



Careers Education, Information, Advice and Guidance Policy (CEIAG)

Owner	London Islamic School	Author	Arif Abdurrahmaan
Revised On	September 2023	Ratified By	Board of Education
Ratified On	September 2023	Next Review Date	September 2026
SMT Member Responsible	Arif Abdurrahmaan (Assistant Head)		

Policy Statement

وَابْتَغِ فِيمَا آتَاكَ اللَّهُ الدَّارَ الْآخِرَةَ وَلَا تَنْسَ نَصِيبَكَ مِنَ الدُّنْيَا

“And seek the (betterment of) the Ultimate Abode with what Allah has given to you, and do not neglect your share from this world...” (Quran, 28: 77)

London Islamic School is committed to providing CEIAG to all students through both the curriculum and organised activities in order to empowering students to have high aspirations in life regarding career pathways. We have LIS has prepared a policy and programme that utilises the Gatsby’s benchmark to help provide students with the necessary tools and skills to prepare for their next milestone of life and future pathways. In addition, this policy utilises the Gatsby Benchmarks, published by the Gatsby Charitable Foundation, to develop and improve the CEIAG provision.

Aims

The aims of the CEIAG policy and provision at LIS are as follows:

- To raise student aspirations, broaden their horizons and empower them to make informed and realistic decisions at all key transition points in learning.
- To provide students with the opportunity to engage in a variety of activities that will contribute to their awareness and understanding of the world of work and the full range of education, training and employment opportunities available. • To help students develop an understanding of themselves and others, including their strengths, skills, qualities, needs, attitudes and values.
- To provide opportunities to develop enterprise and employability skills, as well as wider personal and social skills that relate to the world of work.
- To support students in developing and implementing action plans to enable them to manage and take ownership of their own futures.
- To actively promote equality, challenge stereotyping and support inclusion.
- To provide contexts that help to raise student motivation and attainment.
- To encourage sustained participation in learning and reduce dropout rates from education and training.
- To offer a responsive, impartial and confidential advice and guidance service, including face to face contact with an appropriately trained advisor.
- To meet the needs of all students through appropriate differentiation and personalisation.
- To promote involvement of parents and carers wherever possible.

Provision

In order to provide quality careers opportunities, LIS will do the following:

- a) Provide pastoral activities to help build the confidence and communication skills of students
- b) Provide in school careers general advice as a member of the Tower Hamlets Careers Service
- c) Refer students to relevant services in regards to specific or specialist advice.
- d) Arrange for careers professional to come and give advice and presentations.
- e) Arrange for students to receive individual or collective careers advice.
- f) Arrange external visits to educational and employment establishments.
- g) Assist and advise students in producing CVs, Covering letters and other documents or skills concerning careers related issues within the curriculum and as extra-curricular activities (Mock interviews)
- h) Provide a platform to obtain accredited certificates useful in employment.
- i) Providing work experience as a tool to prepare for the future world of work
- j) Provide students with various pathways/options that are available to them.
- k) Assess pupil chosen paths and personality test and share these in a dedicated careers parents meeting. (SCRAF)
- l) Close monitoring of vulnerable students and provision of early intervention targeted support where appropriate.
- m) Availability of key staff on GCSE and A Level exam results day to assist students in making successful transitions.

Further details are provided in the 'Careers Curriculum long term plan' which breaks down a summary of what students do as a minimum in each year at LIS in relation to careers. Further opportunities are taken as and when they arise. A breakdown is provided in the appendix of this policy.

Work Experience

- a) Administration will visit, write letters and make contact with educational and employment establishments to arrange for work placements for students.
- b) Contact work placements to receive work contracts and relevant information.
- c) Create and process placement agreement contracts.
- d) Vet the premise regarding any health and safety issues.
- e) Give students briefings on work placement expectations, advice and relevant issues (before and after work experience) through a proactive approach which is detailed in a booklet.
- f) Keep records of all documents including comments, from both employers and students in regards to employment period.

Spirituality and Career Route Assessment Framework

LIS understands that students need to gain an awareness of their future routes/pathways in order for them to make choices that are in the interest of this world and the hereafter. As a result we provide students and educate them on pathways that are open to them, their benefits and drawbacks as well as entry requirements. We then assess their choices and compare them with their current position in terms of spiritual actions, character and time usage, social skills, academic studies, physical state. These are then discussed in a meeting with Parents where we see what the choice of parents are for their son(s), discuss with the students and parent a choice and provide action points.

APPENDIX 1: YEAR 11 General Careers Programme – ‘Post 16 destinations’

Task	Task Description	Complete by/Date	Lead by/Monitored By
Workshop Study Skills	Workshop on study skills, how to study effectively, and learner styles, revision techniques, creating revision timetables and time allocations.	Between September and October	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
SCRAF one to one self assessment by a mentor on possible chosen pathways and routes	Student select their possible pathway route and are matched to a mentor who took the same route to carry out a one to one aptitude style assessment on what the student is doing/needs to do in order to be successful on the route. The finding are then shared with the Parents in a follow up meeting with an action plan drawn in collaboration including when to complete application forms.	Between September and October	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Internal visits Invite Careers Speakers (Academic professionals)	Contact various academic professionals from different fields to deliver whole school assemblies and class specific workshops for the group. In Y1 they are: --University of London outreach project - Queen Mary University - Medical Students - Other links in the community	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Internal visits Invite Career Speakers (Islamic professionals)	Contact professional Islamic Scholars who are also qualified up to university level or work in professional settings to deliver workshops and assemblies to the students to inspire them that they can be Scholars and professional.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
External trips	Arrange external trips to inspire and educate students, examples include: -Skills London careers fair - Excel London - Companies e.g Waitrose, Microsoft, others - Universities, colleges and boarding	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Whole school approach (Pastoral and educational)	Build enterprising skills, oratory skills and knowledge of different sectors and field through pastoral and academic activities throughout the school. Examples include: - Oratory skill programme (Anjuman), Jalsa performances -All subjects to do lessons cross curricular or exclusive on how topics are related to professions - Curriculum topics directly linked to careers such as speaking and listening in English - Prefect system where students run the tuck shop, lead pastoral lessons for younger students, run after school club. Prefects complete an ASDAN in volunteering. - Ajar leadership where students are given leadership roles in their houses to lead meetings to motivate their houses to obtain ajars. -Student Council positions where students lead their class to see through pledges and projects that the students are involved in. -Charity project where all classes compete against each other to raise money through	Between October and May	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

	enterprising projects for a selected charity for that year. Projects include car wash, selling chanachur, selling cakes, fun days organisation, selling sweets, justgiving class pages, with value added initiated by class tutors and charity leads for each class -Involvement in the organisation and running of inter school and internal school sports days and events such as UMC athletics, UMC cricket, UMC football, Daar sports days		
Internal additional presentations/workshops	-Further presentations as and when required on topics such as how to complete application, specific fields	Between October and May	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Enterprise days	A series of days where the a number of enterprising activities take place: -Students are taught the whole on the recruitment and selection stages in a job including making a CV, cover letter, interview techniques -Mock interview takes place in a work based scenario conducted by external organisation such as education business partnership, tower hamlets careers service, tower hamlets college or internal teachers.	Between October and May	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Week end Tuition Centre voluntary work experience	Gifted and Talented students are brought in to act as Teaching assistants in the weekend tuition centre run by the school lead by the national curriculum teachers	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Work Experience	All year 11's to complete work experience immediately after GCSE's arranged by the school in collaboration with parents. this will be for a minimum of 1 week. This is a proactive experience where students complete a pre, during and post experience handbook so as to make the experience a proactive and reflective experience. We have chosen year 11 for this experience as students are more mature at this stage of life, students have a long break after their GCSE's which is at times wasted, students would have received their national insurance numbers by then so the experience could lead to part time employment.	June-July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

APPENDIX 2: YEAR 10 General Careers Programme – ‘Understanding the world of work’

Task	Task Description	Complete by/Date	Lead by/Monitored By
Workshop Types of courses (BTEC, A-Levels)	Workshop on different courses that are available to students and what they involve such as BTEC, A-Levels, apprenticeships and potential career research through the national careers service website.	Between September and October	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
GCSE Parents Meeting	Parents are invited to a GCSE meeting where presentations are completed on specifications of different subjects and how to support students in their studies.	Between September and October	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Preliminary SCRAF one to one self assessment by mentor on possible chosen pathways and options	- Student look into possible pathway route and are matched to a mentor who took the same route to carry out a one to one aptitude style assessment on what the student is doing/needs to do in order to be successful on the route. These findings are used to decide whether the student will pursue Islamic studies (Aalimiyyah)	April	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Internal visits Invite Careers Speakers (Academic professionals)	Contact various academic professionals from different fields to deliver whole school assemblies and class specific workshops for the group. In year 10 they are: -Tower Hamlets careers service - Other links in the community	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Internal visits Invite Career Speakers (Islamic professionals)	Contact professional Islamic Scholars who are also qualified up to university level or work in professional settings to deliver workshops and assemblies to the students to inspire them that they can be Scholars and professional.	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
External trips	Arrange external trips to inspire and educate students, examples include: -Skills London careers fair - Excel London - Companies e.g Waitrose, Microsoft, others - Universities, colleges and boarding	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Whole school approach (Pastoral and educational)	Build enterprising skills, oratory skills and knowledge of different sectors and field through pastoral and academic activities throughout the school. Examples include: - Oratory skill programme (Anjuman), Jalsa performances -All subjects to do lessons cross curricular or exclusive on how topics are related to professions - Curriculum topics directly linked to careers such as speaking and listening in English - Ajar leadership where students are given leadership roles in their houses to lead meetings to motivate their houses to obtain ajars. - Prefect system where students run the tuck shop, lead pastoral lessons for younger students, run after school club. Prefects complete an ASDAN in volunteering. -Student Council positions where students lead their class to see through pledges and projects that the students are involved in.	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

	<p>-Charity project where all classes compete against each other to raise money through enterprising projects for a selected charity for that year. Projects include car wash, selling chanachur, selling cakes, fun days organisation, selling sweets, justgiving class pages, with value added initiated by class tutors and charity leads for each class</p> <p>-Involvement in the organisation and running of inter school and internal school sports days and events such as UMC athletics, UMC cricket, UMC football, Daar sports days</p>		
Internal additional presentations/workshops	-Further presentations as and when required on age appropriate topics	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Week end Tuition Centre Voluntary Work Experience	Gifted and Talented students are brought in to act as Teaching assistants in the weekend tuition centre run by the school lead by the national curriculum teachers	Between October and July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Work Experience	<p>All year 11's to complete work experience immediately after GCSE's arranged by the school in collaboration with parents. this will be for a minimum of 1 week. This is a proactive experience where students complete a pre, during and post experience handbook so as to make the experience a proactive and reflective experience.</p> <p>We have chosen year 11 for this experience as students are more mature at this stage of life, students have a long break after their GCSE's which is at times wasted, students would have received their national insurance numbers by then so the experience could lead to part time employment.</p>	June-July	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

APPENDIX 3: YEAR 9 General Careers Programme – Pathways and opportunities

Task	Task Description	Complete by/Date	Lead by/Monitored By
Workshop Our Path. 2 Options, 2 Goals Presentation	Workshop on presentation on our path and share possible pathways/routes students will take after leaving the institution.	Between September and October	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Internal visits Invite Careers Speakers (Academic professionals)	Contact various academic professionals from different fields to deliver whole school assemblies and class specific workshops for the group.	Between October and June	Lead by Arif Abdurrahmaan. Monitored By Abdulhadi Mamon
Internal visits Invite Career Speakers (Islamic professionals)	Contact professional Islamic Scholars who are also qualified up to university level or work in professional settings to deliver workshops and assemblies to the students to inspire them that they can be Scholars and professional.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
External trips	Arrange external trips to inspire and educate students, examples include: - Educational and inspirational trips to places of worship, care homes, museums, organisations to enrich curriculum and enhance understand of how organisations work.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Whole school approach (Pastoral and educational)	Build enterprising skills, oratory skills and knowledge of different sectors and field through pastoral and academic activities throughout the school. Examples include: - Oratory skill programme (Anjuman) -All subjects to do lessons cross curricular or exclusive on how topics are related to professions - Curriculum topics directly linked to careers such as speaking and listening in English -Student Council positions where students lead their class to see through pledges and projects that the students are involved in. -Charity project where all classes compete against each other to raise money through enterprising projects for a selected charity for that year. Projects include car wash, selling chanachur, selling cakes, fun days organisation, selling sweets, justgiving class pages, with value added initiated by class tutors and charity leads for each class -Involvement in the organisation and running of inter school and internal school sports days and events such as UMC athletics, UMC cricket, UMC football, Daar sports days -Youth Travel Ambassador (YTA) leadership team made up of different students who carry out various projects on promoting energy efficient travel.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Internal additional presentations/workshops	-Further presentations as and when required on age appropriate topics	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

APPENDIX 4: YEAR 8 General Careers Programme – ‘Exploring Careers’

Task	Task Description	Complete by/Date	Lead by/Monitored By
Exploring Careers Workshop	Explore possible career options and choices through research using National Careers Service website in the ICT suite and prepare a presentation of different careers to the class	Between October and June	Between October and June
Internal visits Invite Careers Speakers (Academic professionals)	Contact various academic professionals from different fields to deliver whole school assemblies and class specific workshops for the group.	Between October and June	Lead by Arif Abdurrahmaan. Monitored By Abdulhadi Mamon
Internal visits Invite Career Speakers (Islamic professionals)	Contact professional Ulama to deliver workshops and assemblies to the students to inspire them that they can be Alim and professional.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
External trips	Arrange external trips to inspire and educate students, examples include: - Educational and inspirational trips to places of worship, care homes, museums, organisations to enrich curriculum and enhance understand of how organisations work.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon
Whole school approach (Pastoral and educational)	Build oratory skills and knowledge of different sectors and field through pastoral and academic activities throughout the school. Examples include: - Oratory skill programme (Anjuman) -All subjects to do lessons cross curricular or exclusive on how topics are related to professions - Curriculum topics directly linked to careers such as speaking and listening in English -Student Council positions where students lead their class to see through pledges and projects that the students are involved in. -Charity project where all classes compete against each other to raise money through enterprising projects for a selected charity for that year. Projects include car wash, selling chanachur, selling cakes, fun days organisation, selling sweets, justgiving class pages, with value added initiated by class tutors and charity leads for each class -Involvement in the organisation and running of inter school and internal school sports days and events such as UMC athletics, UMC cricket, UMC football, Daar sports days -Youth Travel Ambassador (YTA) leadership team made up of different students who carry out various projects on promoting energy efficient travel.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

Use start platform	Explore ways of getting personalised suggestions of careers suited to your personality, interests and skills.	Between October and June	Between October and June
Internal additional presentations/workshops	-Further presentations as and when required on age appropriate topics	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulhadi Mamon

APPENDIX 5: YEAR 7 General Careers Programme – Introducing Careers Education

Task	Task Description	Complete by/Date	Lead by/Monitored By
Career research workshop	Explore different careers and what they involve through success at school career zones, games as tasters on careers and presentations led by students	Between October and June	Lead by Arif Abdurrahmaan. Monitored byAbdulahadi Mamon
Internal visits Invite Careers Speakers (Academic professionals)	Contact various academic professionals from different fields to deliver whole school assemblies and class specific workshops for the group.	Between October and June	Lead by Arif Abdurrahmaan. Monitored byAbdulahadi Mamon
Internal visits Invite Career Speakers (Islamic professionals)	Contact professional Islamic Scholars who are also qualified up to university level or work in professional settings to deliver workshops and assemblies to the students to inspire them that they can be Scholars and professional.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulahadi Mamon
External trips	Arrange external trips to inspire and educate students, examples include: - Educational and inspirational trips to places of worship, care homes, museums, organisations to enrich curriculum and enhance understand of how organisations work.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulahadi Mamon
Whole school approach (Pastoral and educational)	Build enterprising skills, oratory skills and knowledge of different sectors and field through pastoral and academic activities throughout the school. Examples include: - Oratory skill programme (Anjuman) -All subjects to do lessons cross curricular or exclusive on how topics are related to professions - Curriculum topics directly linked to careers such as speaking and listening in English -Student Council positions where students lead their class to see through pledges and projects that the students are involved in. -Charity project where all classes compete against each other to raise money through enterprising projects for a selected charity for that year. Projects include car wash, selling chanachur, selling cakes, fun days organisation, selling sweets, justgiving class pages, with value added initiated by class tutors and charity leads for each class -Involvement in the organisation and running of inter school and internal school sports days and events such as UMC athletics, UMC cricket, UMC football, Daar sports days -Youth Travel Ambassador (YTA) leadership team made up of different students who carry out various projects on promoting energy efficient travel.	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulahadi Mamon
Internal additional presentations/workshops	-Further presentations as and when required on age appropriate topics	Between October and June	Lead by Arif Abdurrahmaan. Monitored by Abdulahadi Mamon

