

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

Careers, Education, Information, Advice and Guidance (CEIAG) refers to the full programme of careers education supported by personalised information, advice and guidance tailored to the individual needs of the student. It equips students with the knowledge and skills that they need to make realistic and informed choices about their own progression through learning and work.

QMGS will inspire all its students to aim high and achieve to their full potential. As a school, we are committed to providing the right support and guidance to empower every student to make key decisions about their future.

To achieve this the school has continued with its partnership with the Careers and Enterprise Company (CEC) as part of Wave 2 of the Black Country Careers Hub. This is a collaborative partnership (which started in September 2019) to assist the school in making progress towards achieving the Gatsby benchmarks. As part of this partnership, the school has access to a support service and a range of resources to help achieve the Gatsby Benchmarks

Full information about the school's commitment to CEIAG can be found in the CEIAG policy [here](#):

Key CEIAG Personnel at QMGS:

Link Governor responsible for CEIAG provision at QMGS is **Mr Richard Kirk**

Member of the Senior Leadership Team with CEIAG line management responsibilities is **Mr Alex Hudson** (Assistant Head teacher).

The CEIAG Coordinator is **Mr Peter Sunley** (contact via ceiag@qmgs.walsall.sch.uk or 01922 720696)

Mrs Reena Kang is the school's CEIAG Administrator pk-kang@qmgs.walsall.sch.uk

Independent Careers Adviser for 2022-23 is **Mrs Viv Russell** (ESS-TEAM CIC)



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Approved by LGB:	tba	

QMGS - CEIAG Programme 2022-23 [Draft] – Key Stage 3

Year Group	CEIAG in PSHE Lessons (Delivered by Mrs McPhee)	Off-timetable events	Form time	Assemblies and Careers Talks/National Careers Weeks	Careers Advice and Guidance	Other
Y7	<p>Who am I? [Spring 2]</p> <ul style="list-style-type: none"> • There are many factors that contribute to someone liking or disliking their job, beyond the job itself • There are several factors to weigh up when choosing a career: one's strengths, personality, passions, intended lifestyle and personal values • It is important to undertake a range of roles, responsibilities and experiences to add to one's CV (a document outlining one's qualifications and experiences that is submitted when applying for a job) 		Unifrog and CEIAG activities – launched 2023	<p>Visiting speakers/ Alumni Careers Meets 2022-23 will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time.</p> <p><i>National Apprenticeship Week Events/Activities</i></p> <p><i>National Careers Week Events/Activities</i></p>		NHS Step Up Competition
Y8	<p>Workplace behaviour and culture [Spring 2]</p> <ul style="list-style-type: none"> • Our behaviour in the workplace should be governed by the following: the law, the code of conduct for our workplace and/or standards stipulated in our job contract, our personal values and unwritten social rules • The way we behave in the workplace can impact upon ourselves, our colleagues, the organisation we work for and wider society • Every behaviour we exhibit contributes to a workplace culture, and if repeated by enough colleagues, becomes a normal mode of behaviour for that workplace 	Take Your Son to Work Day (March 23 – Provisional	Unifrog and CEIAG activities – launched 2023	<p>Visiting speakers/ Alumni Careers Meets 2022-23 will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time.</p> <p><i>National Apprenticeship Week Events/Activities</i></p> <p><i>National Careers Week Events/Activities</i></p>		

Y9	<p>Strengths, skills and attributes [Spring 2]</p> <ul style="list-style-type: none"> The most effective workplace teams comprise a wide range of strengths, skills and attributes, and no one person is expected to possess every single desirable quality A diverse range of people (in relation to the protected characteristics of the Equality Act 2010) can contribute a range of perspectives to the workplace and therefore greater creativity, ideas, problem-solving and productivity It is important to be aware of one's own strengths, skills and attributes, be unafraid to acknowledge them, but also identify and work on any gaps 	Y9 STEM Day Spring term tbc	Unifrog and CEIAG activities – launched 2023	<p>Visiting speakers/ Alumni Careers Meets 2022-23 will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time.</p> <p><i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i></p>	<p>Careers Advisor at Parents Evening</p> <p>All PP and SEND Pupils to receive a Careers Guidance Interview</p> <p>HoY Can Refer as part of intervention</p>	KS4 Options and Post 16/18 pathways event
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QMGS - CEIAG Programme 2021-22 – Key Stage 4

Year Group	CEIAG in PSHE Lessons <i>(Delivered by Mrs McPhee)</i>	Off-timetable events	Form time	Assemblies and Careers Talks	Careers Advice and Guidance	Other
Y10	tbc	Y10 Your Future Days (July) - ALumni/CEIAG Conversations Skills Workshop,	Unifrog and CEIAG activities – launched 2023	<p>Visiting speakers/ Alumni Careers Meets 2022-23 will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time.</p> <p><i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i></p>	<p>Careers Advisor at Parents Evening</p> <p>All PP and SEND Pupils to receive a Careers Guidance Interview</p> <p>HoY Can Refer as part of intervention</p>	<p><i>Y10 Parents Information Evening (Sept)</i></p> <p><i>Parental access to unifrog</i></p>

Y11	tbc	Attend at lunchtime – HE/Careers Fair WSS Walsall College InComm	Unifrog and CEIAG activities – launched 2023	Visiting speakers will be arranged throughout the year for ad hoc assemblies and lunchtimes/pre-school Alumni Careers Meets <i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i>	Careers Advisor at Parents Evening Y11 SLT Interviews (Jan) and HoY referrals to Careers Advisor. All PP and SEND Pupils to receive a Careers Guidance Interview	Year 11 Next Steps/Post-16 pathways presentation Post-exams Virtual Workplace Experience Programme

QMGS - CEIAG Programme 2022-23 – Key Stage 5

Year Group	Off-timetable events	Form time	Assemblies and Careers Talks	Careers Advice and Guidance	Other
Y12	Y12 HE Fair (Mar) Y12 UCAS Day (July)	Form Time Schedule of CEIAG related activities as part of the pastoral programme. Regular Programme in Year assembly throughout the year of guest speakers from Employers and Higher Education Providers. All sixth form welcome to attend: <ul style="list-style-type: none"> - Alumni Careers Meets 2022-23 - <i>Careers Talks and events as arranged</i> NEED Apprenticeship talk		Careers Advisor at Parents Evening Y12 Careers Interviews All pupils to have a Careers Guidance/Next Steps interview with a trained and impartial careers advisor (Jun-July/Sept)	Y12 Futures Evening Oxford step up programme Y12 Workplace Experience/World of Work Week Medicine and Oxbridge Preparation Events/MedSoc
Y13		Form Time Schedule of CEIAG related activities as part of the pastoral programme. Regular Programme in Year assembly/Form period throughout the year of guest speakers from Employers and Higher Education Providers. Degree Apprenticeships Talk in Assembly All sixth form welcome to attend: <ul style="list-style-type: none"> - Alumni Careers Meets 2022-23 - <i>Careers Talks and events as arranged</i> 		Careers Advisor at Parents Evening Y13 Careers Interviews (Intervention/support)	Medicine and Oxbridge Preparation Events/MedSoc Summer Internship Opportunities (Bright Network – July)