



Risedale School Careers, Education, Information, Advice and Guidance Plan 2021 – 2022

Risedale School's CEIAG programme is embedded with the Careers Development Institute framework (CDI framework updated April 2021) and the 8 Gatsby Benchmarks, as directed by the Department of Education, the CEC and the Quality in Careers Standard. The CEIAG programme is a mixture of blended learning through Tutor time, lesson delivery, outside providers, linking careers to curriculum and other opportunities.

The new CDI framework is laid out as follows and pupils will readily be able to identify with the learning aims from each icon.



Grow throughout life – grow throughout life by learning and reflecting on yourself, your background, and your strengths.



Explore possibilities – explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.



Manage career – Manage your career actively, make the most of opportunities and learn from setbacks.



Create opportunities – Create opportunities by being proactive and building positive relationships with others.



Balance life and work – Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.



See the big picture - See the big picture by paying attention to how the economy, politics and society connect with your own life and career.



YEAR 7

- Pupil access to CEIAG folder – Google Drive resources
- Parental access (from September 2021) – Google Drive resources
- STEPs programme – delivery during tutor time
- Outside Provision – t.b.c – assemblies and lesson delivery
- National Apprenticeship Week – 7th to 13th February 2022
- National Careers Week – 7th March – 12th March 2022

Tutor Time Delivery	Focus/Activity	Learning Outcomes	CDI Link	Gatsby Benchmark
<u>Session 1</u>	Introduction to the STEPS CEIAG Programme	You can understand that the tasks and exercises in STEPS level 1 are designed to support your personal development		
	<u>Changes</u> – Task A Page 3 & 4	You can identify the changes you have experienced and the skills you have developed so far	<u>Grow</u> <u>Balance</u>	2&3
<u>Session 2</u>	<u>What have you achieved?</u> – Task B Page 5	You can reflect on your achievements and how these can be used to produce evidence of skills and experiences. You recognise the value of a variety of achievements both in and out of school.	Grow	2 & 3
<u>Session 3</u>	<u>Stepping up from Primary school</u> – Task C, Page 6 - 8	You can reflect on how well you coped with the transition from primary school. You can identify individuals who you can access for help and support	Grow Manage Create	3 & 8
<u>Session 4</u>	<u>What influences me?</u> - Task D Page 9-10	You identify that decisions may be influenced by the views of others	Grow Create See	3
<u>Session 5</u>	<u>Roles that I think are successful</u> Task E Page 11	You can identify what you consider to be a successful career	Manage Create Balance	2&3



			See	
Session 6	<u>What are you like?</u> Task F, Page 12 - 13	You can identify your personal qualities and give evidence for these. You have the opportunity to give and receive feedback on personal qualities	Grow Create	3
Session 7	<u>Skills for Life</u> Task G, Pages 14 - 16	You are able to identify some of the skills that are useful in different life roles. You will have an increased understanding of what skills employers are looking for and appreciation that these can be developed in everyday activities	Grow Explore	2&3
Session 8	<u>This is me</u> – Task H Page 17 <u>What is Work?</u> – Task I Page 18	You can record and present information about yourself in a positive way, including strengths, likes, interests and future hopes. You understand what is meant by work, and the contribution and value all types of work, paid and unpaid.	Grow, Explore Manage Create	2&3 1,2,3
Session 9	Using the Careers Library/Google Drive Task J, Page 19-20	You are aware of the careers library/Google Drive Resource area and how to use it	Explore See	2
Session 10	<u>Introducing some important initials;</u> <u>L.M.I and S.T.E.M</u> Task K Page 21 - 23	You are introduced to some important ideas about careers and the future of the world of work	Explore See	2
Session 11	<u>Changes in the World of Work</u> Task L Page 24-25	Increases understanding of the speed of changes in the world of work and implications for your everyday life	See	2
Session 12	<u>How creative are you?</u> Task M Page 26-27	You can list reasons why creativity is an important skill for school and work, and have opportunity to demonstrate creativity	Grow Create	3
Session 13	<u>Setting Targets</u> <u>Task N Page 28-29</u>	You are able to set short and long term targets for yourself	Manage	3
Session 14	<u>Review my Learning</u> Task O – Page 30- 33	You can see how you benefit from learning about careers, employability and enterprise	Grow	2&3



Session 15	Look Ahead Task P – Page 34-35	You can see how you benefit from learning about careers, employability and enterprise	Grow	2&3
-------------------	--	---	------	-----

YEAR 8

- Pupil access to CEIAG folder – Google Drive resources
- Parental access (from September 2021) – Google Drive resources
- STEPs programme – delivery during tutor time
- Outside Provision – t.b.c – assemblies and lesson delivery
- National Apprenticeship Week – 7th to 13th February 2022
- National Careers Week – 7th March – 12th March 2022

Tutor Time Delivery	Focus/Activity	Learning Outcomes	CDI Link	Gatsby Benchmark
Session 1	Introduction to the STEPS careers programme <u>Your Beliefs</u> Page 3-4	You can understand that the tasks and exercises in this programme are designed to support your careers personal development You can explain what is meant by beliefs and identify some of your own beliefs which are important now and for your future	Grow Balance	3
Session 2	Are school and work so different? Task B Page 5	You can list some of the similarities and differences between school and work. You can describe some of the ways you will be expected to behave at work	Manage Balance	3
Session 3	What do you want from work? Task C Page 6-7	You can identify some of the different motivators people have for going to work. You explore what would motivate you when choosing a career	Manage Balance	1,3
Session 4	Job families Task D Page 8	You know how to use careers library/Google Drive resources to access information about careers	Explore Manage See	2&3



Session 5	Can anyone predict the future? Task E Page 9	You can explain that there are likely to be changes in the job market by the time you leave education, and have been introduced to the main trends	See	2
Session 6	Become a job search expert Task F Page 10-12	You can describe some of the ways that organisations use to recruit and select their workers. You know that many jobs need you to have learning, skills and minimum qualifications	Explore Manage	2 & 3
Session 7	Who does the job? Task G Page 13	You are aware of the existence of equal opportunities legislation and the fact that ambitions should be based on ability and interest, not stereotypes	Balance	3
Session 8	Are you sure that's true? Task H Page 14-15	You recognise the difference between 'facts' and 'beliefs' and are introduced to the importance of checking the accuracy of facts. You are encouraged to consider careers based on your interests and abilities and not just because of stereotypes	Explore Manage See	2 & 3
Session 9	Budgeting Task I Page 16-17	You can explain the basic principles behind budgeting, and have an understanding of key terms such as disposable income	Balance	3
Session 10	How do you make decisions Task J Page 18 - 20	You know that decision making is a complex process and you are able to identify your own areas for development	Grow Manage Create	3, 8
Session 11	The Qualifications Landscape Task K Page 21-22	You are aware of the main levels of qualifications and learning pathways. You are aware that many jobs require minimum qualifications. You can link some of your school subjects to careers where they might be useful	Grow Explore Manage	2,3
Session 12	Writing an Action Plan Task L Page 23-25	You understand the importance of planning, and how to set realistic goals and targets for yourself.	Grow Manage Create	3
Session 13	Review my Learning Task M Page 26 - 28	You can see how you benefit from learning about careers, employability and enterprise.	Grow	1,2,3
Session 14	Look Ahead Task N Page 29-30	You can see how you benefit from learning about careers, employability and enterprise.	Grow	1,2,3



YEAR 9

- 1:1 Interview with the Careers Adviser - Options
- Pupil access to CEIAG folder – Google Drive resources
- Parental access (from September 2021) – Google Drive resources
- STEPs programme – delivery during tutor time
- Outside Provision – t.b.c – assemblies and lesson delivery
- University Campus visit – t.b.c – University of York
- National Apprenticeship Week – 7th to 13th February 2022
- National Careers Week – 7th March – 12th March 2022
- Option Workshops – Darlington College
- Options Taster sessions – Risedale School
- Options Evening/Consultation – 17th March 2022

Tutor Time Delivery	Focus/Activity	Learning Outcomes	CDI Links	Gatsby Benchmark
<u>Session 1</u>	Introduction to STEPS careers programme Plan your decision year Task A Page 3-4	You can understand that the tasks and exercises in SSTEPS level 3 are designed to support your careers personal development You understand that you need to plan for the immediate future. You identify some of the sources of help you can access	Grow Explore Manage Create See	2,3,8
<u>Session 2</u>	<u>Personal Qualities</u> Task B Page 5	You can identify some of your personal qualities. You understand that personal qualities can affect particular pathways and spare time activities. You analyse personal qualities associated with particular jobs	Grow Manage	3,8
<u>Session 3</u>	<u>Personal Qualities and jobs</u> Task C Page 6-7	You can identify some of your personal qualities. You understand that personal qualities can affect particular pathways and spare time activities. You analyse personal qualities associated with particular jobs	Grow Explore Manage	2,3
<u>Session 4</u>	<u>Skills</u> Task 4 Page 8-9	You understand what skills are and can identify some of your own skills. You can identify the skills for life and work	Explore Manage Create	2,3



<u>Session 5</u>	<u>Skills and Jobs</u> Task E Page 10	You understand what skills are and can identify some of your own skills. You can identify the skills for life and work	Grow Explore Manage Create See	2,3
<u>Session 6</u>	<u>Tell us why it should be you!</u> Task F Page 11	You consolidate your learning. You begin to think how to present yourself in an application process	Grow Explore Manage Create	2,3
<u>Session 7</u>	<u>Being Enterprising</u> Task G Page 12	You understand the meaning of being enterprising. You practise your creative thinking	Grow Manage	2,3
<u>Session 8</u>	<u>Working today</u> Task H Page 13-14	You understand that the World of Work is changing rapidly, and some of the implications of this	Explore See	2,3
<u>Session 9</u>	<u>Eastern Delights</u> Task I Page 15-16	You appreciate the importance of making an informed choice. You understand you can access information from a range of sources and the importance of being aware of possible bias and inaccuracies from different sources	Grow See	2,3,8
<u>Session 10</u>	<u>Using reliable information</u> Task J Page 17	You understand the pros and cons of using different information sources	Grow See	2,3,8
<u>Session 11</u>	<u>Qualifications</u> Task K Page 18-19	You have a basic understanding of the qualifications framework	Grow Explore Manage	2,3
<u>Session 12</u>	<u>Choosing Options</u> Task L Page 20-22	You investigate possible options. You begin to consider the factors in choosing your subjects. You are aware that subjects can help develop skills that have a wider use.	Grow Explore Manage See	2,3
<u>Session 13</u>	<u>Fake News?</u> <u>Task M Page 23</u>	You are able to talk about some common myths and truths about GCSE course choices and labour market information (LMI)	Grow Balance See	2,3



<u>Session 14</u>	<u>Review my learning</u> Task N Page 24 - 26	You can see how you benefit from learning about careers, employability and enterprise	Grow	2,3,8
<u>Session 15</u>	<u>Look Ahead</u> <u>Task O Page 27-28</u>	You can see how you benefit from learning about careers, employability and enterprise	Grow	2,3,8

YEAR 10

- 1:1 Interview with the Careers Adviser – Part 1
- Pupil access to CEIAG folder – Google Drive resources
- Parental access (from September 2021) – Google Drive resources
- STEPs programme – delivery during tutor time
- Outside Provision – t.b.c – assemblies and lesson delivery
- Work experience Week – 4th July – 8th July 2022
- National Apprenticeship Week – 7th to 13th February 2022
- National Careers Week – 7th March – 12th March 2022
- Year 10 Taster Day – Darlington College
- Year 10 Taster Day – Queen Elizabeth Sixth Form

Tutor Time Delivery	Focus/ Activity	Learning Outcomes	CDI Links	Gatsby Benchmark
<u>Session 1</u>	<u>Introduction</u> Task A Page 3	You can understand that the tasks and exercises in STEPS Level 4 are designed to support your careers personal development	Grow Explore Manage Create Balance	2,3
<u>Session 2</u>	<u>World of Work – What employers want</u> Task B Page 4-5	You identify skills and qualities that employers are looking for, match your own skills and qualities to this and identify development needs and personal priorities. You are aware of work/lifestyle issues	Grow Explore Manage Create	2,3,8



<u>Session 3</u>	<u>World of Work – Work and Lifestyle</u> Task C Page 6-7	You identify the types of jobs and workplaces that interest you. You begin to identify your own personal priorities. You are aware of work/lifestyle issues	Explore Manage Create	2,3
<u>Session 4</u>	<u>World of Work – Quiz</u> Task D Page 8	You are more aware of changes in the world of Work	Create Balance	2,3
<u>Session 5</u>	<u>World of Work – Rights and responsibilities at work</u> Task E Page 9-10	You have a raised awareness of employment law for young people	Manage Create Balance	2,3
<u>Session 6</u>	<u>World of Work – Responsible employers</u> Task F Page 11	You consider how important it is to you that you work for an employer with high ethical standards	Growth Balance See	2,3
<u>Session 7</u>	<u>Application Skills</u> Task G Page 12	You understand the main elements that make up a CV and covering letter and their purpose	Grow Balance See	2,3
<u>Session 8</u>	<u>Work Experience</u> Task H Page 13-14	You recognise why you do work experience. You understand how work experience can help with career planning	Grow Explore Manage Create	2,3
<u>Session 9</u>	<u>Moving on from Work Experience</u> Task I Page 15	You review your achievements on work experience. You record your own learning from work experience	Explore Manage Create Balance	2,3
<u>Session 10.</u>	<u>Developing your personal sales pitch</u> Task J Page 16	You consider how knowing yourself and your skills/qualities will help with applications. You can identify your own skills/qualities/talents	Grow Manage Explore	2,3
<u>Session 11</u>	<u>Managing your money</u> Task K Page 17	You will consider the importance of budgeting for the future. You will begin to consider how you can develop budgeting skills whilst still in school	Balance	2,3



<u>Session 12</u>	<u>Thinking Ahead after you are 16 – Options</u> Task L Page 18-19	You know what your options are after you are 16. You identify pros/cons of different options and consider them in relation to your own plans. You can recognise different routes to qualification levels. You can use a straightforward decision making technique. You consider longer term implications and the potential benefits and drawbacks to different opportunities	Grow Explore Manage Create See	2,3
<u>Session 13</u>	<u>Different Qualifications and their equivalents</u> Task M Page 20	You have a basic understanding of the qualifications framework	Grow Explore Create	2,3,7
<u>Session 14</u>	<u>Review my Learning</u> Task N Page 21-23	You review and reflect upon how you are benefitting as a learner from careers, employability and enterprise activities and experiences	Grow	1,2,3
<u>Session 15</u>	<u>Look Ahead</u> <u>Task O Page 24-25</u>	You can see how you benefit from learning about careers, employability and enterprise	Grow	1,2,3

YEAR 11

- 1:1 Interview with the Careers Adviser – Part 2
- Pupil access to CEIAG folder – Google Drive resources
- Parental access (from September 2021) – Google Drive resources
- STEPs programme – delivery during tutor time
- Outside Provision – t.b.c – assemblies and lesson delivery
- Assemblies by FE and HE providers & World of Work - t.b.c
- National Apprenticeship Week – 7th to 13th February 2022
- National Careers Week – 7th March – 12th March 2022
- 1:1 College Interviews – QE Sixth Form
- 1:1 College Interviews – Richmond Sixth Form



Tutor Time Delivery	Focus/Activity	Learning Outcomes	CDI Links	Gatsby Benchmark
Session 1	<u>Introduction</u> Page2 Year Planner Task A page 3-4	You can understand that the tasks and exercises in STEPS Level 5 are designed to support your personal development You identify individual actions required for your post-16 transition	Grow Explore Manage Create	2,3
Session 2	<u>How are you doing?</u> Task B Page 5 - 7	You review factors influencing post – 16option decision making. You identify individual progress for decision making and transition post-16	Grow Explore Manage Create Balance	2,3,8
<u>Session 3</u>	<u>Your skills and interests</u> Task C Page 8-9	You identify implications of skills and interests for post-16 options and careers ideas	Grow Explore Manage	2,3
<u>Session 4</u>	<u>What are you like?</u> Task D Page 10-13	You can identify areas of strength and weakness in relation to progression	Grow Manage Balance	2,3
<u>Session 5</u>	<u>Which way do you go?</u> Task E Page 14-15	You ca identify post 16 options. You can explain key differences between post – 16 options	Grow Explore Manage Create	2,3
<u>Session 6</u>	<u>The changing job market</u> Task F Page 16 - 18	You consider the changes in the labour market and the effect it may have on the job market and your lifestyle, and choices	Grow Explore Manage Balance See	2,3
<u>Session 7</u>	<u>Green jobs</u> Task G Page 19-20	You explore the relationship between career and the environment	Grow Explore	2,3



			Manage See	
<u>Session 8</u>	<u>Money matters</u> Task H Page 21	You identify key types of financial support, available post-16 and describe the financial implications of your post-16 choices	Grow Manage Balance	2,3
<u>Session 9</u>	<u>Exercise your network</u> Task I Page 22-23	You learn more about the people who can help you with your career	Grow Explore Manage Create Balance See	2,3
<u>Session 10</u>	<u>Making Applications</u> Task J Page 24-25	You identify key elements of good and bad applications	Grow Explore Manage Create	2,3
<u>Session 11</u>	<u>Writing a CV</u> Task K Page 26-27	You identify key elements of good and bad applications. Create a CV	Grow Explore Manage Create	2,3
<u>Session 12</u>	<u>Writing a Covering/Cover letter</u> Task L Page 28-29	You identify key elements of good and bad applications. Create a covering letter	Grow Explore Create	2,3
<u>Session 13</u>	<u>Preparing for Interviews</u> Task M Page 30 - 32	You can recognise what employers are looking for in applicants. You can identify skills and abilities, and evidence of these in the context of an interview	Grow Explore Create	2,3
<u>Session 14</u>	<u>Where have you got to so far?</u> Task N Page 33-34	You will be able to track your post -16 transition progress, and identify any further action required	Grow Explore Manage Create	2,3



Session 15	Review my learning Task O Page 35-37	You can see how you benefit from learning about careers, employability and enterprise	Grow	1,2,3,8
Session 16	Look Ahead Task P Page 38-39	You can see how you benefit from learning about careers, employability and enterprise	Grow	1,2,3,8

POST 16

- Pupil access to CEIAG folder – Google Drive resources
- Parental access (from September 2021) – Google Drive resources
- 1:1 College Interviews – QE Sixth Form – February 2022
- 1:1 College Interviews – Richmond Sixth Form – February 2022

Tutor Time Delivery	Focus/Activity	Learning Outcomes	CDI Links	Gatsby Benchmark
Session 1	Introduction Introducing Me Task A Page 3 What's important at work Task B page 4	You can understand the tasks and exercises in STEPS Level 6 programme which are designed to support your careers personal development. You are able to articulate positive aspects of your life outside school/college/work and also consider what you want from a career.	Grow Grow Explore Balance	3
Session 2	Building networks Task C Page 5-8	You consider the value (and dangers) of using social networks to further your future learning and careers prospects	Grow Explore Manage Create Balance See	2,3,8



<u>Session 3</u>	Building networks and opportunities Task D Page 9-11	You consider the value (and dangers) of using social networks to enhance or hinder the prospects of a business or organisation	Grow Manage Create See	2,3
<u>Session 4</u>	Building networks and online consequences Task E Page 12	You realise that aspects of your online personality may hinder (or help) your future learning and career prospects	Grow Explore Manage See	2,3,
<u>Session 5</u>	Political aspirations – what are they going to do next Task F Page 13-14	You realise that achieving a final goal may include many different jobs/activities/periods of study etc.	Explore Manage Create Balance See	2,3
<u>Session 6</u>	Your Aspirations – what are you going to do next Task G Page 15	You realise that achieving a final goal may include many different jobs/activities/periods of study etc.	Explore Manage Create Balance	2,3
<u>Session 7</u>	How much do you know about Apprenticeships? Task H Page 16	You learn more about Apprenticeships	Grow Explore Manage Create See	2,3
<u>Session 8</u>	Higher Education – to go to university or not? Task I Page 17-18	You consider the return on investment in higher education	Grow Explore Manage Create Balance See	2,3
<u>Session 9</u>	Researching Higher Education	You become familiar with some sources of information about Higher Education	Grow Explore	2,3



	Task J Page 19		Manage Balance See	
<u>Session 10</u>	Where is it? Task K Page 20	You consider the return on investment in higher education	Grow Explore Manage Balance See	2,3
<u>Session 11</u>	Keep your distance – remote study options	You are aware of other ways of progressing to study level 4 and beyond	Grow Explore Manage Balance See	2,3
<u>Session 12</u>	All abroad! – Study beyond the UK Task M Page 22-23	You are given some insight into the issues surrounding study abroad and encouragement to see this as a future option	Grow Explore Manage Balance See	2,3
<u>Session 13</u>	Lifelong learning Task N Page 24-25	You appreciate that lifelong learning and training contributes to enhanced career prospects and enjoyment of life	Grow Explore Manage Balance See	2,3
<u>Session 14</u>	Volunteering – who benefits Task O Page 26-27	You can recognise the personal, social and economic value of volunteering	Grow Explore Manage Create Balance See	2,3,8



<u>Session 15</u>	<p>Opportunity knocks Task P Page 28</p> <p>Apply online Task Q Page 29-30</p>	You are aware of places to look for employment opportunities and learn more about online applications	<p>Grow</p> <p>Explore</p> <p>Manage</p>	2,3
<u>Session 16</u>	<p>Where do I go from here? Task R Page 31-32</p>	You have the opportunity to plan to make the most effective use of a one-to-one session with a qualified careers adviser	<p>Grow</p> <p>Explore</p> <p>Manage</p> <p>Create</p> <p>See</p>	2,3
<u>Session 17</u>	<p>Review my learning Task S Page 33-35</p>	You can see how you benefit from learning about careers, employability and enterprise	Grow	1,2,3,8
<u>Session 18</u>	<p>Look Ahead Task T Page 36-37</p>	You can see how you benefit from learning about careers, employability and enterprise	Grow	1,2,3,8