



The Wilnecote School

Title of Policy:
Careers Education, Information, Advice and Guidance
(CEIAG) Policy

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1. Introduction

Careers and work related learning is an important part of the wider curriculum that we offer within the school to our students.

We believe that every individual should be prepared for the opportunities, responsibilities and experiences of adult life, and that this preparation should be an important part of the curriculum.

With a planned programme of a wide variety of activities that will support students in choosing pathways which suit their interests, needs and abilities and help them to follow a career path and sustain employability throughout their working lives.

The school is committed to providing its students with a programme of careers education, advice and guidance (CEIAG) for all students. CEIAG is working towards government guidelines and recommendations.

2. The purpose of this document:- Principles

1. Compliance with the law.
2. Good Career Guidance - Gatsby Benchmarks.
3. Access and entitlement.
4. Implementation and objectives of CEIAG.
5. Delivery.
6. Partnerships.
7. Staff training and development.
8. Work with Parents and Carers.
9. Careers Programme.
10. Careers Budget.
11. Quality.
12. Links with other policies.
13. Assessment, evaluation and review.

3. Compliance with the law

DfE: Careers Strategy: making the most everyone's skills and talents released in December 2017 (DfE: Careers Strategy: making the most everyone's skills and talents released in December 2017).

DfE: Careers Guidance and access for education and training providers statutory guidance released January 2018 (DfE: Careers Guidance and access for education and training providers statutory guidance).

The Gatsby Good Career Guidance Benchmarks (The Gatsby Good Career Guidance Benchmarks).

DfE: Careers Guidance and access for education and training providers statutory guidance October 2018. (<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>)

DfE: Careers guidance and access for education and training providers July 2021. (https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf)

4. Good Career Guidance - Gatsby Benchmarks

1. A stable careers programme.
2. Learning from labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

Access and entitlement

5. Implementation and objectives of CEIAG

The Careers Lead co-ordinates the careers programme working closely with The Senior Leadership Team and other key members of staff and is responsible to the Head Teacher. This area is supported by a linked governor, and the responsibility of Careers Leader is part of the Assistant Headteacher **Personal Development** role held by Samantha Ager. Work experience, work related learning and learning outside the classroom is an integral part of the CEIAG programme and is implemented by The Careers Team who works closely with teachers and specific support staff in all areas of the school.

All staff contribute to CEIAG through their roles as subject teachers/personal tutors. The programme is planned, monitored and evaluated by The Careers Team in consultation with the Enterprise Coordinator and Enterprise Adviser from The Careers and Enterprise Company and the LEA representative from ENTRUST.

Careers information is available in the Careers Office which is maintained by the Careers Team and a dedicated section in the Library. The Library is open at break, lunch and after school. Subject staff can request delivery of specific topics in classrooms and in other locations in the school (e.g. workshop on researching college courses, a visit from a speaker).

The Wilnecote School careers education programme is underpinned by Careers Guidance and access for education and training provider's statutory guidance July 2021.

The Wilnecote School Careers Education programme includes:

- Careers education lessons that are planned and delivered through the tutor led Wilnecote WAY tutor programme, assembly and break out groups.
- Careers guidance activities include:
- Subject based talks that link in the specific subject specifications.
- Curriculum days.
- Career tasters.
- Information and research.
- Annual World of Work week
- Seminars and presentations from local employers
- Practice interviews.
- Visits to and by local post 16 providers.
- Subject choice parents' evenings.
- Work related learning (including work experience) & visits by employers.
- The school website offers a work related learning section.
- Work experience preparation and follow-up take place in assemblies, Tutor Groups and suspended timetable days.
- Support accessing the area wide prospectus and on line sources of CEIAG.
- Visits to Universities, including Aim Higher/Aspirational/Higher Horizons Events.
- Career specific software allowing students to take ownership of their own journey; currently U-Explore.

6. Delivery

Careers education lessons are planned and delivered by tutors during tutor time as part of The Wilnecote WAY.

7. Partnerships

Entrust (Appendix 1).

The Careers and Enterprise Company (Appendix 2).

Morrisby Careers. (Appendix 3).

Grofar. (Appendix 4).

Higher Horizons (Appendix 5).

Gatsby Benchmarks. (Appendix 6).

8. Staff training and development

Staff training and CPD needs in relation to CEIAG are identified as part of the annual planning review and evaluation process and the school Assistant Headteacher Teaching and Learning.

Staff training and CPD needs will be met through INSET, staff team briefings, internal and external meetings, emails mentoring and coaching activities, twilight training, conferences and workshops.

The Careers Team are a part of the Careers and Enterprise (CEC) Hub and attend half termly progress meetings, termly Compass+ evaluations and Hub meetings at various points across the school year.

9. Work with Parents and Carers

The Careers Team have a dedicated email address, careers@wilnecotehighschool.org that is monitored daily for all enquires and communication. Good use is made of ParentMail to share information and as a key stakeholder, parents and carers are invited to take part in timely evaluation activities using Microsoft Forms.

10. Careers Programme

The Careers Plan is updated on the Compass+ Tracker (appendix 2) and the results are shared with the Senior Leadership Team and School Governors. It is available upon request to all stakeholders.

11. Careers Budget

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs within CEIAG. The Finance Services Manager is responsible for identifying the budget and for the effective deployment of resources. Sources of external funding are actively sought.

12. Quality

The Careers Team will arrange an observation of professional practice from an independent qualified Careers practitioner biannually. This completes a review of performance management annually with the Line Manager.

13. Links with other policies

Provider Access Policy SEN
Policy
GDP

14. Evaluation and review

The Careers Team meets regularly with a line manager to discuss and review the CEIAG work in School.

A variety of methods of evaluation are used when appropriate or as required

- External evaluation e.g. Careers and Enterprise Company - Compass Evaluation Tool and Tracker.
- Internal evaluation of provision through mapping Gatsby Benchmarks Quality Standards/Statutory principles against school SEF.

- Quality Awards for CEIAG e.g. ‘Inspiring IAG Award’, Career Mark, Investors in Careers, Matrix.
- Partnership Agreement with the LEA IAG provider (Entrust) is negotiated and written annually, with an interim review.

Wilnecote School Careers Education Programme is reviewed annually by the Careers Lead and the Personal Adviser using The Gatsby Benchmarks (Appendix 6) and the Compass Tool (Appendix 2).

The intended career learning outcomes for students are based on The Gatsby Benchmarks and are assessed through:

- Student questionnaires at key stages.
- Feedback in class, tutorials and focus groups.
- Discussion at house meetings.
- Local post 16 providers and parents.
- Reports on student performance are made after mock interviews.
- Work experience monitoring and evaluation & work experience Certificates of Achievement are promoted amongst students.
- Student Progress File or CEIAG portfolio, produced by some students using START (Locker).
- Impact measure assessments.
- Visitor and employer feedback forms.

15. Appendix - Further Reading and Guidance

1. Entrust.
<https://www.entrust-ed.co.uk>
2. Compass Tool and Tracker.
<https://tracker.careersandenterprise.co.uk/info>
3. Morrisby Careers.
<https://www.morrisby.com>
4. Grofar.
<https://www.grofar.com>
5. Higher Horizons.
<https://higherhorizons.co.uk>
6. Gatsby Benchmarks.
<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>