



Nailsea School
& Sixth Form

Nailsea School

CEIAG Policy

(Careers Education, Information, Advice
and Guidance)

Approval Date: March 2025

Review Date: March 2026

Headteacher Mrs D. Elliott



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Nailsea School Careers Programme

1. Aims

At Nailsea we have an achievement focused culture where there is no ceiling on what our students can accomplish. We will never compromise on excellence so that all students thrive and achieve their absolute best.

Through high quality teaching, strong pastoral systems and a focus on personal and social development we seek to prepare each unique student for the bright and optimistic future they have ahead of them.

When we aspire and believe together, our community succeeds.

Our careers information, advice and guidance programme aims to fully equip students for their futures. A combination of information, inspiration and opportunities for work related learning encourage students to explore a range of career paths, recognise their talents and raise ambitions.

We intend our students to:

- Develop a broad understanding of the world of work and ability to respond to changing opportunities.
- Develop independent research skills so that they can make good use of information and guidance.
- Develop their understanding of employability skills and how to improve these.
- Develop skills that allow them to review and reflect on their own achievements, make decisions and plan future actions.

	Aspire
Aspirations	<p>Careers assemblies, events, trips and lunchtime careers information pop ups aim to inspire students, open their minds to explore different careers and provide information to raise expectations of the opportunities available.</p> <p>Three 'Sector Fairs' throughout the year. Students from all years able to access.</p> <p>Fair 1 (Term 2): Construction, Engineering, Agriculture & Environment, heritage, Science and Health.</p> <p>Fair 2 (Term 4): Accounting, Finance, IT, Law, Armed Forces, Emergency services and Education.</p> <p>Fair 3 (Term 6): Art, Design, Fashion, performing Arts, Marketing, Media, Retail, Hospitality and Tourism.</p> <p>Ex Students are welcomed and encouraged to return to talk about their career paths. For example previous students have talked in lessons about how maths skills are a key part of their work; the range of benefits and opportunities for anyone training to be an Army Officer, the different roles within surveying; the importance of STEM subjects for a variety of careers.</p>
	Believe



Advice and Guidance	<p>All students, where required, have a 1-2-1 interview with an impartial Careers Advisor.</p> <p>Career activities throughout the year through the extended tutor time programme. Signposting to open days and local opportunities including courses, apprenticeships, training, jobs and more.</p> <p>Information about online tools and websites that can help with career planning.</p> <p>Year 9-13 have access to Unifrog destinations platform.</p> <p>Careers events and trips.</p>
	<p>Y10 take part in a WEX week in the summer term.</p> <p>Y12 take part in 'Pathways' week in the summer term.</p> <p>Opportunities to experience the world of work from visits, trips, presentations, workshops all led by employers.</p> <p>Informed help to fill out personal statements, course and job applications.</p> <p>Opportunities for volunteering and gaining experience to fill CVs and develop employability skills.</p>
	Succeed
Relatable success	<p>We celebrate the many diverse success stories of former students around school, in presentations and assemblies: an MP, small business owners, big business managers, sports stars, engineers, artists, linguists, medics, teachers, musicians and more.</p> <p>Assemblies, tutor group activity and curriculum focus around promoting aspirations, setting goals, success stories, motivational messages.</p>

2. A Careers Journey through Nailsea School – What to Expect

Below is an indicative outline by year group of the careers activities that form the foundation of the school careers programme. Visits, presentations, workshops and other events are added according to need and opportunity.

In addition to the focused year group activities, students should monitor the careers noticeboard, department careers displays, whole school displays, articles and notices in the newsletter and on school social media.

Students should be aware of the different ways careers is taught in lessons, through subject related trips and competitions, employer visits and workshops, House assemblies, the pastoral programme, 'Nailsea Way' and extended tutor themed work. All staff contribute to the CEIAG programme with information specific to their subject, highlighting skills and links to industry and career pathways where appropriate.



The ABSolute Extended Tutor Time Programme & The Nailsea Way

The ABSolute Curriculum aims to promote learning outside of the classroom including building life skills, careers guidance, citizenship and British values. Within this programme, there are 6 dedicated 'careers' sessions across the year (content shown in Appendix A).

The Nailsea Way sessions: Once per term, each focusing on a specific labour market area. Indicative content: <ul style="list-style-type: none"> • Health • Retail • Professional Services • Education • Hospitality • IT and computing 	
Year 7 Careers Awareness - employability skills, reflection, exploring careers and futures ABSolute Curriculum – resilience, reflection, futures and looking forward. ABSolute sessions (see Appendix A) Opportunities to attend 'Pop Up Pathways' and three 'Sector Fairs' throughout the year. Science Fair Term 3 – National Apprenticeship Week (online events and activities to be shared with parents and students. Term 4 – National Careers Week (online talks and presentations from a variety of employers)	Year 8 Ambition - exploring opportunities, labour market information, decisions and the future ABSolute Curriculum – ambition, careers, aspirations, community ABSolute sessions (see Appendix A) Opportunities to attend 'Pop Up Pathways' and three 'Sector Fairs' throughout the year. Term 3 – National Apprenticeship Week (online events and activities to be shared with parents and students. Term 4 – National Careers Week (online talks and presentations from a variety of employers)
Year 9 Guided Choices - recognising strengths, interests, transferable skills, post 16 choices. ABSolute Curriculum – Planning for my future, how can I contribute to my	Year 10 Experience - world of work, identifying strengths ABSolute Curriculum – CV building, apprenticeships, exploring careers, how



<p>community? ABSolute sessions (see Appendix A)</p> <p>Guided Choices & UniFrog Launch Prep for GCSE assemblies</p> <p>Opportunities to attend 'Pop Up Pathways' and three 'Sector Fairs' throughout the year.</p> <p>Term 3 – National Apprenticeship Week (online events and activities to be shared with parents and students.</p> <p>Term 4 – National Careers Week (online talks and presentations from a variety of employers)</p>	<p>to use Unifrog to support your research. ABSolute sessions (see Appendix A)</p> <p>Opportunities to attend 'Pop Up Pathways' and three 'Sector Fairs' throughout the year.</p> <p>Term 3 – National Apprenticeship Week (online events and activities to be shared with parents and students.</p> <p>Term 4 – National Careers Week (online talks and presentations from a variety of employers)</p> <p>Work Experience Week DofE Bronze Aspire into 6th Form taster day</p>
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<p>Year 11 Prep for success - individual guidance, career planning, aspirations</p> <p>ABSolute Curriculum – supporting Post 16 choices, interviews and applications. ABSolute sessions (see Appendix A)</p> <p>Opportunities to attend 'Pop Up Pathways' and three 'Sector Fairs' throughout the year.</p> <p>Term 3 – National Apprenticeship Week (online events and activities to be shared with parents and students.</p> <p>Term 4 – National Careers Week (online talks and presentations from a variety of employers)</p> <p>Post 16 assembly. Careers guidance interview, where needed. Post 16 Open Evening. 6th Form Induction week. DofE Silver.</p>	<p>6th Form Informed Choice - skills development, applications, HE, apprenticeships, consolidation</p> <p>Weekly Pathways sessions (ABSolute Curriculum) including: Life after 6th Form, UCAS applications, Building your Unifrog profile, Interview skills, mock interviews, Team University or Team Apprenticeship?, Getting ready to apply, Finance, writing applications, boosting skills, work experience.</p> <p>Settling in Information Evening Y12 Universities and Apprenticeship Fair Y12/Y13</p> <p>Opportunities to attend 'Pop Up Pathways' and three 'Sector Fairs' throughout the year.</p> <p>Term 3 – National Apprenticeship Week (online events and activities to be shared with parents and students.</p> <p>Term 4 – National Careers Week (online talks and presentations from a variety of employers)</p>
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	Careers guidance interview Oxbridge experience visit Multiple University Visits DofE Gold Virtual University tours and lectures
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3. Nailsea School: Provider Access Policy Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in years 8 – 13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through a variety of methods including options events, assemblies, group discussions, lunchtime pop ups and taster events (**from January 2023** two encounters that are mandatory to attend in each 'phase Y8&9, Y10&11, Y12&13);
- To understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests Procedure

A provider wishing to request access should contact:

Name Sophie Rutty
Job title Careers Leader
Telephone 01275 852251
Email srutty@nailseaschool.com

Name Lauren Humphreys
Job Title Career and employability administrator
Telephone 01275 852251
Email lhumphreys@nailseaschool.com

Opportunities for Access

A number of events and opportunities to come into school and talk to students, staff and/or parents including:

- Pop Up Pathways – Post 16 providers, please contact the school. This will typically take place twice per term on Wednesday lunchtimes.
- Assemblies – Bookings available throughout the year but typically Tuesdays between 8.30 and 9.10am
- Other opportunities granted on request in line with student availability and the school calendar



Premises and Facilities

The following are available in discussion with the Careers Leader about the most suitable space:

- Auditorium or Science Lecture Theatre for presentations/assemblies
- Private meeting room or classrooms for discussions/workshops/activities
- AV equipment available for presentations/film etc with provider supplying flash drive or emailing content ahead of event
- Prospectus and course literature can be distributed to students via the independent careers advisor and available in the careers resource centre for all students to access

4. Approval and Review

Nailsea School

Name	Mrs S Ruddy (Author)
Position	Assistant Headteacher (Inclusion and Aspiration)
Date	May 2025

Local Partnership Board

Name	Sue Renny
Position	Chair of Local Partnership Board
Date	May 2025



Appendix A

Career Journey (delivered through Extended Tutor Time and 6th Form pathways sessions).

Year 7:

- Growth Mindset with Junior Saunders.
- Dream jobs.
- I want to be a...? What are your aspirations?
- Who am I?
- What makes good communication?
- What is a career?

Year 8:

- Identifying your interests.
- 'What are apprenticeships?' with City of Bristol college.
- Superhero CV.
- Careers and the climate.
- Communication skills and apprenticeship awareness with Junior Saunders.
- The Challenges and rewards of work.

Year 9:

- Decisions, decisions – what is your passion with Junior Saunders.
- Making decisions – your KS4 options.
- 'What are T Levels?' with Weston College.
- Your skills, your team, your future.
- Career pathways with Thatchers' Cider.
- What is the labour market?

Year 10:

- Reflecting on your career journey so far.
- Work Experience Launch – using Unifrog and the 'placements' tool.
- What type of career is best for me?
- Applying for apprenticeships with an external speaker.
- In person, hybrid or remote?
- Preparing for your work experience.

Year 11:

- Post 16 - what are your choices?
- Decision making for after GCSEs.
- Interview techniques with Junior Saunders.
- Prepare for revision and leaving school.

Year 12:

- Education and exploration of all Post 18 pathways.
- Fill in the gaps and planning applications.
- Drafting applications.



- Pathways week and WEX.

Year 13:

- Finalising applications.
- Interview skills.
- Mock interviews.
- Living independently.
- How to use the summer to build your CV.