



## **Career Education, Information, Advice & Guidance (CEIAG) Ballyclare Secondary School**

The Careers department supports pupils to actively seek, engage and reflect in relevant and meaningful careers activities to inform career choice for their future career paths. We do this by ensuring that all children follow an educational pathway which is appropriate for them and to inform students of potential career opportunities available, for example with STEM qualifications.

The CEIAG policy is reviewed yearly by feedback from pupils, parents, staff and the Board of Governors.

All staff are encouraged to take responsibility for careers within their subject, this information has been collected through a career audit on career activities experienced by our pupils in their school subjects.

### **Aims:**

- To enable students to make informed choices about their future career paths.
- To be committed to giving students an insight into developments in careers information, including social media and networking.
- To maintain and develop links with a range of external and community organisations to provide students with opportunities for Work Placements, mentoring etc.
- To provide comprehensive information, advice and guidance in all student's career education.

### **Objectives:**

- To provide opportunities for students to identify their strengths, aspirations and options through a variety of means, including discussions with subject teachers, class teachers and career staff.
- To help students understand and develop the necessary skills to equip them for whatever career path they choose, this is an important aspect highlighted in their LLW classes.
- To research and provide up-to-date information about employment, labour market trends, FE courses, undergraduate courses and work experience.
- To ensure and promote the importance of the Careers Service and ensure that all pupils at KS4 have interviews with a DEL adviser.

## **Staffing:**

Mrs V Beattie                      Senior Teacher Careers Education

Mr B Adams                        LLW Subject Leader & Career Teacher

Ms J Russell                        Entitlement Framework & Career Teacher

All staff will contribute to CEAIG through their roles as class teachers and subject teachers. Specialist sessions are offered through Learning for Life and Work (LLW), under the co-ordination of the LLW Subject Leader. Specialist Careers Information and Guidance is provided in collaboration with Careers Advisers from DEL

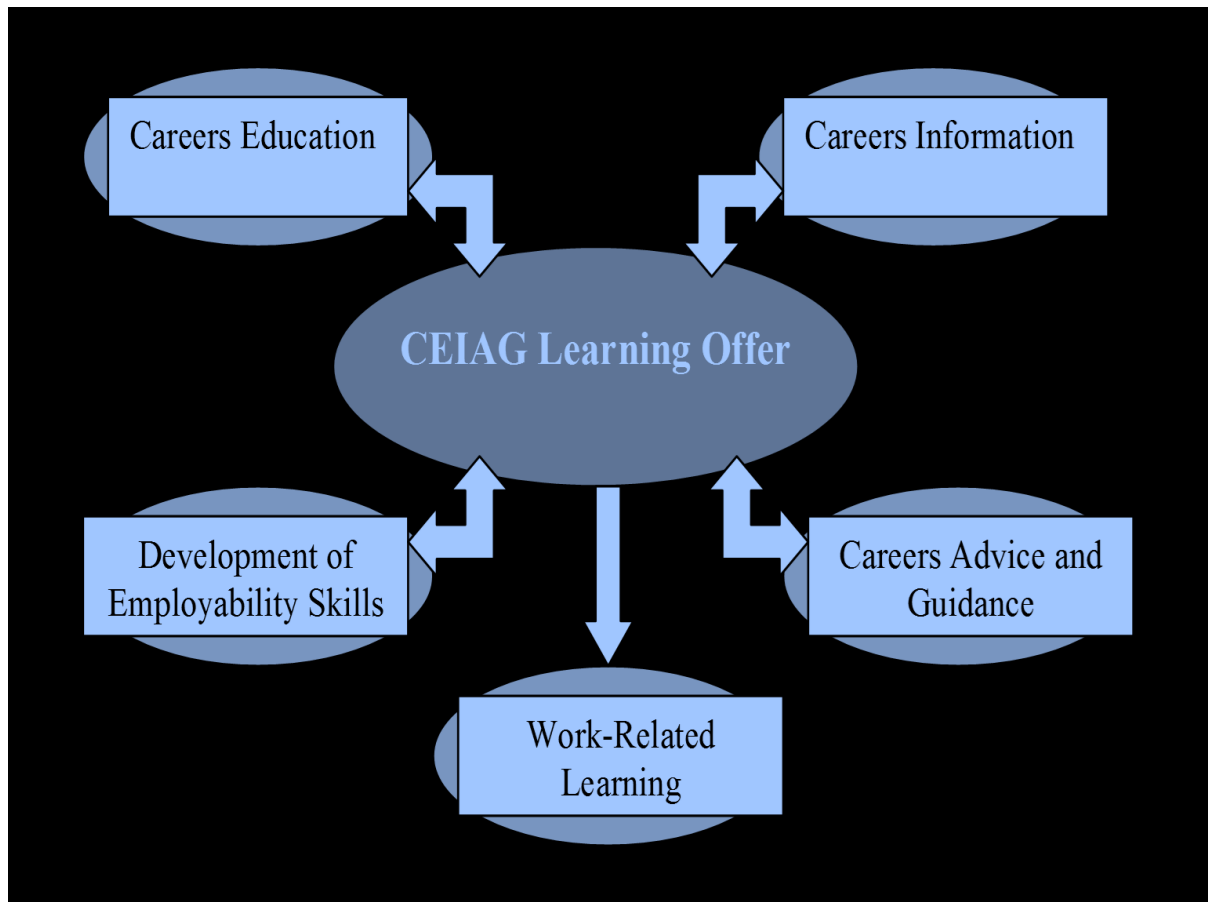
## **Facilities:**

Currently the Careers department have Room 132 which has 5 computers and University, Apprenticeships, Employment and FE college information.

## **Student Entitlement:**

As a minimum entitlement all students will have the opportunity to:

- Identify their career interests through their LLW programme.
- Discuss career plans in individual interviews, class discussion and with careers staff and DEL advisers.
- Access a range of materials for careers research for example handouts, software programmes and internet.
- Information, advice and guidance on application forms, CVs, and interviews.
- Work experience at KS4 & KS5.
- Attend information evenings, Career Conventions, open days etc. which are relevant to their needs.
- Access university and FE prospectuses.
- Additional information, advice and guidance given to those pupils with Special Needs.
- All students to be given advice and guidance on their chosen career pathway and the opportunities and progression routes associated with their choice.



Key public agencies, employers of all sizes in the private, public and voluntary sectors, schools, colleges, universities and training organisations, guidance practitioners and individuals all have a specific and important role, individually and together in assisting with the promotion of CEIAG in Ballyclare Secondary School.

### Transition Points:

#### Key Stage 3 Programme: LLW

- To help pupils understand themselves and develop their capabilities.
- To investigate careers and opportunities
- To implement their career plans
- Informed choices ('Option choices' assembly, small group discussions, Career Convention and Year 10 Options evening).

#### Key Stage 4 Programme: LLW

- To understand themselves and develop capabilities
- To investigate careers and opportunities
- Work Experience
- Interview Skills
- Study Skills
- Informed choices (Year 12 Guidance Evening & Career Convention)



#### W5 STEM Careers Programme



## Key Stage 5 Programme

At Sixth Form level, support and advice is available to all students. They have 1 period per week of careers but can speak to a careers teacher at anytime. Our aim is to help the students to make realistic and informed decisions about their future beyond the 16 – 19 Curriculum and to help students to manage the transition from the sixth form into Higher Education, Training or Employment.

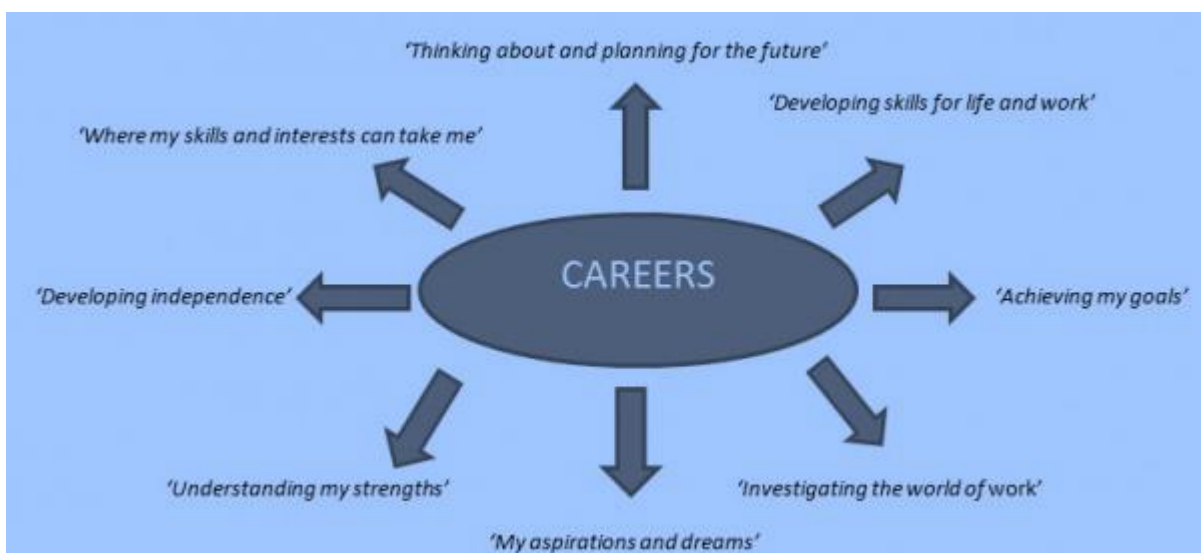
### Careers for Special Education Needs (SEN)

To provide advice and support to pupils aged 14+ with a statement of special needs a transition plan is drawn up. The Transition Plan meeting aims to put in place all necessary measures to ensure a successful transition, identifying and overcoming barriers or difficulties in the process. The Transition Plan will be reviewed along with their statement at each annual review meeting within their last years of school.

There will be various people that may attend the transition plan meeting:

- Parents/Carers
- Pupil
- Principal
- SENCO
- Careers Teacher
- Careers Advisor DEL
- Education Transition Co-ordinator
- Representative from your Health & Social Care Trust
- Other Voluntary Organisations

On leaving school the pupil's skills, talents, communication and personal care needs are met by the allocation of a suitably tailored career pathway.



## **LLW: See more detail in: Learning Areas**

In Learning for Life and Work, pupils follow a five year pathway in the 'Education for Employability' element of the course.

**In Year 8:** pupils look at their skills and their abilities, and learn about how employers need these skills. The focus is on what the pupils can already do, and then on what skills they need to develop.

**Year 9:** focuses on local and national job employment trends, and pupils will analyse a particular job which is of interest to them. Pupils also look at avoiding problems in the workplace, and learn about Health and Safety.

**Year 10:** work helps the pupils to make sensible choices for their future, and looks at what jobs are linked to various GCSE subjects. Pupils also start their progress Files in Year 10.

**In Year 11:** pupils start to plan for their Work Experience, and this is linked to work in their Citizenship course, looking at how employers and employees can maintain good working relationships. Pupils also develop their work in their Progress Files.

**Year 12:** is a very Careers orientated course, and after dealing with Work Experience, pupils prepare practice Application Forms for their Interview Skills days, and complete a CV and a Personal Statement as the final elements of their Progress Files.

## **STEM: General Information**

### **Why STEM?**

**There is a huge variety of exciting career paths open to people with STEM based skills.**

- In addition, almost every organisation today relies on people with STEM qualifications – including technology skills to run their IT systems and maths skills to manage their accounts: 72% of all UK businesses rely on people with STEM skills.
- 58% of all new jobs will be STEM related. There will be significant growth in new jobs but also massive replacement demand. Economically valuable skills such as STEM skills will matter most.

**Young people with STEM qualifications are in demand in the job market and have good long term career prospects.**

- Choosing science, technology, engineering and maths subjects opens up options later in life.
- Between 2008 and 2014 the UK will need 2.4 million more people working in science and technology based jobs.

- 59% of employers expect to find difficulty recruiting enough people with STEM qualifications in the next 3 years.
- STEM careers lead to good salaries later in life: Graduates earn £160,000 more than non-graduates in their working life time, and STEM graduates tend to earn nearly £250,000 more.
- Many large businesses offering STEM based apprenticeships pay for apprentices to go on to take a university degree – e.g.: in telecoms BT, in aerospace, in energy British Gas, in accountancy KPMG.
- STEM careers offer good prospects for the long term: Most science and engineering companies provide training opportunities and map out long term career paths. There is a demand for people with STEM skills globally, careers can often include the opportunity to travel.

People with STEM skills can make a big contribution to many of the big challenges facing society today.

Many of the great challenges we face in the 21st century need science and technology based solutions – for instance:

- You could be developing crops which provide greater yield to farmers – in a world where one billion people don't have enough food to eat.
- You could be designing safer cars – because almost 3,000 people a year are killed on UK roads alone.
- You could be working on a cure for cancer – because over 300,000 people are diagnosed with cancer each year in the UK.
- You could be creating educational software to help children with dyslexia – because 1 in 10 children suffer from some level of dyslexia in the UK.

One of the great challenges of our age is the search for new energy solutions. We have to reduce our dependence on fossil fuel and find new sources of energy, from wind to solar to wave power. Rising to this challenge is creating many new STEM based jobs for the future – for example:

- There is expected to be a 48% increase in demand for physical environmental science graduates in the next eight years.
- The UK government estimates that the renewable energy sector alone could create 500,000 jobs by 2020.
- The UK wind industry has the potential to create 60,000 new jobs over the course of the next 10 years - effectively expanding the current workforce in this sector tenfold.

## CEIAG and STEM at Ballyclare Secondary School:

The Careers department believes that the promotion of STEM subjects is important for our economy. Ballyclare Secondary School have a fantastic range of STEM subject options at GCSE and Post 16 to suit all learning styles.

The school takes all opportunities to promote STEM. The STEM team co-ordinated by Mrs Kirby promotes career pathways through numerous STEM events:

Year 8	Year 9	Year 10	Year 11	Year 12	VI Form
NIFRS Fire Safety Day	W5 visit	Robotics	Fantastic Females	Careers Convention	Careers Convention
Maths Fun Day	Fantastic Females	Amazing Science – Learn Differently			STEM Road Show
STEM Challenge		Careers Convention			UUJ Health Physiology Trip
					Forensics NI School Visit
					Queen's University Pharmacy Visit
					ASDA Trip
					Engineering Futures



## STEM at W5



## Making Choices in Year 10:

Students should keep in mind that their GCSE choice is unlikely to make any difference in their career choices except in certain circumstances for example:

- Teaching: you should be studying the subject you would like to teach
- Medicine: it is advisable to study the 3 sciences as single subjects as this will provide a strong basis for A Level science study and increase the chances of an offer from university.
- Design: you should study Art & Design.

Generally you should take into consideration your:

- strengths
- abilities
- interests

It is difficult at this young age to decide what your long term career will be, BUT

- DO NOT choose subjects just because your friend is doing them
- DO NOT choose subjects just because you like the teacher as they may not be taking the class you are in.

## Making Choices in Year 12

Ask yourself this important question: What do I want from my future career?

- A job that's challenging and interesting
- A job that's well paid
- A job that has good prospects for future promotion

If you are really unsure of your future career, or have no idea at all, then think about :

1. Your interests in general, (subjects, hobbies, part time jobs, voluntary work)
2. Your abilities, (good communicator, mathematical/scientific/artistic)
3. Your values and attitudes, (do you want to earn lots of money, help other people)

Before making any decisions be sure to speak to your parents/carers, teachers, the careers teacher and DEL advisers and exhibitors at the Career Convention.

It is also a good idea to look at the content of A Level courses, how they are taught and assessed as these factors will have an impact on your enjoyment of the course. Remember certain courses at university require specific subjects at A Level, (e.g. medicine requires chemistry), as well as subject combinations, so you should do some **research** on this as well. Some universities also recommend subjects, or have a list of preferred and non-preferred subjects at A Level. You can find information on some of these in the document 'Informed Choices', downloadable at [www.russellgroup.ac.uk](http://www.russellgroup.ac.uk)

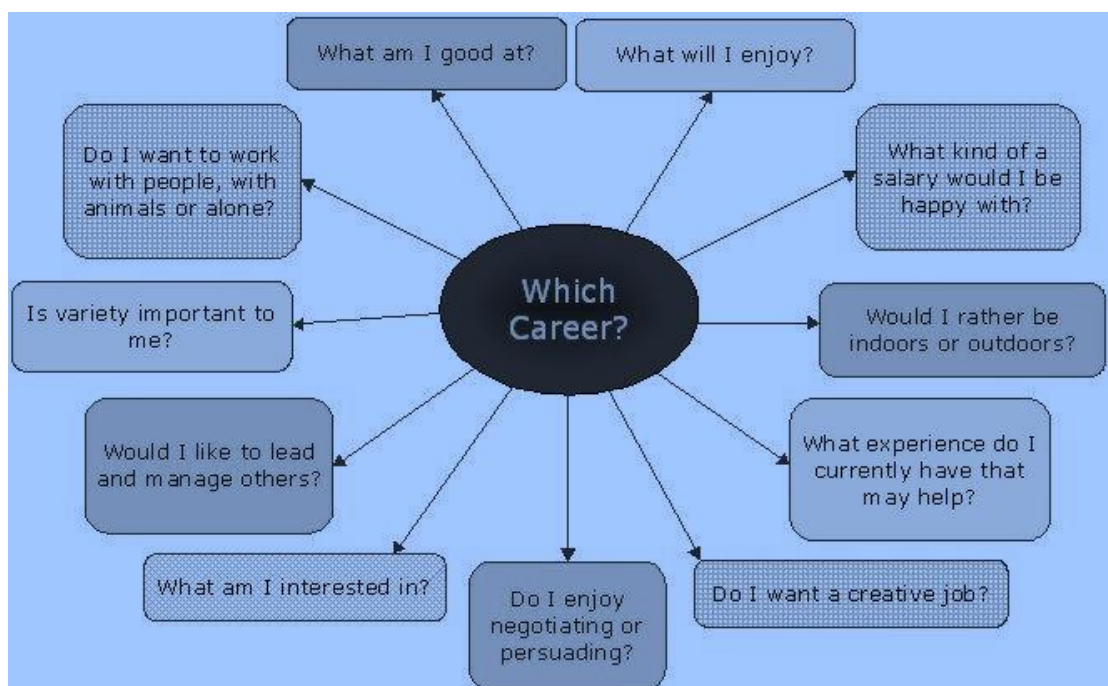


If you are unsure but do want to study A Levels then consider taking 1 or 2 **'facilitating subjects'**. These are subjects that provide a broad range of skills and keep your options open in a range of areas. For example:

- English
- Maths
- Biology
- Chemistry
- Physics
- Languages
- History
- Geography

### Making your decisions REMEMBER:

- Know what you want to do? Check university entry requirements for any required/recommended subjects/courses.
- Not sure What subjects to do: Keep your options open and take the 'facilitating' subjects.
- GCSE grades matter! Many university courses, training courses and jobs have specific GCSE grade requirements beyond the basic 5 GCSEs at grades A\* to C. You should check this before choosing your Post-16 course.
- Do your choices reflect a balance of your abilities, interests and strengths?
- Make sure you know WHY you are choosing a course, especially if you are taking a 'new' subject for the first time at A Level.



- Career Events 2014-2015 [Click here to view](#)
  - Career Programme Overview [Click here to view](#)
  - Map for Career Organisation [Click here to view](#)
  - Useful websites for VI form [Click here to view](#)
  - Careers Photo Gallery [Click here to view](#)
- 
- Link to careers Work Experience database:  
<http://careers.ballyclaresec.ballyclare.ni.sch.uk/options.asp>

**The** **choices**  
**you make** **today**  
**will affect your life**  
**tomorrow**  
**so be sure to**  
**choose wisely!**

