

WATH COMPREHENSIVE SCHOOL



POLICY ON CEIAG

JUNE 2018

POLICY ON CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE, INCLUDING PROVIDER ACCESS POLICY

1. Introduction

- 1.1 A young person's career is their pathway through learning and work. All young people need a planned programme of activities and support:
 - to help them make progression choices which are right for them;
 - to manage their careers throughout their lives.
- 1.2 Schools have a duty to provide independent careers education, information, advice and guidance in Years 8 to 13 (January 2018 Statutory Guidance 'Careers guidance and access for education and training providers').
Wath Comprehensive School believes that the duty should be extended to include students in Year 7.
- 1.3 Wath Comprehensive School uses the Gatsby Charitable Foundation's Benchmarks to develop and improve its careers provision.
- 1.4 Abbreviations used in the policy are:
 - CEIAG – Careers education, information, advice and guidance
 - IAG – Information, advice and guidance
 - PA – Personal Adviser.

2. Aims

- 2.1 Wath Comprehensive School aims to:
 - make every student aware of his/her skills, potential and career opportunities through a programme of careers education, information, advice and guidance which is differentiated and personalised wherever possible;
 - provide CEIAG in ways which are relevant to students' stages of careers learning, planning and development, leading to informed decisions at each main stage, including option choices in Year 8 and progression choices in Years 11 and 13;
 - give students an understanding of economic and work-related concepts including an insight into industry and labour market information;
 - broaden students' experience and understanding of the social, cultural and equality aspects of the world of work;
 - work in partnership with parents/carers to develop students' careers-related knowledge and skills.

3. Provision

- 3.1 Careers education is an integral part of the school's Life Skills programme. Programmes of study and teaching and learning resources will be evaluated and updated annually by the members of the Careers Team.
- 3.2 CEIAG will be provided through a wide-ranging programme involving Life Skills teachers, tutors, Academic Year Leaders, Pastoral Year leaders, employers and outside agencies.
- 3.3 All members of school staff involved in the delivery of careers education or the provision of careers IAG will be offered appropriate professional development on a regular basis.
- 3.4 Students will be provided with opportunities to access careers IAG throughout Key Stages 3, 4 and 5. The provision of this IAG will meet accepted standards of professional practice and, where appropriate, will be individual, impartial and confidential. The provision will be

integrated into the whole curriculum, but support will also be available to individuals on request or by referral. The provision will promote equality of opportunity.

3.5 To ensure high professional standards and impartiality in the provision of careers IAG the school will:

- provide opportunities for its staff who are Careers Advisers to gain Level 4 or Level 6 qualifications in advice and guidance;
- work collaboratively with other schools with equally qualified staff;
- commission specialist services if required.

3.6 Every young person has an entitlement to develop self-awareness and gain an insight into the world of work. Work experience also brings an increase in maturity and helps with the acquisition of the skills and knowledge required by particular jobs. At this school this experience will be provided through a formal placement in Year 12. Students moving away from the school after Year 11 will gain work experience through their subsequent college or training provider. Additional opportunities to gain experience of the world of work will be provided at other times, such as through the Work Shadowing Day in Years 7 and 8.

3.7 Other careers-related challenges and experiences will be made available to students through enterprise, Life Skills and one-off activities.

4. Communication and Parental Involvement

4.1 To ensure that students understand the relationship between careers and other aspects of the world of work, the school combines careers with business links and enterprise under the 'Cable' banner and will work to develop an integrated approach to the planning of a curriculum and activities spanning these areas.

4.2 Students and parents/carers will be made aware of careers-related work and activities through:

- letters informing them of specific events (eg Work Shadowing Day);
- the 'Cable' area of the Learning Platform and the Careers page of the school website;
- other website features which will be developed as opportunities arise.

4.3 Consultation involving parents/carers will be encouraged, with specific opportunities being provided at events including Parents' Evenings and Options Evenings at which parents/carers may meet with a Careers Adviser and at events such as Careers Fairs where they may meet with employers. Invitations to attend these events will be issued.

4.4 Parents/carers may, with the consent of the student concerned, attend an individual advice and guidance session with a Careers Adviser.

5. Leadership and Management

5.1 The Careers Leader has overall responsibility for all aspects of CEIAG and reports to the Headteacher. This responsibility includes planning, monitoring and evaluating the provision of CEIAG in consultation with the members of the Careers Team.

5.2 The Careers Team consists of:

- Careers Leader
- Careers Advisers
- Work Experience Co-ordinator
- Enterprise Co-ordinator.

- 5.3 The Work Experience Co-ordinator, who is a member of the Careers Team, has specific responsibility for planning, implementing and evaluating programmes of formal work experience for whole cohorts of students.
- 5.4 Careers-related activity will be evaluated as appropriate. In particular the Careers Leader, with the support of the Careers Team, will evaluate each major event and the Work Experience Co-ordinator will evaluate each programme of work experience.
6. Resources
- 6.1 Funding for careers work will be allocated in the annual budget planning round in the context of whole school priorities and of particular needs in the careers area. The Careers Leader will be responsible for the effective use of the budget and all resources, taking advice from the Careers Team.
- 6.2 Sources of external funding will be actively investigated.
7. Partnerships
- 7.1 CEIAG will be delivered and provided in partnership with local 14-19 provider partners, including colleges and local businesses. Additional partnership links will be developed as opportunities arise.
8. General
- 8.1 This policy is approved by the Governing Body of the school and will be communicated to staff via the Learning Platform.
- 8.2 The definitive copy of the policy will be held by the Clerk to the Governing Body.
- 8.3 The policy will be reviewed every three years.

PROVIDER ACCESS POLICY

Introduction

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

All 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

Opportunities for Access

A number of events, integrated into the school careers programme, such as assemblies, careers fairs, mock interview days, will offer providers and employers an opportunity to come into school to speak to students and/or their parents/carers. Please see Appendix 1 and 2.

Management of Provider Access Requests

A provider wishing to request access should complete the request form (Appendix 3) and send it to our Careers Team by email.

Email: careers@wcs.rotherham.sch.uk

For any other enquiries, providers and employers are welcome to contact our Careers Team by phone. Telephone: 01709760 222

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 Leader or a member of their team.

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

Approval and review

Approved 4 July 2018 by Governors

Next review: July 2019

Signed: *[Irene Hartley]* Chair of Governors

[J Taylor] Headteacher

Appendix 1

SCHEDULED PROVISION IN THE AREAS OF CEIAG, BUSINESS LINKS AND ENTERPRISE 2018-19 SCHOOL YEAR

Year	Provision
7	<ul style="list-style-type: none">• Work Shadowing Day• 1 dedicated assembly• Careers lessons integrated into Life Skills• Theme Park Project
8	<ul style="list-style-type: none">• 3 dedicated assemblies• Careers-related self-assessment within Life Skills (Start & Track)• Careers Review Week followed by targeted support• Career adviser consultation at 'Next Three Years' Evening - on request• The Apprentice Project• Wall-E Project
9	<ul style="list-style-type: none">• 3 dedicated assemblies• Careers-related self-assessment within Life Skills• Careers Fair• Enterprise Morning
10	<ul style="list-style-type: none">• 3 dedicated assemblies• Enterprise Day• Mock Interview Day• Y11 application procedures and preparation
11	<ul style="list-style-type: none">• 3 dedicated Assemblies• Careers Review Week followed by targeted support• Careers module, applications, interview skills, CV Writing (via Life Skills)• Adviser consultation at New Sixth Evening• Individual IAG• Lunchtime and after-school drop-in sessions• Apprenticeship drop-ins
11/12	<ul style="list-style-type: none">• Visiting speakers
12	<ul style="list-style-type: none">• Work Experience Week• Higher Education Days• 3 dedicated assemblies
12/13	<ul style="list-style-type: none">• Career planning and Higher Education support (via Life Skills)• 3 dedicated assemblies• Individual IAG focusing on alternatives to Higher Education

Appendix 2

PROVIDERS / EMPLOYERS ACCESS PLAN 2018-19 SCHOOL YEAR

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly (UTC)	Assembly (Options)	Assembly (work shadowing)
Year 9	Assembly	Assembly (NCW- STEM)	Assembly (Enterprise)
Year 10	Assembly	Assembly (NCW-Enterprise)	Assembly (What employers want)
Year 11	Assembly (Post 16 destinations)	Assembly (NCW- Apprenticeships)	Assembly
Year 12	Assembly	Assembly (NCW)	Assembly
Year 13	Assembly	Assembly (NCW)	Assembly

Appendix 3

PROVIDERS / EMPLOYERS REQUEST FORM

Company Name	
Contact Person	
Phone Number	
Email	
Purpose of visit	
Dates proposed to come into school (please give more than one)	
Length of time required	
Facilities required	
Any other information	