



Kings Langley School
Unlocking Potential for Life

CEIAG

Programme of Study

September 2023



Have the courage to follow your heart and intuition. They somehow already know what you truly want to become.

- Steve Jobs

Rationale:

- As a school of character, Kings Langley School aims to create and promote an inclusive climate, which enables equal opportunity for all students, staff, parents/carers and Governors to flourish, as well as supporting our desired outcome of developing strong character and the ability for students to make fair, safe and reasoned choices.
- Having received unbiased, professional and appropriate careers education, information, advice and guidance, we want students to make reasoned and rational choices as they prepare to leave Kings Langley School about their next stage in life, whether it be further education, the world of work or an apprenticeship. We would also expect students to demonstrate great curriculum knowledge and exhibit positive character traits, particularly self-regulation; stickability; and empathy. This collaboration will enable students to be well-rounded people who will flourish in their future lives and chosen careers.

Intent:

As a school we have a statutory and moral duty to provide students in Years 8 to 13 with careers education, information, advice and guidance (CEIAG). This is extended in Kings Langley School to include Year 7.

Our careers strategy (CEIAG) is interwoven into our PSHE programme whilst also being supported through a wide variety of opportunities within our curriculum which fulfils the eight Gatsby Career Benchmarks:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance



Implementation:

- We follow the DfE “Careers guidance and access for education and training providers.” Statutory guidance for governing bodies, school leaders and school staff” (January 2023) documentation. In addition to this guidance we have followed the Gatesby Benchmarks, the Careers and Enterprise website documentation on Careers Strategy Support (as of 4/1/20), and the PSHE Association Programme of study “We’ve Got It Covered”. To ensure we equip students for a digital life, we also have referenced aspects of UKCCIS (UK Council for Child Internet Safety) Education for a Connected World.

Benchmarks 1 & 2

- Much of the taught element of Careers Information, Education and Guidance (CEIAG) is embedded into our compulsory PSHE programme. It makes up two units of the six unit programme. Students have a weekly PSHE lesson in years 7 – 10. Year 11 have a Friday registration PSHE session. Year 12 and 13 have an alternate PSHE lesson and visiting speaker.

Unit 2	Careers	Careers and employment
Unit 6	Economic wellbeing	Managing money
		Banks and banking

- Unifrog: From year 7 all students have access to Unifrog and are set regular activities to complete on it. We also use Unifrog for our work experience administration, and personal statements written in Key Stage 5. Our aim to encourage students to use the opportunities in Unifrog to track their activities and skills to aid them with writing potential CVs.
- Opportunities newsletter: We issue a regular newsletter which sends students and parents all the local and received opportunities that local education establishments or employers have offered us. These may take place at weekends or school holidays, and are also saved on our website.
- CEIAG website: This has a lot of information on it though we are constantly looking at how this can be more useful to both students and parents.

Benchmark 4

- Linking Curriculum learning to careers: All subject leaders are asked to ensure that their curriculum take opportunities to link their curriculum to relevant careers.
- STEM fortnights per term: As a school we have a strong STEM leader who organises STEM fortnight on a termly basis. The autumn term focuses on STEM in subjects, and staff are all expected to plan explicit STEM lessons and deliver them to every year group. The spring term bring together all students and staff by running STEM competition and activities which help raise money for an associated STEM fund raising campaign such as Water Aid, Smile Train. Finally the summer term brings a spectacular STEM fair which encourages students to enter competitions such as a school version of The Big Bang (with the winners often then being entered for this event); cake making and decorating; lego competitions; to name but a few. On the evening of the fair, while all the judging of students’ amazing work, we have a multitude of STEM activities for students, parents and families to take part in.
- Display boards/ posters: We have many different displays around the school regarding careers, including specific STEM career posters, subject related careers posters, and a careers section in the library.
- Competitions and Clubs: On top of all of the STEM competitions we run additional competitions and activities to encourage students to develop potential skills that will support them in the future. A few of these are: the annual rotary chef competition, the annual magistrates’ competition, Debating club, Cooking Club, etc.

Benchmarks 3, 5 - 8

* Addressing the needs of each pupil is throughout

	Encounters with employers and employees	Experiences of workplaces	Encounters with further and higher education	Personal guidance
KS3	<ul style="list-style-type: none"> Annual survey on careers and future thoughts linking to careers SIMS spreadsheet which is then used to choose speakers for Monday assembly slots and targeted audience* Annual careers fair (optional) Annual STEM fair (optional) 	<ul style="list-style-type: none"> Within activities week, each year group are offered the opportunity to work shadow one day during the week. 	<p>Focus: "What is this"</p> <ul style="list-style-type: none"> Within activities week, sessions with ASK (Apprenticeships); Herts University and KLS sixth form for each group but with different activities for each year group. Annual careers fair (optional) 	<ul style="list-style-type: none"> Teachers have access to careers SIMS data sheet when have conversations with students, so conversations can be personalised* Optional year 9 options guidance interview*
KS4	<ul style="list-style-type: none"> Annual survey on careers and future thoughts linking to careers SIMS spreadsheet which is then used to choose speakers for Monday assembly slots and targeted audience* Annual careers fair Annual STEM fair (optional) 	<ul style="list-style-type: none"> Year 10 work experience week 	<p>Focus: "How to apply"</p> <ul style="list-style-type: none"> Assemblies from ASK (apprenticeships); West Herts college; university (Herts or other); KLS sixth form Year 10 apprenticeship fair (PP/SEND/ vulnerable & identified students)* Parent and student information evenings for apprenticeship and college (optional) KLS Into the sixth form evening (optional) 	<ul style="list-style-type: none"> Year 10 "Services to Young people" careers interview* KLS sixth form team/ SLT Next steps interviews with year 11* Personalised college application support*
KS5	<ul style="list-style-type: none"> Annual survey on careers and future thoughts linking to careers SIMS spreadsheet which is then used to choose speakers for Monday assembly slots and targeted audience* Annual careers fair Annual STEM fair (optional) 	<ul style="list-style-type: none"> Year 12 work experience week 	<p>Focus: "Next steps"</p> <ul style="list-style-type: none"> Year 12 visit to the UCAS fair Year 12 trip to Cambridge university TBC – Year 12 visit to apprenticeship fair 	<ul style="list-style-type: none"> Year 12 "Services to Young people" careers interview* KLS sixth form team/ external employers "Next steps" interviews with year 13* Personalised Oxbridge application support and interview practise*

Encounters with employers and employees
Experiences of work places
Encounters with further and higher education
Personal guidance

Impact:



We measure our impact in multiple ways.

- Our initial and key factor is the improvement of transition after Key stage 4 and 5, and a continuation of zero NEETS.
- We monitor the use of Unifrog and would consider it a success when all students from at least year 8 to 13 are using this software as a regular part of their careers information and guidance.
- We consider the number of changes made to option choices at the beginning of Key Stage 4 and Key Stage 5 – looking to decrease this to zero as a sign that our guidance was correct and appropriate.
- We keep a record of students who attend careers events, additional trips and events, and look to increase participation on a year by year basis, with an ultimate achievement being when every student attends at least one extra careers activity.
- We keep a record of all assemblies or visiting speakers that have presented or spoken to students, and to which year. We are looking for a year on year increase in these, but also evidence that these are having a positive impact on students' options and careers choices.
- We keep a record of all option interviews ensuring that students get at least, their statutory requirement of interviews with externally provided personnel. Our ultimate aim is to ensure all students in years 9-13 get some form of yearly interview.
- Where CEIAG lessons are part of PSHE and require students to know information, there are regular half termly tests to ensure that students are accessing and retaining the information that they are being taught. We would look for the results of the tests to be above 80% in all cases.
- Finally we ask for student, staff and parental feedback throughout the year and look to make improvements in response to any feedback given.

Long Term Plan for CEIAG

Week by week view:



	7	8	9	10	11	12	13
1							UCAS and Personal statements
2		Unifrog Task: Career Library Treasure Hunt 2 (45 mins)	Unifrog Task; Identifying Interests (45 mins)	Services to Young People career interviews Unifrog Task: Work Experience: How to Research Possible Placements (45 mins)	Unifrog Task: Post 16 Choices (45 mins)	Unifrog Task: Work Experience: Curating your Online profile	Unifrog Task: Applications List
3				Services to Young People career interviews Work Experience Introduction Assembly			Money Matters- Credit Card and Pay day loans
4				Introduction to Key Stage 4 evening for Parents Services to Young People career interviews			
5				Services to Young People career interviews	Unifrog Task: Busting BTEC Myths (45 mins)		Bank Loans and Student Loans
6				Services to Young People career interviews			
7				Services to Young People career interviews		Trip to Downing College, Cambridge university	
8	Unifrog Task: Careers Library Treasure Hunt 1 (45 mins)	Fire safety talk from Nick Ashman (local fireman) Unifrog Task: Career Terminology (45 mins)	Unifrog Task: GCSE Choices Choices (45 mins)	Services to Young People career interviews Introduction to work experience year Unifrog Task: Work Experience: CVs and Cover Letters (45 mins)	Unifrog Task: A Level Choices (45 mins)	Unifrog Task: Student year plan: Goal Setting	Unifrog Task: Finalising Your Personal Statement
9				Services to Young People career interviews			
10	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	Services to Young People career interviews STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers Dacorum Careers Fair	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers
11	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	Services to Young People career interviews STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers
12			Options process	Unifrog	Into the Sixth evening		
13			Services to Young People	Apprenticeships and post 16 options	Unifrog Task: Subjects Library Treasure Hunt (45 mins)		

14			Apprenticeships	Writing a CV			
15				Employability		UCAS	
16	Unifrog Task: What are skills? (45 mins)	Unifrog Task: What does success mean to you? (45 mins)	Unifrog Task: Careers Library Treasure Hunt 3	Voluntary work	Year 11 career & further education interviews	Services to Young People career interviews	Unifrog Task: Assessment Centres
				Unifrog Task: Work Experience: How to Contact Employers (45 mins)	Unifrog Tasks: Revision Techniques: Good vs Bad (45 mins)	Unifrog Task: Student Year Plan: Geeking Out	
17			Options assembly and options parent event		Year 11 career & further education interviews	Services to Young People career interviews	
18			Year 9 parents evening & opportunity to discuss options		Year 11 career & further education interviews	Services to Young People career interviews	
19			Options interviews and guidance available		Year 11 career & further education interviews	Unifrog Services to Young People career interviews	
20			Options interviews and guidance available	Work experience evening for students and parents	Year 11 career & further education interviews	Work experience evening for students and parents	
						Services to Young People career interviews	
21	Unifrog Task: Recording activities (45 mins)	Unifrog Task: Your Superhero CV (45 mins)	Options interviews and guidance available	Work experience- Careers	Year 11 career & further education interviews	Charity and voluntary work	Unifrog Task: The Basics of Interviews
			Unifrog Task: What Makes a Great Leader? (45 mins)	Unifrog Task: Treasure Hunt Task 4 (45 mins)	Unifrog Task: Introduction to Apprenticeships in England and Wales (45 mins)	Unifrog Task: Post 16: Choices, Choices	
22			Year 9 Brilliant club Graduation day at university				
23	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	Budgeting STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers
24	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers	STEM fortnight including assemblies from employers
				Parent and student information regarding apprenticeship and college talks	Parent and student information regarding apprenticeship and college talks	Parent and student information regarding apprenticeship and college talks	Parent and student information regarding apprenticeship and college talks
				Unifrog Task: Coping With Changes. Leaving Secondary School. (45 mins)	Unifrog Task: Using the UK Universities Tool to find the best fit	Unifrog Task: Revision: Using Time Efficiently	
25		Magistrates competition					
26	KLS Careers Fair	KLS Careers Fair	KLS Careers Fair	KLS Careers Fair	KLS Careers Fair	KLS Careers Fair	KLS Careers Fair
27	Unifrog Task: Interests profile (45 mins)	Unifrog Task: What Makes A Great Communicator? (45 mins)	Unifrog Task: Your Skills, Your Team, Your Future (45 mins)	Unifrog Task: Personality Profile (45 mins)	Unifrog Task: Green Jobs (45vmins)	UCAS Fair	Budgeting 2
						Unifrog Task: Apprenticeships: Finding the best fit	
28							
29							
30							

31							
32							
33	Unifrog Task: What is your dream job? (45 mins)	Unifrog Task: Activities and Competencies Bingo (45 mins)	Unifrog Task: Talking About Your Activities (45 mins)	Unifrog Task: What Makes a Great Team Player? (45 mins)		Unifrog Task: Acing Your Personal Statement	
34							
35						Overdrafts	
36	KLS STEM & Careers Fair	Different types of bank and savings accounts	Enterprise project	KLS STEM & Careers Fair		Mock interviews with employers	
		KLS STEM & Careers Fair	KLS STEM & Careers Fair			KLS STEM & Careers Fair	
37	Needs and wants	What influences our spending?	Debts and loans	Consumerism		Coping with a credit card	
38	Having a bank account	How do I save and how do I budget?	Enterprise project	Money stresses and pressures – credit cards		Loans and student loans	
				Unifrog Task: Unifrog Escape Room (45 mins)		Unifrog Task: Discovering MOOCs	
Activities Week	Work shadowing day Enterprise Day	Work shadowing day Enterprise Day	Work shadowing day Enterprise Day	Work experience week		Work experience week	

- This does not include the employers, business and enterprise visitors that are brought in for assemblies as these tend to move around the calendar depending in diary commitments.
- We also have annual visits from the fire service, police and army, as part of the PSHE but these are opportunities for students to ask about careers in those areas alongside the PSHE programme topics.

Medium Term Plans For KS3 CEIAG



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Year 7

In year 7, students receive one **PSHE lesson** and one resilience lesson per fortnight. As part of supra curricular ([unifrog](#))

Weeks	Topic	Character virtue	References to the learning intentions	Learning Intention
8	Careers Library Treasure Hunt 1			Define what a career is.
16	What are skills?			Clarify what competencies and skills are.
21	Recording activities			To identify activities that students complete.
27	Interests profile			To identify interests. To reflect on their personal profile results.
33	What is your dream job?			To understand the factors that influence deciding their dream job.
37	Needs and wants	Self-regulation	KS3 L20	Explain the differences between needs and wants
38	Having a bank account	Self-regulation	KS3 L16	Describe the importance of having a bank account

Year 8

In year 8, students receive one PSHE lesson per week. As part of supra curricular (unifrog)

	Topic	Character virtue	Reference to the learning intentions	Learning Intention
2	Careers Library Treasure Hunt 2			To define what career is To navigate the careers library confidently to explore the variety of different careers there
8	Career Terminology			To understand a variety of career terminology To explain why learning about career terminology is useful
12	Unifrog	Reason and judgement, hope, optimism	KS3 L12	Careers and the requirements to enter into those careers
16	What Does Success Mean To You?			To define what success means to them To identify what motivates them To understand how to search for career areas that match their motivators and definitions of success on the Careers Library
21	Your Superhero CV			To understand and recall what goes in each section of a CV To create a CV for a superhero of their choice
27	What Makes a Great Communicator?			To understand what makes someone a good communicator To identify examples of when they've been a good communicator
33	Activities and Competencies Bingo			To describe activities they take part in To distinguish what competencies and skills these activities require To evidence a competency on the Unifrog competencies tool
36	Different types of bank and savings accounts	Self-regulation	KS3 L16, KS3 L20	Differences between savings and other bank accounts
37	What influences our spending?	Self-discipline	KS3 L16	How the media influences spending
38	How do I save and how do I budget?	Self regulation, gratitude	KS3 L18	The importance of budgets and saving money

Year 9

In year 9, students receive one PSHE lesson per week. As part of supra curricular (unifrog)

	Topic	Character virtue	References to learning intentions	Learning Intention
2	Identifying Interests			To understand how exploring and identifying student's areas of interest can help with their career searches To become comfortable with using the careers library
8	GCSE Choices			To make informed choices on their GCSE subjects, taking into account a variety of factors To understand how Unifrog can help them make good choices at GCSE level
11	Options process	Reason and judgement	KS3 L9	What to consider when making GCSE choices
12	Services to Young Peoples/ unifrog	Reason and judgement	KS3 L9 , KS3 L14	Key factors when making GCSE options
13	Apprenticeships	Hope, optimism	KS3 L10	Describe the benefits and disadvantages of apprenticeships
16	Careers Library Treasure Hunt 3			To define what a career is To navigate the Careers Library confidently to explore the variety of different careers there
21	What Makes A Great Leader?			To explore what makes a good leader To identify their own leadership experiences To understand how to record competencies on the Unifrog platform
27	Your Skills, Your Team, Your Future			To explore teamwork and what makes collaborating in a team work well To familiarise students with the Careers library and recording competencies on the Unifrog platform
33	Talking About Your Activities			To reflect on why recording activities is important, and how their activities are linked to their skills To record activities in the Activities
35	Enterprise project	Resourcefulness, team work	KS3 L16	How businesses start and how they are managed
36	Debts and loans	Self-discipline	KS3 L20	What are debts?
37	Enterprise project	Team work, Resourcefulness	KS3 L16	How to market one's business

Medium Term Plans For KS4 CEIAG



Year 10

In year 10, students receive one PSHE lesson per week. As part of supra curricular (unifrog)

	Topic	Character virtue	References to learning intentions	Knowledge, Skills & Vocabulary
2	Work Experience: How to Research Possible Placements			To reflect on things they want to consider when choosing work experience and why work experience is important
8	Work Experience: CVs and Cover Letters			To recall what a CV and cover letter are, their structures and why each are important
12	Unifrog	Reason and judgement	KS4 L11	Know the requirements of the careers or jobs that interest them
13	Apprenticeships and post 16 options	Reason and judgement	KS4 L12	Describe advantages and disadvantages of apprenticeships
14	Writing a CV	Hope, Optimism	KS4 L13	Know how to write a CV
15	Employability	Hope, Optimism	KS3 L10	Know the importance of 'soft skills' in employment
16	Voluntary work	Community awareness, citizenship	KS4 L12	Discuss the importance of voluntary work
	Work Experience: How to Contact Employers			To email an employer with confidence To contact an employer over the phone confidently
21	Work Experience- Careers	Citizenship	KS4 L6	Know the importance of work experience
	Treasure Hunt 4			To navigate the Unifrog Careers Library To understand why research is important for students' future choices
27	Personality Profile			To understand more about their personalities To explore the careers commonly associated with their closest personality traits
33	What Makes a Great Team Player?			To explain the qualities of a good team player To list skills and competencies using the Unifrog Competencies Tool
37	Consumerism	Community awareness	KS4 L21	Define consumerism
38	Money stresses and pressures – credit cards	Self-discipline	KS4 L20	Know what credit cards are
	Unifrog Escape Room			To explore different areas of the Unifrog platform whilst students practise their team work competencies
AW	Work experience			

Year 11

PSHE in year 11 is completed on Friday at registration. As part of supra curricular ([unifrog](#))

	Topic	Character virtue	References to learning intentions	Knowledge, Skills & Vocabulary
2	Post 16 Choices			To explore and research post- 16 choices available to students
5	Busting BTEC Myths			To understand what BTEC subjects are and the difference between BTEC and A levels
8	A Level Choices			To provide students with confidence in their A level choices
13	Subject Library Treasure Hunt			To become familiar with the Unifrog Subjects library To learn about and explore subject profiles suited to students' needs
16	Revision techniques: Good vs Bad			To identify good and bad revision techniques To make their revision processes easier and more effective
21	Introduction to Apprenticeships in England and Wales			To understand what apprenticeships are and how they work To consider the broad range of apprenticeships and which ones might be suitable to students
24	Coping with Change. Leaving Secondary School			To understand the changes that will take place when they move from secondary school or staying to sixth form To navigate the Apprenticeships and College/Sixth form tools to plan their next steps
27	Green Jobs			To describe what it means for a job to be green

Medium Term Plans for KS5 CEIAG



Year 12

In year 12, students receive one PSHE lesson per fortnight, though additional topics are covered during registrations as part of the registration programme.

	Topic	Character	Learning Intentions
2	Work Experience: Curating Your Online Profile		To consider how they use social media in a safe way To understand how social media can influence your experience in the world of work both negatively and positively
5	Student Year Plan: Goal Setting		To apply Dr Edwin Locke's Goal Setting Theory to create their own goals through an action plan
8	Student Year Plan: Geeking Out		To understand the importance of having specialist interests
10	Unifrog	Reason and judgement Self-awareness	Research on careers of their choice
12	Budgeting	Self-regulation	Understand the importance of budgeting
15	UCAS	Reason and judgment	Understand how to write UCAS personal statements
16	Post- 18: Choices, Choices		To explore their post-18 choices and pathways
17	Overdrafts	Self-discipline Reason and judgment	Develop money management skills Understand how banks make money through over draft charges
18	Coping with a credit card	Self-regulation	Understand how credit card work.
21	Using the UK Universities tool to find the best fit		To identify the key factors students should consider when picking college/ university courses
24	Apprenticeships		To explore the features of an apprenticeship
27	Acing Your Personal Statement		To understand how to write a UK personal statement
33	Discovering MOOCs		To describe what a MOOC is and why a MOOC could be helpful
AW	Work experience		

Year 13

In year 13, students receive one PSHE lesson per fortnight, though additional topics are covered during registrations as part of the registration programme.

	Topic	Character	Learning Intentions
1	UCAS and Personal statements	Stickability Reason and judgement	Complete UCAS applications
2	Money Matters- Credit Card and Pay day loans	Self-regulation	Know about the dangers of pay day loans
	Applications List		To decide on what applications to add to their applications list
3	Bank Loans and Student Loans	Reason and judgement Self regulation	Understand how student finance for higher education works.
8	Finalising Your Personal Statement		To summarise how to write a personal statement To identify strategies to improve a personal statement
14	Budgeting 2	Self-regulation Reason and judgment	Develop money management skills
16	Assessment Centres		To define assessment centres To explain why and how employers use assessment centres in their recruitment process To learn how to prepare for assessment centres
21	The Basics of Interviews		To recall what happens at an interview and why To identify the key skills for interview success, including preparation, answer structure and presentation skills
24	Revision: Using Time Effectively		To understand the importance of organisation when preparing for revision