

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 Personal Development (including CEIAG provision) at QMGS is **Dr Raminder Sawhney**

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.merciantrust.org.uk or 01922 720696)

Mrs Reena Kang is the school's CEIAG Administrator r.kang@qmgs.merciantrust.org.uk

The school's Careers Adviser for 2024-25 is **Mrs Sophie Pagett** s.pagett@qmgs.merciantrust.org.uk or 01922 720696 THURS/FRI ONLY

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QMGS - CEIAG Programme 2025-26 [Draft] – Key Stage 3

Year Group	CEIAG in PSHE Lessons	Off-timetable events	Form time	Assemblies and Careers Talks/National Careers Weeks	Careers Advice and Guidance
Y7	CEIAG and World of Work adjacent lessons include: <ul style="list-style-type: none"> Keeping Safe Online Managing Social Media 	Unifrog Launch and Future Skills Questionnaire My Dream Job – Mock Interviews	Unifrog and CEIAG activities as per Form Time Programme	Visiting speakers/ Alumni Careers Meets will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time. <i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i>	
Y8	CEIAG and World of Work adjacent lessons include: <ul style="list-style-type: none"> Bullying Communication Skills Accepting responsibility and managing criticism The Equality Act 2010 Stereotypes and Prejudice Budgeting What do I value? 	Employer visit afternoons Y8 Careers/PSHE Drop Down Day	Unifrog and CEIAG activities as per Form Time Programme	Visiting speakers/ Alumni Careers Meets will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time. <i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i>	
Y9	CEIAG and World of Work adjacent lessons include: <ul style="list-style-type: none"> Online dangers Money Worries Mental Health 	'Y9 Options Assembly' Take Your Son to work day Future Skills Questionnaire	Unifrog and CEIAG activities as per Form Time Programme	Visiting speakers/ Alumni Careers Meets will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time. <i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i> Y9 Options Parental Information Event	Careers Advisor at Parents Evening All PP and SEND Pupils to receive a Careers Guidance Interview HoY Can Refer as part of intervention

QMGS - CEIAG Programme 2025-6 – Key Stage 4

Year Group	CEIAG in PSHE Lessons	Off-timetable events	Form time	Assemblies and Careers Talks	Careers Advice and Guidance	Other
Y10	CEIAG and World of Work adjacent lessons include: <ul style="list-style-type: none"> Developing self-esteem and confidence Unconscious bias Stress and change management Managing workplace relationships Understanding payslips Budgeting for the future Applying for work or training 	Y10 Your Future Days/Practice Interviews (July) - Alumni/CEIAG Conversations Skills Workshop,	Unifrog and CEIAG activities as per Form Time Programme	Visiting speakers/ Alumni Careers Meets will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time. <i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i>	Careers Advisors at Parents Evening All Y10 pupils to receive a Careers Guidance Interview (Dec/Jan) HoY Can Refer as part of intervention.	<i>Virtual Work Experience (Springpod)</i>
Y11	Discrete skills that are taught in year 11 include: <ul style="list-style-type: none"> How to budget effectively How to read a payslip How to fill in an application form/jobseek How to write a personal statement based on a person specification 	Attend at lunchtime Alumni/HE Careers Fair Future Skills Questionnaire	Unifrog and CEIAG activities as per Form Time Programme	Visiting speakers/ Alumni Careers Meets will be arranged during the year for ad hoc assemblies and lunchtimes/pre-school alongside the provision in form time. <i>National Apprenticeship Week Events/Activities</i> <i>National Careers Week Events/Activities</i> Post 16 Provider Assemblies	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 - Dec Post-exams Virtual Workplace Experience Programme

QMGS - CEIAG Programme 2025-6 – Key Stage 5

Year Group	CEIAG in PSHE Lessons	Off-timetable events	Form time	Assemblies and Careers Talks	Careers within the curriculum (CEIAG related activities)	Careers Advice and Guidance	Other
Y12	CEIAG and World of Work adjacent lessons include: <ul style="list-style-type: none"> - Rights at work - Workplace behaviours and professionalism 	Y12 HE Fair (Whole year Group to visit the NEC) Y12 UCAS Day (July)	Form Time Schedule 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"> - <i>Careers Talks and events as arranged</i> - <i>National Careers week Events</i> 		Subject departments offer a range of activities and experiences linked to CEIAG. All pupils receive a regular email bulletin from Mr Sunley and Mr Matley on CEIAG related opportunities	Y12 Careers Interviews All pupils to have a Careers Guidance/Next Steps interview with a trained and impartial careers advisor (Spring/Summer)	Y12 Futures Evening Oxford step up programme Y12 Workplace Experience/World of Work Week Medicine and Oxbridge Preparation Events/MedSoc
Y13	CEIAG and World of Work adjacent lessons include: <ul style="list-style-type: none"> - Managing workplace relationships - Future Money Choices - Budgeting 	Y13 Student Finance Talk	Form Time Schedule Regular Programme in Year assembly/Form period throughout the year of guest speakers from Employers and Higher Education Providers. All sixth form welcome to attend: <ul style="list-style-type: none"> - <i>Careers Talks and events as arranged</i> - <i>National Careers week Events</i> Degree Apprenticeships Assembly – Autumn term		Subject departments offer a range of activities and experiences linked to CEIAG. All pupils receive a regular email bulletin from Mr Sunley and Mr Matley on CEIAG related opportunities	Y13 Careers Interviews (Intervention/support)	Medicine and Oxbridge Preparation Events/MedSoc Employability Workshops