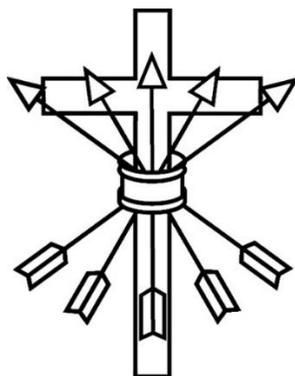


# WADDES DON CHURCH OF ENGLAND SCHOOL



## POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

**Policy Statement:**

Education in all its fullness unlocks our talents in a positive, inclusive, and welcoming environment. At the heart of what we do in secondary education is ensuring students are fully prepared for employment and further education so they can 'live life to the full' as well rounded and considerate members of society. The fullness of life is more likely to be achieved when individuals feel prepared and informed and informed about the opportunities and experiences available to them after their time at Waddesdon. High expectations for our students are echoed in the ambition and opportunities they are encouraged to follow to ensure each individual feels able to live life after Waddesdon in all its fullness.

<b>STATUS OF POLICY:</b>	<b>Statutory Policy</b>
<b>COMMITTEE RESPONSIBLE:</b>	<b>CSWB</b>
<b>GOVERNING BODY APPROVAL:</b>	<b>05.05.21</b>
<b>REVIEW DATE:</b>	<b>Summer Term 2022</b>

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

## 1. Aims

The school's careers programme is committed to the education and development of students from their entry in Year 7 until departure from school and sees careers information, advice and education guidance as the responsibility of all staff. We aim to prepare our students to progress to further or higher education or skilled employment and enable them to make a significant contribution to society.

While qualifications remain very important, we recognise that employability or work-readiness is increasingly valued by potential employers looking to fill vacancies. We do everything we can to ensure Waddesdon students develop these skills and attribute to get ahead in the workplace.

Using the Gatsby Benchmarks as the framework for high-quality careers education, and within the scope of an effective CIAEG programme, the school seeks to provide the following entitlements and support for its students:

- Individual and **impartial guidance** from well-informed staff who are supported by professionally qualified careers advisers including information on apprenticeships, as well as ensuring that students understand how they will be able to apply the skills and knowledge gained in school to the world of work
- Provision of **personal guidance for career plans**, in consultation with professional advisers, appropriate to students' interests and potential, indicating steps to be taken, and updated at key transition points, ensuring the guidance **addresses the needs of each student**
- Provision of information on a full range of learning opportunities available to students, including both academic and vocational routes, as well as ensuring they have **encounters with further and higher education**
- Opportunities, via **meaningful encounters with employers** and **experiences of workplaces**, to encounter a range of industries and occupations and understand the changes that are taking place in a modern technological society. Some of these will be with science, technology, engineering, and mathematics (STEM) employers

- Provision of access to a **stable, high quality careers programme** appropriate to students of different ages and abilities. Students get opportunities to acquire the necessary skills to research, analyse and interpret information within a planned programme of careers, integral to the curriculum
- **Curriculum learning linked to careers**
- Supporting opportunities for Sixth Form students to gain **experiences of workplaces**
- Careers provision which aims to increase **motivation, aspiration, and achievement** amongst all students
- Students and parents have access to **information about career paths and the labour market** to inform decisions on study options.

## 2. Statutory requirements and recommendations

The careers provision at Waddesdon School is in line with the statutory guidance outlined in the Department of Education Document '**Careers guidance and access for education and training providers; statutory guidance for governing bodies, school leaders, and school staff**' published in January 2018, replacing the 2015/2017 version. The legislation referred to in the 2018 guidance includes Sections 42A as amended by the Careers Guidance in School regulation 2013, 42B and 45A of the Education Act 1997 and section 72 of the Education and Skills Act 2008.

This guidance states that all schools should provide independent careers guidance from Year 8-13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to meet the needs of the student

The school is also compliant with the careers guidance that the Government set out for delivery from 5 January 2018, stating that all academies must allow education and training providers opportunities to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is in Appendix 1, Provider Access.

### 3. Commitment

Careers Education and Guidance (CEG) is an important component of the 14-19 curriculum. We fully support the statutory requirement for a programme of careers education from Year 7 through to Year 13. To achieve these aims, careers education at Waddesdon uses the **Gatsby Charitable Foundation's Benchmarks** to embed, develop, and improve careers provision.

Adopting these benchmarks will ensure Waddesdon fulfils the legal duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education qualifications or apprenticeships. Waddesdon, therefore, aims to begin working towards the benchmarks and meet them by the end of 2020 (To be supported by the use of Compass online self-evaluation tool and the Careers and Enterprise Company (CEG)

[https://www.careersandenterprise.co.uk/sites/default/files/uploaded/compass\\_tool.pdf](https://www.careersandenterprise.co.uk/sites/default/files/uploaded/compass_tool.pdf)),

ensuring that benchmarks of good practice are in place. Tracking progress towards the benchmarks is via the Compass Audit tool and subsequent action points get followed up by the Careers Adviser, line manager, and the school leadership team and via the involvement of support agencies and other relevant stakeholders.

### 4. Student needs and entitlement

There is a structured careers education guidance programme operating throughout Years 7-13, that is geared to the needs of students and is clear to students, parents, and teachers. The aims of this programme are to:

- Assist our young people to make informed decisions about their future
- Help our students become aware of their strengths, weaknesses and personal qualities
- Increase awareness of the demands of work
- Foster attitudes of self-reliance, initiative, reliability, and confidence for students to cope with the changes that occur at various stages in their lives
- Ensure all students are aware of the value of qualifications, and the opportunities available to them in employment, further/higher education and training.

The programme is via PSHE lessons, form time, assemblies, activity sessions, and discrete timetabled lessons across Years 7-13. Tailored support is in place for all ECHP students through progression and transfer reviews, and individual meetings for all students in Year 9. Essential to the development of careers education and guidance is a close liaison with external careers support, whose advisers assist and support in the annual monitoring and evaluation of CIAEG.

The **Statement of entitlement** of Careers Programme is published to students and parents via school Website:

As a student of Waddesdon School and Sixth Form you are entitled to receive a programme of Careers Education, Information, Advice, and Guidance (CEIAG)

**Your CEIAG programme will help you to:**

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11/Year 13, including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

**You will receive:**

- Careers lessons
- Collapsed lesson activities
- Guided tutor time
- Access to the careers library

- Access to free career-related computer programmes
- Interview/meeting with the school's Careers Adviser (one-to-one, confidential sessions)
- Regular opportunities for meaningful encounters with employers
- Support on self-organised work experience opportunities
- Other subject lessons linked to careers
- Links to local businesses
- Access to LMI – labour market information
- Career-related seminars – external speakers

**You can expect to be:**

- Treated equally to others
- Given Careers Information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the Careers Programme
- Supported by the SEN department
- Supported to make decisions based on your own preferences
- Supported by staff who have a responsibility to offer impartial Careers Advice

**Students can access information about careers via -**

- a careers education programme (see above)
- opportunities for students and their parents, throughout Years 7-13, to consult teachers and careers advisers about career plans and option choices
- opportunities to access external careers support and advice
- careers seminars and school assemblies
- opportunities to work with local business mentors, meet potential employers and advisers and listen to external career-related speakers
- opportunities to encourage students at key stages to access work experience/work shadowing opportunities
- an annual careers fair, which includes information from universities, gap year providers, the Armed Forces, STEM, Apprenticeship Service, local and specialist colleges and local businesses
- opportunities to visit open days
- school trips linked to related careers

- guidance on how to write effective curriculum vitae and personal statements, interview training, and mock interviews
- access to a careers library with relevant publications and online software.

**Parents can access information about the careers programme via -**

- parent consultation evenings
- school's Careers Leader
- school information events e.g. options meetings, Sixth Form Open Evening
- regular correspondence from the school
- careers fair event
- website information and useful links
- access to careers library.

**Employers can access information about the careers programme via –**

- school website
- school's Careers Leader
- CIAEG Provider (see Provider Access Policy Appendix 1)

## **5. Implementation of Careers Guidance and Careers Education**

**Careers Adviser** - A named member of staff co-ordinates the Careers programme and is responsible to her senior management line manager. The Careers Adviser is responsible for the day-to-day running of the Careers Department and the services it offers. The Careers Adviser is qualified to CEIAG standards and participates in continuous CPD to keep abreast of changes to guidelines and policies within Careers Education.

**Curriculum** - The Careers Education programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning, and individual learning activities. Career Education lessons are part of the school's PSHE programme. Other events and activities are organised separately throughout the year.

### Key Stage 3

- Career-related assemblies/activities
- Year 7 PSHE Careers sessions
- Year 8 PSHE Careers sessions
- Year 8 Successful learning sessions
- Year 8 Subject Conference and Year 8 Options Evening
- Careers fair
- Opportunities for meaningful encounters with employers

### Key Stage 4

- Career-related assemblies/activities
- Opportunities for meaningful encounters with employers
- Year 9 PSHE Careers sessions
- Year 10 PSHE Careers sessions
- Year 10 University visit
- Year 10/11 University workshop
- Year 11 PSHE Careers sessions
- Year 11 Subject Conference and Sixth Form Open evening
- Careers fair

### Key Stage 5

- Career-related assemblies and presentations
- Year 12 Employability Award
- Year 12 University visit
- Year 12 Extension Studies presentations from a university, higher/degree apprenticeship provider and gap year company
- 'Life after Waddesdon' evening for students and parents
- Year 13 UCAS and university finance workshops
- Year 13 Apprenticeship and gap year workshops
- One-to-one support with personal statements and non-university pathways
- Careers-Fair
- Year 12 Work experience preparation
- Opportunities for meaningful encounters with employers

**Careers Library** - A wide range of Careers Education, advice, and guidance materials are available in the school library. During library induction sessions the Careers section is promoted and Careers Education lessons take place in the library for easy access. Careers Library resources are displayed during parents' evenings and careers events. The school makes available funding for purchasing careers reading materials, and resources. The Careers Adviser is responsible for maintaining the Careers Library.

**Sixth Form Study Area** - A wide range of Careers Education, advice, and guidance materials is available in the Sixth Form Study Area. University prospectuses, promotional material, apprenticeship, and gap year literature is made widely available.

**Careers Website** - The school's careers website provides parents, staff, and students with up-to-date information on transitional stages, careers lesson information, real-life case studies (provided by ex-students), and links to other sources of information, advice, and guidance.

**Careers Newsletter** – The school produces a monthly careers newsletter that is emailed directly to all parents. The newsletter is created by school Careers Advisers in conjunction with the Buckinghamshire Careers Hub and is distributed to schools to compliment their own newsletters and career resources. The newsletter is also posted on the school website and circulated to teaching staff who have the options of incorporated the information into their form time activities.

**Online Careers education** – All careers education lessons and activities that take place at school would be delivered on-line in the event of school closure. Careers education is delivered via PSHE lessons on show my homework for Years 7-11.

Careers related information and opportunities are posted on the notice board of the school's Show my homework portal and is directed toward the relevant age group and subject preference. Parents, students and staff are able to access the information displayed on the notice board.

**SEN-** Students targeted for extra guidance and support are referred to the Careers Adviser by the SENCO, Heads of Year, Form Tutors, and other key staff. The school's Careers Adviser provides careers action plans for students who receive an annual review.

**Pupil Premium** – As with SEN, Pupil Premium students are targeted for extra guidance and support and referred to the Careers Adviser. Students within this group are encouraged to be aspirational in their career paths, with support in place to encourage students to look at post-16 education routes that enable students to access to higher education and apprenticeship routes.

**Meaningful Experiences of Workplaces** – First-hand experiences of the workplace via work visits, work shadowing, and/or work experience are excellent opportunities for all students to learn in the workplace, explore career opportunities and expand their networks. In line with the Gatsby Benchmarks, the Careers programme aims to provide all students with meaningful encounters, yearly, with employers (including STEM employers) by the end of 2020, via subject visits, presentations, collaborative work (e.g., Young Enterprise), and self-organised work experience placements for students in the Sixth Form (Yr 12 Summer term) and Year 10 or 11 (TBC for 2020/2021).

Due to the Covid19 pandemic the school is currently unable to promote any kind of work experience placements that require students to attend a workplace in person. If students have contacts with businesses that are offering work experience placements and the placement takes place during the school term, then they will need to seek permission from their HOY. Students are encouraged to seek placements that take place during the school holidays. The school is happy to support a wide range of virtual work experience opportunities and these are advertised in the school careers newsletter, on show my homework and on the school website.

**'Life after Waddesdon' Careers Evening** - A post-18 evening is arranged in school to complement the resources we provide when helping students to make future choices. University representatives, student finance, apprenticeships, and gap year organisations get invited to deliver presentations and answer any questions concerning future choices.

**Careers Fair** - An annual careers fair takes place in February. This event is open to all year groups. Universities, colleges, apprenticeship providers, local businesses, national organisations, and local charities. The information supplied at our annual careers fair would be distributed to parents and students if the school is closed due to the pandemic. The school would work with other career related organisations to ensure that up to date and relevant information is circulated to all students and parents. This may be done by signposting students and parents to other online careers fairs, local and national open events, newsletters and providing information on the school website.

**IT Resources** - A range of software products is available for students to use. These include career-related packages such as Fast Tomato. Research sites are also accessed during lesson and activity time to allow students to complete their profile for future career choices.

**Parents and Carers** - Parental involvement is encouraged at all stages. Online resources help parents become more involved. Parents are kept up to date with careers-related information through letters, newsletters, and at open evenings. Parents are welcome at career interviews and, where necessary, are specifically invited.

**Staffing** - All staff contribute to Careers Education through their roles as tutors and subject teachers. Administrative staff are assigned to support the Careers Adviser. The Careers programme is planned, monitored, and evaluated by the Careers Adviser. The Careers Adviser consults with external careers organisations and professionals to ensure that specialist careers guidance is available when required.

**Participation Partnerships** - A partnership between local colleges and apprenticeship providers enables up-to-date careers information to students and parents. Local business contacts are maintained through the careers fair programme, Young Enterprise, and the National Apprenticeship Scheme. Links with universities support raising the aspirations of students as well as enable access and services to all. The School maintains other links with local 14-19 providers, as are links with the Buckinghamshire Skills Hub, Aim-Higher, post-16, and -18 destinations.

**Resources** - Funding is allocated in the annual budget. The Careers Adviser is responsible for the effective deployment of resources.

**Alumnae** - Our Careers Adviser uses existing links with alumnae to encourage them to visit the school and speak to students via assemblies or smaller groups about their profession and career path.

**Staff Development** - Staff training needs are identified during regular planning meetings between the Careers Adviser and Line Manager. The Careers Adviser is qualified to Level 6 Career Leadership.

## **6. Monitoring, Evaluation, and Review**

As a school, we measure the impact of our CIAEG programme through student destinations, student feedback, including individual and group discussions, subject monitoring and teacher evaluation, parent questionnaires, and consultation with external CIAEG providers. The school will continue to ensure a high-quality CIAG programme is in place by aiming to meet in full by September 2020, the 8 Gatsby benchmarks.

Careers education is monitored and evaluated annually via the Performance Management System and the Departmental SEF. Careers guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Assistant Headteacher and the Careers Adviser's Line Manager.

The Career Education programme is reviewed annually by the Careers Adviser and her Leadership Team Line Manager. Changes and improvements to the programme are entered into the School Development Plan (SDP) along with timescales for completion. When reviewing the programme, the SDP is used to ensure that the Careers Department is fully supporting whole-school aims.

## **7. Supporting policies and related information**

This policy is developed by the Careers Adviser and her Line Manager (Assistant Headteacher) based on current good practice guidelines by DfES, Ofsted, and CEIAG frameworks (including the Gatsby Benchmarks). This policy is reviewed annually.

It supports key school policies, including those for Teaching and Learning, Assessment, Recording, and Reporting Achievement, Citizenship, PSHE, Work-Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented, Provider Access Policy and Special Needs.

## APPENDIX 1

### Provider Access Statement:

#### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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.

#### Student entitlement

Students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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 options evenings, assemblies and group discussions and taster events
- 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 *Bonita Bridges, Careers Advisor*.

Telephone: 01296 651382; Email: [bbridges@waddesdonschool.com](mailto:bbridges@waddesdonschool.com)

#### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8	Life skills – assembly and tutor group opportunities	Careers Fair GCSE options and choices activities / sessions	Life skills – assembly and tutor group opportunities PSHE lessons

	Autumn Term	Spring Term	Summer Term
	PSHE lessons	PSHE lessons	
<b>Year 9</b>	Life skills – assembly and tutor group opportunities PSHE lessons	Careers Fair Life skills – assembly and tutor group opportunities PSHE lessons	Life skills – assembly and tutor group opportunities PSHE lessons
<b>Year 10</b>	Life skills – assembly and tutor group opportunities PSHE lessons	Careers Fair World of Work sessions in PSHE	Life skills – assembly and tutor group opportunities World of Work sessions in PSHE
<b>Year 11</b>	Life skills – assembly on opportunities at 16 PSHE lessons	Careers Fair Year 11 Conference Post-16 evening Post-16 taster sessions	Post-16 taster sessions Small group sessions: future education, training and employment options
<b>Year 12</b>	Introduction assemblies to Post-18 options	Careers Fair Extension Studies presentations from a university, an apprenticeship provider and a gap year company	Weekly careers programme, including support with personal statements, CVs and interview technique Year group university visit Life after Waddesdon evening for students and parents
<b>Year 13</b>	Workshops – HE and higher apprenticeship applications	Careers Fair Apprenticeship and gap year workshops Employer, apprenticeship and gap year assemblies and workshops	Final one-to-one support and advice on making decisions

Please speak to the Careers Advisor to identify the most suitable opportunity for you.

The school policy on safeguarding which is available on the school's website <https://waddesdonschool.com/> sets out the school's approach to allowing providers into school as visitors to talk to our students.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Careers Resource Centre is available to all students at lunch and break times.