



Careers Education, Information, Advice and Guidance (CEIAG) Policy

Aim:

RDUTC strives to provide all our students with access to high quality, impartial CEIAG in order to give them the edge in the competitive jobs market and enable them to make successful and informed decisions about their post 16 and 18 education and career pathways. We aim for 100% of our Year 11 and Year 13 students to progress onto appropriate and exciting destinations when they leave the school.

RDUTC will:

- ensure that every student receives outstanding CEIAG throughout their time at RDUTC
- ensure that every student receives *impartial* CEIAG in advance of key decision-making milestones
- ensure that every student leaves RDUTC ready for their next step in the world of work, training, further or higher education
- provide a targeted approach to careers education and employability that enables all RDUTC students to develop the transferable skills to succeed in a competitive job/UCAS market
- engage parents, employers and other key stakeholders in ensuring that we have a collaborative approach to supporting our students to develop outstanding independent learning and employability skills in order to progress onto positive destinations

Implementation:

Our Employer Partners and University Partner drive our CEIAG programme and are proactively involved in its design and delivery. CEIAG is co-ordinated by the Governing Board Employability Skills Sub-committee which reports to the Governing Board Personal Development Committee. This is attended by the Heads of HR from all Founding and Major Partners, as well as a representative from the University of Hull. Meetings take place monthly.

A key priority is for our students to understand the huge range of career opportunities that exist locally, nationally and globally, particularly (although not exclusively) within the Engineering, Creative, Science, Financial and Tech Sectors. Our Employer Partners and University Partner are experts in their fields. They are, therefore, extremely well-placed to provide our students with the information they need about career pathways with them and within the wider sectors they serve. They do this in the following ways:

a) Employer Partners support high quality CEIAG through:

- Delivering **subject-specific projects** which students apply their theoretical learning to – See Appendix 1
- Delivering **generic projects** to develop students' personal and employability skills and provide information about key employment issues, for example: Health and Safety legislation and practice; Equality and Diversity legislation and practice; employment recruitment processes – See Appendix 1
- Running regular **Careers Expos** at RDUTC to enable students (and parents) to meet representatives from their businesses informally to find out about: what they do; their vision, values and ethos; career pathways; pay structures; key staff roles; recruitment processes
- Running an annual **Apprenticeship Expo**, prior to their apprenticeship recruitment process, to provide information for students about apprenticeship opportunities and the recruitment process – See Appendix 2 for details of the **Apprenticeship Recruitment Process**
- Facilitating **Industry Insight visits** for groups of students to visit their business and learn about what they do/career opportunities etc
- Running an annual **Employability Skills Day** for Year 10 students, showcasing key employability skills

- Organising opportunities for students to meet key members of staff informally to learn about their roles and career histories
- Organising presentations and **masterclasses** delivered by a range of staff at different levels within their organisations (from Apprentices to CEOs)
- Allowing students to attend relevant training events and conferences that they organise for their staff within the RDUTC Conference Centre
- Offering **industry experience placements** during school holidays – See Appendix 2
- Providing support and training for students to develop their **interview techniques** (different stages of the various selection processes) – See Appendix 2
- Providing support and training to enable students to write high **quality applications/CVs/personal statements/letters of introduction/professional emails** – See Appendix 3
- Advertising their apprenticeship vacancies within RDUTC - some of them advertising vacancies exclusively within RDUTC

b) University Partner – The University of Hull

- Delivering **information sessions** to enable students to learn about university life and courses available
- Providing **training sessions** with university staff and the RDUTC Joint Heads of Sixth Form to enable students and parents to understand the UCAS application process and how to write a good personal statement
- Delivering information sessions to provide students and parents with information about **university funding**
- Organising for Lecturers and PhD students to deliver **master classes** and **lectures** at RDUTC and at the university to extend academic learning
- Creating opportunities for students to work on **projects with PhD students** at the university to extend their academic learning and gain an insight into university education

Impartial CEIAG

As well as promoting opportunities within our Employer Partners and The University of Hull, RDUTC is committed to providing students with information about options available to them for employment and education beyond our own Sixth Form and our partner organisations. We achieve this in the following ways:

- A Service Level Agreement with the Local Authority Careers Service which gives students access to an Independent Careers Adviser who meets students throughout Year 11 and Year 13 to provide advice on their post 16 and 18 options
- Ensuring every student in Year 11 and Year 13 receives at least one 1-2-1 impartial destinations interview
- Organising a Further Education Expo open to all post 16 education providers in the area and attended by all Year 10 and Year 12 students to find out about alternative pathways to the RDUTC Sixth Form
- Inviting Non-Employer Partners to the summer term Careers Expo. to give our students the opportunity to meet representatives from other local businesses to find out about career opportunities with them
- Supporting students with applications for apprenticeships with non-employer partners
- Supporting the UCAS application process, including writing personal statements
- Supporting students with their applications to other post 16 education providers
- Taking Sixth Form students to the local University Expo to find out about university opportunities across the country
- Taking Sixth Form students to the Creative UCAS Convention in Manchester
- Promoting FE College, Sixth Form College and University Open Days
- Promoting University Summer Schools

RDUTC uses the Gatsby Benchmarks to evaluate the quality of CEIAG programme. We are fully compliant with all Gatsby Benchmarks.

APPENDIX 1

Employer Projects

Employer projects are a cornerstone of the RDUTC curriculum. Our students have the unique opportunity to take the theory they learn and apply it to 'real' projects designed and delivered by our Employer Partners. This both extends their theoretical understanding and, crucially, enables them to develop their personal, employability and technical skills in a real-work environment. We have two different types of projects:

1. Generic Personal and Employability Skills Projects

These are group projects which students complete within collapsed timetable days and Independent Study time, often over a number of weeks.

Most Generic Personal and Employability Skills projects take place in Years 10 and 12 to enable students to focus on preparation for exams and applying for Apprenticeships and University in Years 11 and 13.

2. Curriculum-based Projects

Students complete a project which enables them to accelerate their progress through consolidating and deepening their understanding of a subject area. The project also contextualises learning by linking it to the world of work. As well as developing personal and employability skills, these projects also develop students' technical and/or academic knowledge and skills.

Details of all our Employer Partner projects are available on request.

APPENDIX 2

Industry Experience

Industry experience is embedded into our curriculum at RDUTC and comes in many forms, including:

- Our Professional Values and Behaviours policy
- Our 'working' week
- Participation in Employer Projects, working alongside professionals from our Employer Partners, often within their businesses
- Industry Insights visits to our Employer Partners
- Industry experience placements
- Employability skills days delivered by employer partners
- Careers Expos
- Apprenticeship Expos

Industry Experience Placements

Industry experience placements take place in the summer holidays between Year 12 and Year 13 to negate impact on student progress towards their qualifications. Participation is optional but strongly encouraged. Participation is closely monitor and reported to the Governing Board.

Industry experience placements are co-ordinated by the Assistant Principal Horizons professionalism, working closely with the Governing Board Employability Skills Sub-committee. This is attended by the Heads of Human Resources from our Employer Partners.

The application process for Industry experience placements is designed to mirror the application process for apprenticeships with our Employer Partners. It is a trial run for the real apprenticeship application process which starts in the autumn term of Year 13.

As well as developing personal and employability skills, our industry experience placements give students the opportunity to find out what it would be like to work for the Employer Partners they are interested in to inform their applications. They also give our Employer Partners the opportunity to get to know students who are thinking of applying to them for apprenticeships to inform the selection process. This two-way 'try before you buy' process maximises our students' success of finding an apprenticeship within a business that 'fits' them and vice versa.

Industry Experience Application Process

Stage 1: Employer Partners run the Personal Brand project. This covers the following;

- Information about the different selection processes used including: CVs; letters of application; application forms; references; video interviews; face-to-face interviews; psychometric testing; interview tasks
- Developing a CV and template for letter of application
- Mock interviews with panels from the Employer Partners
- Employer Partner Careers Expo
- Employer Partner presentations about their businesses, apprenticeship opportunities and career progression routes

Stage 2: Industry experience placements are advertised on the RDUTC Vacancies Board and emailed to all students/parents. Person Specifications and Job Descriptions are included in the application packs that students download.

Stage 3: Students apply for placements with the Employer Partners they are interested in. They work with the Sixth Form Student Support Team to complete their applications/CVs. Mock interviews are also available on request. Students are able to apply for multiple placements with different Employer Partners.

Stage 4: A formal selection process is followed, which mirrors the usual recruitment process of each Employer Partner. This usually involves a face-to-face interview.

Stage 5: Employer Partners inform students of whether their application has been successful. If it hasn't they have a debrief session with the relevant Head of HR.

Stage 6: Students formally accept industry experience offers.

Stage 7: Industry experience placements take place.

APPENDIX 3

Post-18 Destinations Support

Apprenticeship Application Support

The recruitment process for apprenticeships is co-ordinated by the Governing Board Employability Skills Subcommittee working closely with the Joint Heads of Sixth follows. The application process follows a similar format as that for industry experience placements.

An Apprenticeship Expo takes place prior to the first apprenticeships being advertised to enable Employer Partners to promote their vacancies and allow students and parents to discuss the opportunities available.

Founding Partners and Major Partners paying for naming rights have priority in terms of the selection process. Vacancies are advertised within RDUTC as follows:

- 1st November Founding Partners and Major Partners paying for naming rights
- 1st December Other Major Partners
- 1st January Partners
- 1st February Non-partners

UCAS Application Support

RDUTC offers tailored university application support for students, based on the courses and universities students aspire to attend. The support is coordinated by the Joint Heads of Support and Lead Practitioner with responsibility for our Russell Group cohort. The University of Hull also supports the UCAS process.

Support includes:

- UCAS Registration training and support (students and parents)
- Training on how to use the UCAS Hub (students and parents)
- Weekly lunchtime UCAS Research Workshops
- Opportunity to attend the annual UCAS Discovery Expo
- 1-2-1 UCAS application meetings for every UCAS applicant with a member of the 6th Form Team
- Impartial IAG Workshops covering courses, pathways and finance delivered by University of Hull Ambassadors
- Personal Statement Writing Workshops, supported by the English Department and the University of Hull
- Mentoring Programme for students applying to Oxbridge and Russell Group universities co-ordinated by the Lead Practitioner
- Mentoring Programme for students applying for medical degrees co-ordinated by the Lead Practitioner
- Mentoring programme for students applying for Reach for Excellence at University of Leeds and the Access to University of Leeds Programme
- Mentoring Programme for students involved in the Access and Support Programme run by King's College, Cambridge
- Support programme for students applying to the Sutton Trust Programme