

Lincoln University Technical College  
A College for Science & Engineering



# CEIAG Entitlement Statement

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) ENTITLEMENT STATEMENT**

At Lincoln UTC each student has an entitlement to receive a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme delivered by experienced and enthusiastic teaching staff. The CEIAG programme is supported by a number of partners including Siemens, The University of Lincoln, Parents and the Local Business Community. Students themselves are central to an effective programme and other professionals including Industry Leaders, Teachers and the Head of Careers. Independent, impartial Careers Advisers make a vital contribution to ensuring that UTC students develop the skills toolkit they need to make well-informed realistic decisions that will enable them to achieve their full potential in the future.

All students have been consulted on the entitlement to CEIAG and have helped shape what it should include. The following has been drawn from the student voice: The overall aim of an effective Careers Education, Information, Advice and Guidance programme is to help students to:

- Gain information about jobs and employment (the labour market) in a variety of areas;
- Understand themselves better and develop their personal capabilities;
- Acquire the skills necessary for making realistic decisions;
- Make informed choices about their own career paths;
- Be aware of all education, training and career opportunities Post 16;
- Have the career management skills needed to manage transitions to new roles and situations especially in KS4.

At Lincoln UTC, all students will have:

- Access to opportunities within different industrial sectors to help them learn more about what is involved. This will be led by Industry professionals where possible and can include speakers, work inspiration events and visits;
- Access to a planned and structured careers education programme to help develop key skills around self-awareness and informed decision making;
- Access to up to date, impartial and comprehensive careers information covering educational, vocational training and career opportunities;
- Access to individual impartial advice or guidance interview with a qualified professional Careers Adviser.

Through the delivery of Lincoln UTC's CEIAG programme, each year students will:

- Have careers lessons which are incorporated into the PSHE programme to enhance students' knowledge and understanding of the World of Work;
- Gain a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations);
- Have access to careers education, information, advice or guidance in school through the Head of Careers or an independent career adviser;
- Have access to the Career folders on My Learning Space (MLS);

- Have careers lessons which form an integral part of the Innovation programme;
- Build upon self-awareness and how it relates to the world of work;
- Gain a greater understanding of the world of work and basic employment laws;
- Have discussions about how different subjects can enhance/affect career choices;
- Be taught about equality in the workplace and young people in work;
- Be able to access one-to-one individualised careers support through the Head of Careers and an independent career adviser;
- Be introduced to the Work Experience Programme to be completed in Years 10, 11 & 12;
- Receive briefs from external speakers on a range of topics including apprenticeships, armed forces, sector specific roles and higher education.

## **YEAR 10**

- Receive dedicated careers lessons as part of the core-curriculum, aiming to develop key skills of communication, problem solving and teamwork and to prepare for situations in adult working life
- Be taught and encouraged to research career and post 16 choices through a variety of mediums including MLS and the Internet.
- Understand the impact of RPA and what it means to them.
- Receive a structured work experience programme and undertake one week Work Experience in the Spring Term (March).
- Be taught how to use Fast Tomato to identify possible career options
- Be taught how to access careers information using the National Careers Service
- Have access to the career folders on MLS
- Meet with the Head of Careers at the Year 10 Mentor Evening to discuss work experience, options and careers in greater details.
- Have access to one-to-one career support through the Head of Careers or an independent career adviser.

## **YEAR 11**

- Receive dedicated careers lessons as part of the core-curriculum, focussing on developing key skills required to apply for Higher Education, Apprenticeships or Employment;
- Enhance their knowledge and understanding of researching different careers and post 16 choices using MLS, careers software and the internet;
- Discuss the impact of RPA and their plans for the future;
- Revisit Fast Tomato to help identify possible career options and create career plans;
- Use the National Careers Service as a source of valuable careers information;
- Have access to the career folders on MLS;
- Meet with the Head of Careers at the Year 11 Mentor Evening and Sixth Form introduction evening to discuss options and careers in greater details;

- Be encouraged to have a one-to-one career interview with the Head of Careers or an independent career adviser;
- Receive briefs from external speakers about apprenticeships, armed forces, higher education and employment.

## **SIXTH FORM**

Throughout the Sixth Form students will participate in a programme of Careers Education Information, Advice & Guidance activities. The aim of the careers programme is as follows:

- To ensure that before leaving the Sixth Form, each student has made a clear decision about the next stage of their career, based on a realistic appraisal of their abilities and interests;
- Decisions are rational and can be justified in terms of the criteria of the student concerned;
- Each student should understand his/her own criteria and be able to describe them;
- Decisions have been made after considering a range of accurate information;
- Students recognise the degree of realism, or lack of it, which is inherent in their ideas, and can identify barriers to achieving their aims;
- Students have a plan for putting their ideas into effect, and a contingency plan in case the first course of action does not bring success.

To achieve this, students are entitled to receive careers sessions on a variety of career planning activities.

## **YEAR 12**

Careers sessions are in place for all Year 12 students throughout the year. Students will:

- Have access to one-to-one career interviews with the Head of Careers and an independent career adviser. Students will have their individual ideas explored whether it be degree courses, apprenticeships, employment or gap year opportunities; taking into account financial elements for all options;
- Have the opportunity to complete a 'Centigrade' questionnaire through Cambridge Occupational Analysts (COA). The findings of the questionnaire will allow students to effectively continue their research into H.E and career areas, in turn this will enable students to make well informed and realistic decisions regarding their career planning;
- Be encouraged and supported to gain work experience during their holidays (for 1-2 weeks) and before they return to school for Y13. They will be offered the opportunity for a dedicated week within the school year, which will be in May or July, depending on which qualification route they are on. This type of life experience is paramount during the university/employment selection process, and may be the deciding factor. Students can make their own arrangements for work shadowing, which is an excellent tool for building independence;

- Take part in a three day Futures Programme which will prepare students for life beyond the Sixth Form. Students will receive specialist briefs from external providers, one to one career interviews and visit a university and training provider;
- Receive an introduction to UCAS and be shown how to create a UCAS account;
- Receive specialist support to write their UCAS personal statement;
- Receive specialist briefs throughout the year from external agencies to provide support in a variety of areas;
- Where appropriate, receive mock interviews;
- Where appropriate, receive briefs from Year 13 students to learn from their experiences through the UCAS/employment application process.

## **YEAR 13**

Careers sessions are in place for all Year 13 students throughout the year. Students will:

- Continue to receive one-to-one interviews with the Head of Careers and our independent career adviser to support students throughout the Year;
  - Receive specialist briefs from external agencies such as universities, gap year providers, employers or apprenticeship champions to ensure students are fully briefed on all their options;
  - Receive UCAS support and guidance to help students through the UCAS process;
  - Participate in 'Writing your personal statement' workshops;
- Receive specialist training in Higher Education programmes that the school uses;
- Where appropriate, share their 'application' experiences with younger students to share knowledge and lessons identified.