



# CEIAG Programme & Management of Provider Access Requests

At

Bedstone College

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Contact for parents or providers:

Oliver Downing (Head of Careers)

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## [Aims of the Programme](#)

The Careers Department at Bedstone ensure that all students have an equal entitlement to high quality careers education, information, advice and guidance that:

- raises aspirations
- empowers young people to plan and manage their own futures
- provides them with an understanding of the world of work
- helps them to explore career options
- Supports them in making decisions on the opportunities open to them.
- Enables them to make an effective Post 16 / Post 18 transfer and to leave us equipped with career skills that will help them in the increasingly uncertain future.
- Actively promotes equality of opportunity and challenges stereotypes

All Form groups meet with their tutors on a daily basis, and for an extended period weekly, where they engage in small focused tutorials based on the STEPs programme. This is further supplemented in Yr11 where the focus is on transition with post-16 choices, and in Yrs12 and 13 where the focus is on post-18 choices.

Our careers programme is also supplemented by regular trips, competitions and external advisors:

### [Year 7 STEPs Programme](#)

Students follow a programme that enables them to reflect upon themselves and their skills they possess, while also learning what the world of work is and where they can go to research more about this area. The students are also enabled to review their own learning and set targets.

### [Year 8 STEPs Programme](#)

The programme students follow in Year 8 looks more closely at the world of work, analysing the variety of job families and enabling the students to start thinking more closely about what they as individuals want from the world of work.

### [Year 9 STEPs Programme](#)

In Year 9, students start to think and analyse more closely the skills and personal qualities they have, the skills they would like to develop and their own preferred learning style. Students are also given guidance on how to choose their options for Key Stage 4.

*Year 9 students also receive talks and meetings with subject staff outlining the potential impact on careers.*

*In the Spring Term Year 9 students also visit the Big Bang Fair in Birmingham which focuses on careers in STEM subjects.*

*KS3 students are also encouraged to take part in the Step into the NHS competition in the Autumn Term which gives them an insight into NHS careers.*

### [Year 10 STEPs Programme](#)

The focus in Year 10 is on the world of work: what employers are looking for, work and lifestyle, rights and responsibilities. Students also look at how to manage money, as well as beginning to look at options post-16 and different qualifications and their equivalents.

### [Year 11 STEPs Programme](#)

The STEPs programme focuses on different options post-16, the changing job market and money matters. The students are also given experience at making applications, writing a CV and covering letter and preparing for interviews.

*Year 11 students also have access to Morrisby careers profiling, followed by a tutor led tutorial programme to investigate post-16 options and the careers options available.*

*Year 11 students also receive a one-to-one careers meeting with an external careers advisor.*

*In the Autumn Term students also visit the World Skills Careers Fair in Birmingham.*

*Year 11 students also participate in a 6<sup>th</sup> Form Experience, following a 6<sup>th</sup> Form timetable for two days.*

*Year 11 students are also encouraged to visit the 6<sup>th</sup> Form Open Evening.*

*KS4 students are also encouraged to take part in the Banks, Camera, Action competition in the Autumn Term which gives students an insight into an area of the economy.*

### [6<sup>th</sup> Form Careers Booklets](#)

Year 12 students follow a programme that focuses on guiding and supporting students through the options available to them post-18, supporting students' UCAS applications, utilising online guidance platform Unifrog. Year 13 guidance continues this support, tracking and guiding the students towards their first steps beyond Bedstone College.

*In the Spring Term Year 12 students visit the What Career? What University? Live Fair in Birmingham.*

*In the Summer Term Year 12 students visit Birmingham University Open Day.*

*KS5 students are encouraged to take part in the Big Bang competition in the Autumn Term which gives them an insight into STEM careers.*

### [Useful Links for Parents](#)

Information and Advice:

<https://nationalcareersservice.direct.gov.uk>

[www.careerswales.com](http://www.careerswales.com)

<https://www.ucas.com>

<https://www.unifrog.org>

<https://www.apprenticeships.gov.uk>

<https://www.ucas.com/alternatives/internships/internships-and-volunteering>

<https://www.erasmusplus.org.uk/>

Careers Visit Links:

<https://www.thebigbangfair.co.uk>

<https://www.worldskillsuk.org/directions/worldskills-uk-live>

<https://www.whatcareerlive.co.uk>

Competition Links:

<https://www.stepintohenhs.nhs.uk>

<https://www.bankofengland.co.uk/.../bank-camera-action-2019-20>

<https://competition.thebigbangfair.co.uk>

### Management of Provider Access Requests

#### **Procedure:**

A provider wishing to request access should contact:

Oliver Downing, Head of Careers, on 01547 530303 ext. 235 or [oliver.downing@bedstone.org](mailto:oliver.downing@bedstone.org)

#### **Opportunities for Access:**

Throughout the academic year there are weekly whole-school assemblies. In addition, there are dedicated periods of time for providers to have the opportunity to come into school (Sixth Form Assemblies). Through prior arrangement with Oliver Downing, providers can agree a convenient time to come into school to talk to specific year groups.

#### **Premises and Facilities:**

The school will make available the main hall, classrooms or private meeting rooms for discussions between the provider and students, as appropriate for the activity. The school will also make IT equipment available to support provider presentations where necessary; this can be discussed and agreed in advance of the visit with Oliver Downing.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Oliver Downing. This will be available for pupils to peruse in the School Library, College Reading Room and the Head of Careers' Office.