



CAREERS EDUCATION, INFORMATION, ADVICE and GUIDANCE (CEIAG) POLICY (Senior School)

Careers Education, Information, Advice and Guidance (CEIAG) at QE

QE is committed to ensuring that all students receive relevant and meaningful careers interventions that inspire and prepare them for the future.

This policy sets out how we do that, and explains to all stakeholders the ways in which we comply with the expectations set out under Section 42b of the Education Act (1997).

The Head of Futures is Allan Paltzer. He can be contacted on apaltzer@qehbristol.co.uk

Pupil entitlement

All pupils in Year 7-13 are entitled and encouraged to:

- Engage with employers from a range of professions, to get a sense of the variety and diversity of the working world;
- Understand and be prepared for the decisions they will make about their GCSE subject choices, their post-16 options and/or their progression after Sixth Form;
- Reflect on their strengths, areas for development and interests, and consider how these could translate into the workplace;
- Hear from a range of providers about alternative post-16 and post-18 pathways, such as T-levels or degree apprenticeships;
- Access and engage with up-to-date Labour Market Information (LMI), to understand how the job market is changing and how this will affect certain sectors;
- Utilise the Futures Bulletins to explore and apply for a range of enrichment, insight and work experience opportunities;
- Request and receive individualised guidance on their next steps.

Programme of activities

Through their Enrichment programme (Years 7-10), PSHE lessons (Year 11) and General Studies sessions (Sixth Form), students are introduced to the Head of Futures and told about the resources and support at their disposal if they ever have questions about their next steps.

The PSHE Policy details the focus and content of these sessions. A full copy is available upon request from the Head's PA. An overview of the content covered in each year group is as follows:

Year Group	Theme	Focus
7	Transferable skills	Understanding what soft skills are. Reflecting on strengths and areas for development. Considering how these apply in real-world situations.
8	Understanding jobs and careers	What is a career? Different types of employment. Diverse career stories. Emerging job sectors and future job opportunities.
9	Specific roles and workplaces	Using Labour Market Information to understand future job trends. Consider how this might impact post-16 and post-18 choices. Exploring workplace issues – diversity, inclusion and equality.
10	Planning for the future	What are all the post-16 options? Cost of living. Pay checks and tax. Spending, budgeting and benefits. Poverty and charity in Bristol.
11	Finding work	Soft skills self-reflection. CV and cover letter writing. Mock interviews; receiving and giving feedback. Research opportunities.
Sixth Form	Specialising and standing out	Developing your own interests and making the most of time in Sixth Form. Building your professional profile.

In addition to these sessions, students across different year groups will benefit from:

- On-site careers events, allowing students to learn about a range of careers and ask questions of a diverse cross-section of employers.
- On-site “sector spotlight” talks, such as our “Girls in STEM” evening, focusing on specific industries or speaking on more “niche” areas.
- Subject-specific careers interventions (i.e. guest talks or workplace visits organised by departments, linking careers students’ classroom learning).
- Mock interviews followed by tailored feedback, to develop confidence and clarity of communication in an interview situation.
- Being paired with a career mentor via the OE Connect (alumni) platform
- Individualised guidance, which they can request directly from the Head of Futures.

Monitoring, evaluation and review of impact

We utilise a number of data points to inform and evaluate our CEIAG policy. These include:

- Destinations data at the end of Year 11 and Year 13
- Pupil voice surveys and feedback (e.g. the Year 10 & 11 / 12 & 13 Futures Surveys)
- Feedback on individual events, from facilitators and students
- Parent feedback
- Information on key groups, for example students with SEND

Provider access requests

A provider wishing to request access should contact Allan Paltzer, Head of Futures

Telephone: 0117 930 3099

Email: apaltzer@qehbristol.co.uk

Providers can request the opportunity to visit our school to speak to pupils and/or their parents/carers. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main Reception, or post these FAO Allan Paltzer to:

Queen Elizabeth’s Hospital
Berkeley Place
Bristol BS8 1JX

This will be placed into the Careers section of our Library, which is regularly updated and is accessible to all students throughout the school day. An online version of our careers section is available [here](#).

Careers websites and further research

In addition to the resources promoted via the Futures Bulletins, students and parents/carers may want to explore the resources below, to find more independent advice and guidance around specific careers or pathways.

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

www.icould.com

www.lmiforall.org.uk

<https://careers.startprofile.com/page/home-page>

www.apprenticeships.org.uk

www.ucas.com/careers/careers-quiz

www.notgoingtouni.co.uk

www.etrust.org.uk

REVIEW:

Date policy updated	28 September 2022
Date policy to be reviewed by	31 March 2024 or earlier if required
Policy Owner	Head of Futures