

# & Guidance Provision



Careers education information advice and guidance (CEIAG) at Atherton Community School aims to prepare young people for adult working life. It offers a systematic and personalised approach to help students make the right choices through impartial, well informed advice.



Career Choices are **life** Choices  
Take them **Seriously...**  
Do it **Right..!**

## Year 11 - CEIAG Focus: Post 16 Options

- \* One-to-one careers advice from Independent Careers Advisor
- \* Career Focus Day, including workshops on Finance, CV Writing and Revision techniques
- \* Mock Interview
- \* UCAS Progress support
- \* Personal Statement Sessions
- \* Assemblies from local Colleges and Open Day
- \* Information School Careers Fair
- \* Targeted support for SEND students including Launch Pad provision
- \* Supported College visit for SEND students
- \* Transition support for SEND students
- \* Mentoring and advice from form tutors
- \* Apprenticeship workshops
- \* Application support for Apprenticeships and Employment
- \* Access to additional CEIAG support with ESF sponsored project
- \* Motivational speaker targeting self-promotion and raising aspirations
- \* Promotion of NCS program
- \* CEIAG exit questionnaire

## Year 10 - CEIAG Focus: Discovering all the pathways

- \* Career Assemblies
- \* Visit to External Careers Fair
- \* School Careers Fair
- \* Taster days at Local Colleges
- \* Apprenticeship Assemblies
- \* Motivational speaker targeting self-promotion and raising aspirations
- \* Access to additional CEIAG support with ESF sponsored project
- \* Career Aspirations and Planning Session
- \* Registering with UCAS Progress
- \* Introduction to Personal Statements



## Year 9 - CEIAG Focus: Careers Exploration

- \* Independent Careers Advisor at Options Evening
- \* Access to meeting with Independent Careers Advisor
- \* Parental Talk on Careers and Options
- \* Access to RAY Programme at Bolton Sixth Form College (to promote HE and develop employability skills)
- \* School Careers Fair
- \* Army Presentation
- \* Extended Heineken Apprenticeship Project
- \* Motivational speaker targeting self-promotion and raising aspirations
- \* Employer Engagement Session

## Year 8 - CEIAG Focus: My Skills and Developing a “Can do” Attitude

- \* Independent Careers Advisor at Options Evening
- \* Access to meeting with Independent Careers Advisor
- \* Parental Talk on Careers and Options
- \* Careers Lessons with “Steps” Program
- \* Developing employability skills in Clubs

## Year 7 - CEIAG Focus: Self Awareness

- \* Careers Lessons with “Steps” Program
- \* Developing employability skills in Clubs



## All Year Groups

Access to careers resources and general advice from Careers Coordinator.  
Bespoke visits to employers, FE, HE and training providers.  
Careers Area in the library

How do we do it?

- \* CEIAG is led by a member of the senior leadership team.
- \* Independent Careers Advisor from Wigan Careers Service in school regularly and supports school events.
- \* In school support from Head of Years and Business Liaison Manager
- \* Personalised arrangements for SEND students and students with additional needs
- \* Clear CEIAG plan that covers a wide range of pathways.
- \* Coordinated activities to promote careers, employability skills and raise aspirations

How do we measure the effectiveness?

- \* Regular student surveys and annual parent survey.
- \* Parent/Carer contact with Careers Advisor and Business Liaison Manager.
- \* Annual review of Careers provision as part of the CEIAG plan.

How can we improve?

- \* Increase the profile of Careers within school.
- \* Improve communications with Parents/ Carers on how to support your child's choices.
- \* Increase the links with the world of work and employer engagement.

How can Parents/ Carers help?

- \* Encourage your child to access all learning opportunities
- \* Develop their knowledge of the world of work.
- \* Help them discover their talents and skills.
- \* Support them in during key decision stages.