**Careers and CEIAG meeting between Denise Firth and David Bibby**

31.1.23

**What we covered**

**School Team**

David explained that he was a Deputy Head at The Piggott school and the lead on careers and Anna Giacomet is the Careers Co-ordinator. They were currently recruiting a new Careers Leader/Adviser full time (working 2 days guidance and 3 days careers development) due to a staff resignation, I have agreed to circulate the vacancy.

**Enterprise Adviser**

Confirming new Enterprise Advisor.

**Personal Guidance**

David explained that Adviza are in school 2 days a week from February to give advice to year 13 (100%), year 12 (50%) and Year 11 (60%)

**Unifrog**

David explained that all students have access to Unifrog to support their careers within school. To be developed with students lower down in the school.

October 2023 - David explained that all students in year 10, 12 and 13 will have a day off timetable with several different activities around careers and employer engagement.

**National Careers week** – March 6th – 12th David Bibby leading assemblies to all students.

**Work experience**

All year 12 students will take part in 1 or 2 weeks experience in May, they will be using Unifrog to log their encounters. Pupils will generally find their own placement but some may go to local primary schools if they can’t find a suitable place.

The Piggott would like to run work experience for year 10 students in 2024 but there is a cost implication of £10,000 if they user a provider.

**Careers Governor**

Gary Hughes is the careers link governor, he is very supportive, David is attending a governor meeting next week, which he will update me on next time.

**School Newsletter**

There is a careers newsletter on the school website every 2/3 weeks with all the latest opportunities for students and parents information.

**Actions**

David

* Update on governors meeting

Denise

* Distribute CL vacancy on LinkedIn – Completed
* Confirm if Rhianne Currie is continuing to be EA

**For information:**

* Provider Access Legislation

<https://www.careersandenterprise.co.uk/fe-skills/provider-access-legislation/>

* Berkshire Opportunities

[Berkshire Opportunities Homepage](https://www.berkshireopportunities.co.uk/)

* Careers Leader training

[Careers Leader training | The Careers and Enterprise Company](https://www.careersandenterprise.co.uk/careers-leaders/careers-leader-training/)

* CEC summary of statutory guidance for careers leaders

<https://resources.careersandenterprise.co.uk/resources/careers-guidance-and-access-education-and-training-providers-published-july-2021>

* Good website for CEIAG & summary of Statutory Guidance and information by Janet Colledge

<http://www.outstandingcareers.co.uk/careers-defender-blog>

* Our Labour Market information lesson plans (linked to new [CDI framework](https://www.thecdi.net/New-Career-Development-Framework)), infographics (useful for careers week and apprenticeship weeks plus our **Careers Guide** (student workbook with tips for students teachers) <https://www.tvbintelligence.co.uk/people>
* For support with activity for employer encounters (Bm5) of work experience (Bm6) free support via Berkshire Education and Employer Partnership

<https://www.adviza.org.uk/beep>

Kind regards

**Denise Firth**

Enterprise Co-ordinator

Berkshire LEP