood. Parents and carers invited to attend transitional meetings as part of EHCP review. Careers advisor attends EHCP Reviews to explain the options at Post 16 and in adulthood.

Fairfield School Careers Programme

KS2/KS3/KS4 - Semi-formal Pathway

Careers Interviews

Every student has a careers interview with Julie Millward from CK careers to discuss options and future placements.

Employability Skills

Organised thinking, meeting deadlines, being reliable, self-presentation, time management, teamwork, problem solving.

Visits to Work Places

All students will have at least one visit to a workplace by the age of 16 to observe and interact with a working environment

Encounters with employers

Workplace visit
Employer workshops, talks, assemblies

Key Life Skills

Independent Life Skills, shopping and cooking a meal, keeping safe.

Parent and Family workshops

Fairfield Families group
Focused workshops

Careers Education

Careers is embedded into the Creative Curriculum themes e.g the world of work.

How STEM subjects are linked to a range of careers.

Decision Making/Having your say

Students express their opinions and choices at the school council to help make important decisions about school life.

Careers Week

Students access employer workshops to learn about different jobs and places of work. Students participate in a Dragon's Den activity.

Enterprise

Baking enterprise, craft making for Christmas fair

Transition Events

Planned events to inform all students of potential pathways into Post 16 and adulthood. Parents and carers invited to attend transitional meetings as part of EHCP review. Careers advisor attends EHCP Reviews to explain the options at Post 16 and in adulthood.

Parents invited to attend the Local Offer Live event

Vocational Learning

Catering and horticulture
In-house work experience,
External work experience taster days

Post-16

Local Offer Live event

Students have the opportunity to talk to adult providers and make informed choices about their future.

Enterprise

Students run a mini enterprise selling products that they have made in Art, Catering or Horticulture. This project allows students to develop their functional Maths and English skills, whilst learning skills needed for the workplace such as health & safety, following instructions, looking the part, interpersonal skills and food hygiene.

Work Experience

A range of in-house and external work placements are available to students including roles in Catering, Animal Care, Volunteering, Retail and Office Admin.

Careers Week

Students access employer workshops to learn about different jobs and places of work. Students participate in a Dragon's Den activity.

Employability Skills

Careers sessions including CV Writing, Job/College Application Completion, Interview Techniques, , Mock Interviews, What to Wear for Interview, Job and College Options, Places of Work, LMI (Labour Market Information)

Visits to places of work

All students aged 16-18 visit places of work in the local community to learn the different types of jobs available.

Transition visits

Students make visits to college and service providers to make informed choices about their future.

Once a choice is made, students will make several visits to their new placement to make their transition work successfully. Staff from the service providers also visit our young people in school

PSHCE sessions

All About Me – Students will learn how to describe who they are, what they like, what they are good at and what they like doing.

Making Choices – Students will develop skills to make simple choices and informed choices more independently.

Keeping Safe – Students learn about personal safety, road safety and safety in the workplace.

Post-16

Careers focussed assemblies

With guest speakers and employers presentations

Employer engagement activities: visits and workshops

External companies come into school to deliver talks, assemblies and hands-on workshops about different jobs

University Visits

Students visit a university to look at the different jobs at a University

Experience of a Workplace – Job Shadowing

Students visit work places they are interested in and shadow an employee to get hands-on experience of a Career

Careers Advice

Students receive impartial Careers advice from a CK Careers advisor.
A Careers Advisor attends EHC Annual Reviews to assist parents with the transition to adulthood.

Visits to Careers events

Careers fairs and STEM specific events

Leeds Museums and Art Galleries

Half-term block of 1 day placements in Leeds Museums and Art Galleries

1 day taster sessions in different roles in Leeds Museums and Art Galleries

LMAG outreach workshops to take place at Fairfield School

Work Related Learning

As part of the curriculum students complete accredited courses which cover aspects of work related learning such as Looking the Part, Following Instructions, Health & Safety at Work

Key Life Skills

Travel Training, Independent Life Skills, Shopping and Cooking a Meal

The CEIAG Team

At Fairfield School we have a whole school approach to Careers with all staff supporting the delivery of CEIAG through the curriculum. We also have a designated CEIAG team who co-ordinate and monitor the delivery of the Careers Programme:

Lucy Roche (Careers Leader/Assistant Headteacher)

Pauline Woodcock (Transition Links Co-ordinator)

Leanne Watts (Governor for Post 16 and Careers)

Jenny Draycott (Careers Advisor at CK Careers)

Useful Links

Gatsby Benchmarks www.gatsby.org.uk/education/focus-areas/good-career-guidance

CK Careers <https://ckcareersonline.org.uk/>

National Careers Service <https://nationalcareersservice.direct.gov.uk/>

National Citizenship Service <https://www.ncsyes.co.uk/>

Preparation for Adulthood <https://www.preparingforadulthood.org.uk/>

Apprenticeships: <https://amazingapprenticeships.com/>

BP STEM jobs <http://www.bpes.bp.com/>

Bitesized videos about careers <http://futuregoals.co.uk/>

What to wear for interview https://www.youtube.com/watch?time_continue=168&v=alavHk9XIYk

What's Next Booklet link: <https://indd.adobe.com/view/d9bc1afd-5478-4a26-9f48-87c9b85fae34>

Bitesize Careers <https://www.bbc.com/bitesize/careers>

Published by Lucy Roche

Date: November 2022

Review Date: November 2023