

# Careers Education Information Advice and Guidance Policy

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Learning | Effort | Aspiration | Respect | Nurture | Wellbeing

# Careers Education Information Advice and Guidance Policy

## 1. Background

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all students make a successful transition to adulthood by:

- Supporting them to achieve their full potential
- Empowering them to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- To support inclusion by promoting equality, diversity, social mobility and challenge stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Promote participation in learning

The CEIAG programme at Wood Green School follows the principals of the Gatsby benchmark which sets out a framework of good practice:

1. A stable and embedded programme of careers education and guidance
2. Good quality information about future study options, jobs and the labour market
3. Opportunities for advice and support tailored to young people's needs
4. Subject teaching linked to careers
5. Several opportunities to learn from employers and employees
6. Experiences of workplaces
7. Opportunities to hear from representatives of FE, HE and apprenticeship providers
8. Personal guidance from a professionally qualified careers adviser, at the right time.

## 2. Purpose

Wood Green School is committed to career, employability and enterprise learning and development and fulfil their statutory obligations by providing a best practice careers service to all students. The careers programme reflects and embodies the overall vision of Wood Green School. Governors and senior leaders have a key role in developing and approving this policy and the strategic plan for CEIAG thus ensuring it has a high profile and secure place within the school curriculum. This policy supports and is underpinned by other key school policies including: PSHE Policy, Curriculum Policy and SEND Policy.

## 3. Commitment to CEIAG

Wood Green School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. Wood Green is also committed to maximise the benefits for all students by adopting a whole school approach involving parents/carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD training opportunities and commissioning of external sources
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

In compliance with the 2017 government careers strategy, Wood Green School will:

- Ensure that students are aware of the full range of career opportunities available
- Learn from employers about valued workplace skills and have first-hand workplace experience.

- Offer an excellent programme of advice and guidance delivered by qualified advisers with support tailored to the individual
- Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths
- Give a range of providers of technical education and apprenticeships the opportunity to access all pupils
- Publish details of career programmes for young people and parents
- Ensure students have at least 1 meaningful encounter with employers per year

#### **4. Communication with External Stakeholders and Provider Access**

- This policy and current CEIAG relevant information will be accessible on the school website
- 'Where to find Careers Advice and Guidance' in and out of school sheet is put into parent's information booklets and given and referred to regularly with Year 11 and sixth form pupils and given out to all other pupils during a Careers Awareness week.
- Those engaged with the school will be kept in touch of Wood Green Schools Careers provision as and when appropriate including Work Experience providers, Takeover Challenge providers and Business Mentors

#### **Management of provider access requests Procedure**

A provider wishing to request access should contact: David Askew, [d.askew@wgsnitney.org.uk](mailto:d.askew@wgsnitney.org.uk)

#### **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/carer. A separate policy link is available within the school's policies site.

#### **5. Management, Monitoring and Evaluation**

A member of the SLT, David Askew, has strategic responsibility for CEIAG with support from Head of Personal Development and with access to administration support. The careers provision and strategy is further supported by a link governor. To ensure that the careers provision remains effective and fully meets the needs of all students, this team and the school's external IAG provider will conduct an annual review of CEIAG, taking account of destination outcome data and feedback from a range of stakeholders. Any updates based on its outcome will be published on the school website.

Key Destinations Data is to be abstracted by the Careers Administrator, once destinations data is published. Analysis to be completed with actions taken to address issues during the year.

## 6. Training and Development

To maintain and continuously develop CEIAG provision at the school, WGS will ensure the continual professional training and development of relevant staff and link governors. These will include:

**Teaching staff:** All staff will receive an annual presentation on their role as tutors in providing Careers IAG and on other relevant issues and/or areas of good practice e.g. encouraging departments to make links between their subjects and employability skills and related careers. All subject departments to identify a 'careers lead' who will, with the guidance of the Head of Careers, develop and deliver relevant careers information for their subject.

**Link Governor:** Will attend at least one external careers event or training program each year and provide feedback.

## 7. CEIAG Provision within the school curriculum

At Wood Green School there is a planned programme of learning experiences within the personal development (PD) curriculum as part of year 7-11 students' entitlement to CEIAG.

Activities are aligned with the aims highlighted in the framework for careers, employability and enterprise (Career Development Institute). These enable young people to:

- Develop themselves through career and work-related education – **Self Development**
- Learn about careers and the world of work – **Career Exploration**
- Develop career management and employability skills – **Career Management**

Wood Green School will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for vulnerable students as defined by the school's governing body.

Use of RONI, SEN and Disadvantaged lists to identify, prioritise and provide additional support to students including free access to Morrisby Psychometric careers test, assistance in securing appropriately challenging work experience placements.

### 7.1 Specific careers guidance at WGS years 7-11

Wood Green School has an ongoing commitment to ensuring that all our students have access to good quality impartial careers advice, thereby ensuring that each student has the best possible foundation on which to base their future choices and pathways.

Each student has access to information in the Careers Library as well as the Careers Advisor. **David Bingham** from Adviza provides impartial careers advice for Years 9-13, helping students make those crucial career decisions from choosing GCSEs, Apprenticeships and A Level Choices.

Every Year 11 student is seen by the Careers Advisor to make sure that they have explored all possible options before making their decision about their post-16 education, since it is a legal requirement for all young people to be in either education, employment or training up to and including the age of 18.

Careers, course options and their links are also an integral part of the tutor mentoring process, again ensuring that our Year 9s and Year 11s have adequate support to help them make informed choices regarding their options.

Careers education is also covered in Personal Development beginning in Year 7 through to Year 11.

## 8. Policy Approvals and Review

This policy will be updated annually following the annual review and in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

### Addendum

Below are detailed, by year group, the normal information, advice and guidance students would experience over an academic year. However because of the pandemic many of these activities have either had to be cancelled, postponed or delivered virtually.

#### Year 7

In Year 7, students explore their own personality and interests so that they have a direction to consider the kinds of careers that will appeal.

#### Activities

- Future aspirations action planning x 3 hours
- Careers assemblies

## Year 8

In Year 8 the students start exploring the World of Work, matching careers to subjects. The majority of students also attend a Working with Parents day in May/June. Any students who are unable to work with their parents are given an alternative work experience curriculum within school. This experience is then followed up in class and in addition members of the school staff come and talk to the students about their experiences in the world of work.

### Activities

- World of Work x 3 hours
- Working with Parents Day
- Careers assemblies

## Year 9

At the beginning of Year 9, students are encouraged to become involved in the wider community, through visits from outside agencies such as the Scout and Military Cadet movements as well as local volunteering organisations. In this important year, each student is given access to Unifrog, our careers advice portal, to look at their own skills as they start thinking about their GCSE Options.

As part of their Personal Development programme, all Year 9 students have sessions on making GCSE choices in terms of career pathways (matching careers to subjects), an introduction to Unifrog and are provided with an Options Booklet. Following on from this, parents and students are invited to an Information Exchange Evening followed by a Parents Evening where parents and students can discuss their options with their subject teachers.

Any Year 9 who is unsure about their choices and who has been identified by their tutor as needing additional support, can be offered an interview with our Careers Advisor. There are also taster lessons available for any GCSE choices that are new to the students, including the vocational courses offered through Abingdon and Witney College.

### Activities

- World of Work x 3 hours
- Outside agencies - Widening your horizons (Volunteering, Scouts etc) x 1
- Choosing your GCSE options through careers x 2
- Careers assemblies

## Year 10

As part of the Personal Development programme, students attend presentations from the Sixth Form, Oxfordshire Apprenticeships, Abingdon & Witney College and Oxford Brookes University. The Year 10s also have an assembly from **David Bingham**, our careers advisor. Careers Interviews will begin in the Summer Term for those students who have requested an interview or are undecided about their choices for post-16. The **Morrisby Careers Assessment Test** is offered to any students that apply.

In the Spring Term, the students begin to make their applications for Work Experience as part of their personal development programme. In addition, the students are taken through a series of lessons on applications and CVs.

### Activities

- Pathways Post 16 (Introduction - Oxford Brookes, Abingdon and Witney College, Apprenticeships, Sixth Form) x 1
- Preparation for work experience x 2
- Applications and CVs x 1
- Preparing for interviews and personal statements
- Inspiring the Future - Industry Speakers
- Careers assemblies
- Careers Fair

## Year 11

During the second term of Year 11 every student spends a week on Work Placement. We ensure that every student has a one to one interview with our Careers Advisor David Bingham. Every student has guidance and advice for their chosen route after Year 11.

Before and after their week on Work Experience, the Year 11 Personal Development programme takes students through the process of revisiting and researching the Post 16 options available to them. They are also given some training on interview skills, and the writing of personal statements, as a preparation for their interviews. The students are given valuable feedback as part of this process.

Outside speakers from different professions, including STEM careers (science, technology, engineering and maths) describe their work, and the pathways leading to their profession.

Again, as in Year 10, The [Morrisby Test](#) careers assessment is offered to any students that apply to sit it.

All students who show an interest in attending the **Sixth Form** at Wood Green School have an interview where they will be given advice on choosing their **A level options**. Advice can also be obtained from Tutors and Subject Teachers.

The students are also made aware of **Abingdon and Witney College Open Days** and any **apprenticeship** events happening in the local community.

#### Activities

- Health and Safety x 1
- Rights and responsibilities x 1
- Interview and self presentation skills x 1
- CV Preparation
- Post 18 "Aspirations Day"
- Witney Careers and Apprenticeships Fair

## **7.2 Specific careers guidance at WGS years 12-13**

Throughout a student's Sixth Form career, there is a dedicated focus on careers and university information and guidance delivered through sessions in Sixth Form Studies, enrichment and activities and discussion in tutor time. As well as hosting careers speakers in Sixth Form Studies, we run workshops and group activities on employability and presentation skills, giving students an insight into which skills they need to develop in order to pursue the next step. We look at how to write eloquently to provide employers and universities with a best first impression. There is also extensive guidance on choosing a university, looking at open days, student finance and money management from representatives from Birmingham, Coventry and Oxford Brookes Universities. We run several sessions on filling in UCAS forms and writing personal statement. This process begins in Year 12 and carries on through Terms 1 and 2 of Year 13.

Students applying to Oxford or Cambridge university or courses in Medicine, Veterinary Science or Dentistry also receive dedicated support at the end of Year 12. In parallel to this, **Adviza** run sessions for students seeking employment at the end of their time in Sixth Form. To complement all of this, students are also encouraged to complete an employability skills audit to enable them to hone their skills during their time in Sixth Form.

Examples of the events and advice that we give every year are:

- Studying Abroad
- The Benefits of University
- How to Choose Your University
- How to Write Your Personal Statement
- Applying to Oxford and Cambridge
- How to Prepare for Open Days
- Introduction to Student Finance
- World of Work – The 21st Century Job Market
- World of Work - Your CV
- World of Work – Interview Techniques
- Life in Year 13 and the University Experience
- Raising Aspirations visit to Oxford University
- Careers Seminars, with talks so far including how to get into Law, Medicine, Business, Science and careers in the Media which run in Term 6, using not only alumni but also experts in their field

- Enterprise Day, where local business leaders come in to work with students to develop their oracy and business acumen

### **INFORMATION EVENINGS FOR PARENTS**

We run a Higher Education Exchange evening which provides parents with information about the process of applying to University at Wood Green. This provides parents with an invaluable chance to hear about the process from the University's perspective.