

Merchant Taylors' School Careers Education, Information, Advice & Guidance (CEIAG) Entitlements

At MTS, Career-related learning describes the learning that supports your journey through education (academic and co-curricular) and work (paid and unpaid) so that you can develop the skills and knowledge to make positive decisions about your future.

As a pupil at MTS, you are entitled to benefit from a planned programme of learning and experiences, supported by personalised information, advice and guidance, designed to help you:

- understand your strengths, interests and aspirations
- know how to take advantage of opportunities to develop these further
- understand how academic subject learning and personal skills can relate to the world of work
- make plans to achieve your education and work-related goals.

Specifically, you can expect this support to be:

- Client-centred, respecting you as an individual with autonomy to make your own decisions and develop your own story of progression and success;
- Impartial, based on your own self-awareness, working in partnership with you to support your best interests and aspirations;
- Respectful of your privacy and, in the case of personal advice and guidance provided by the Careers team, confidential unless agreed otherwise*;
- Inclusive, promoting equality of opportunity and diversity, and free from prejudice, stereotyping and discrimination;
- Designed to equip you with stage-appropriate knowledge and skills to make well-informed and realistic choices about your own learning pathway and be well prepared for transitions;
- Wide-ranging, including information, advice and guidance about all options available, including, but not limited to, university, vocational pathways, apprenticeships and overseas study;
- Practically focused to help you develop key enterprise and employability skills together with strong personal presentation skills, so you can be successful in future selection processes;
- Organised to provide an awareness of different sectors and roles and how the world of work and the labour market is changing through opportunities for direct employer/employee encounters and signposts to relevant up-to-date and impartial sources of careers information and advice;
- Encouraging you to develop first-hand knowledge of the world of work through work insight, work experience and volunteering opportunities.

In order to benefit fully from the career-related learning provision all pupils are expected to:

- Fully engage with career-related lessons, self-reviews, assemblies, talks, off-timetable activities, careers fairs and visits from external employers or other career-related learning providers throughout their time at MTS;
- Know that you can arrange a personal meeting with the Head of Careers at any time, how to arrange an appointment or informal consultation and commit to attend all careers meetings set up for you;
- Use the career resources made available, particularly the Careers at MTS website which has information on different careers, work experience opportunities, using your Morrisby profile, university and apprenticeship options, cv writing and more;
- Keep records of your career-related activities and skills development, with reflections on what has been learnt and future steps.
- Complete any requests for input or feedback for the careers programme (surveys etc) on time and in a constructive manner

*Confidentiality cannot be assured where there are safeguarding concerns or where disclosure is required by law.

In addition to whole school entitlements, pupils can benefit from progressive stage-specific entitlements as follows (details of specific activities may be subject to change):

Lower School	Middle School	Upper School
<ul style="list-style-type: none"> • Learn about key career-related concepts (through the Lower School Super Curricular Programme (3rds & U3rds) including: <ol style="list-style-type: none"> 1. What is a career? 2. What does the future of work look like? 3. How can school help us prepare for our future after school? 4. Standard of Living & influencing factors 5. Job satisfaction 6. Personal budgeting 7. Risk and enterprise, Entrepreneurship) • Develop Employability and Enterprise skills (through Careers & Enterprise off-timetable Days (3rds & U3rds)). • Prepare for transition to middle school (Participate in 4ths Careers Inspirations Day to: <ol style="list-style-type: none"> 1. Improve self-awareness and explore the importance of this to career choices 2. Improve awareness of different jobs and careers and their educational and skills requirements 3. Develop decision-making capabilities around education and career decisions 4. Learn more about careers and relevance of GCSE choices during encounters with OMTs and other career representatives.) • Learn about different careers by attending talks, assemblies and careers fairs (organised by Co-Curricular clubs and the Careers department - opportunities throughout year). 	<ul style="list-style-type: none"> • Improve Employability and Enterprise skills (through a Careers & Enterprise off-timetable Day (Divs)). • Improve self-awareness and explore potential career and educational pathways (by taking the Morrisby Profile (Divs)). • Create a plan to support post-16 education, university/ apprenticeship and work experience or volunteering (during a personal meeting with a member of the Careers team (5ths)). • Learn how to write a professional cv (as part of the 5ths PSHE programme). • Be encouraged and supported to secure work experience, volunteering or work insight activities (planning with careers department for after GCSEs). • Learn about different careers by attending talks assemblies and careers fairs (organised by Co-Curricular clubs and the Careers department - opportunities throughout the year). 	<p>6th form pupils support needs are increasingly personalised, but all 6th form pupils are entitled to access the following support from the Head of Upper School, UCAS Advisers team, US Universities Adviser and the Careers team:</p> <ul style="list-style-type: none"> • Support for university applications (structured programme including researching and choosing university courses, Personal Statement workshops, organised university visits and authorised absence for open/offer holder days.) • Preparation for university study and HE academic entrance tests and interviews (via timetabled academic enrichment/extension lessons & tutorials, workshops and interview practices) • Support for Higher/Degree Apprenticeship and school leaver scheme applications (via HoC) • Preparation for post-18 transitions (structured programme of PSHE lessons, workshops, lectures and off-timetable days including student finance, health and wellbeing when living independently, preparation for A level results days). • Learn about different career pathways by attending talks, assemblies and careers fairs (including those specifically aimed at 6th Form to help them explore career interests in more depth. • Support to find Work Experience (from the Careers team - all 6th form pupils encouraged to undertake work experience and/or volunteering).
<ul style="list-style-type: none"> • Have access to Morrisby to support education and work-related research (all Pupils in the 4ths and above) • Have access to templates provided by the Careers team within Morrisby to record and reflect on key experiences to develop a summative record of career-related learning that can be used for personal statements and work applications. 		

