



WEDNESFIELD HIGH SPECIALIST ENGINEERING ACADEMY

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

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Signed by the Chair of the LAB:	Mr Martin Chalk	Print:	Mr M Chalk

RATIONALE AND COMMITMENT

We believe that a well-planned Careers Education, Information, Advice and Guidance programme plays a major contribution in preparing young people for the opportunities, responsibilities and experiences of life. It is instrumental in helping young people make decisions and manage transitions as learners and as members of the work place. With the introduction of more flexible routes for 14-19 year olds, it is vital that young people have the knowledge and skills they need to make informed choices. Our continuous, progressive careers education, advice and guidance programme, alongside other related curriculum activities, promotes personal and social development.

The academy has a commitment to:

- Providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with independent careers advice in Key Stages four and five.
- Ensure that students have high quality, accurate and up-to-date information about careers and work opportunities and that they know the sources of help they can call upon and make effective use of resources.
- Ensure that the independent careers guidance provided is impartial.
- Develop students' ability to make informed decisions regarding subject choices, career opportunities and progression routes.
- Encourage participation in continued learning, including higher education.
- Meet the needs of all students, in particular the vulnerable groups, reducing the number who do not continue into education, employment or training.
- Support students' development of key skills and personal qualities such as tolerance, co-operation and initiative.
- Develop students' enterprise and employability skills.
- Ensure that all students gain an understanding of the world of work and participate in a minimum of one week's work experience in both Key Stage 4 and Key Stage 5. The academy must meet the statutory requirements for the provision of Work Related Learning and Enterprise Education.
- Work with families to support them in overcoming the cultural obstacles that stand in the way of the most able students from deprived backgrounds attending university.
- Contribute to the economic prosperity of individuals and communities.

POLICY CONTEXT

This policy will be developed and reviewed annually through discussions with teaching staff, the Independent Careers Advisor, the academy's Connexions Personal Adviser, students, parents, advisory staff and other external partners.

The careers programme is differentiated to meet the needs of all students at our academy. It reflects the CDI National Framework for Careers Education and Guidance and thereby ensures progression through activities that are appropriate to students; stages of career learning, planning and development. In addition, the programme takes into consideration the latest guidance from Ofsted and the Careers and Enterprise programme – Gatsby 8 Benchmarks.

Students are entitled to careers education and guidance that is impartial and confidential. It is integrated into their experience of the whole curriculum which is based on a partnership with students and their parents or carers. The programme promotes diversity, equality of opportunity and is inclusive of all regardless of disability, ethnicity, gender and religious belief. We challenge stereotyping and traditional role models and we encourage our students to achieve beyond their current socioeconomic background.

It is underpinned by the academy's policies for learning and teaching and assessment, recording and reporting achievement, PSHE and Citizenship, enterprise and work related learning, equal opportunities, health and safety and inclusion.

The importance of CEIAG is paramount and to ensure it constantly evolves, is included within the Wednesfield High Improvement Plan.

ROLES AND RESPONSIBILITIES

CEIAG academy Co-ordinator/SLT – Mrs R Beazley (Assistant Headteacher)

Citizenship/PHSCE Co-ordinator – Mr G Rowe (Head of Citizenship)

WEX Co-ordinator – Mr M Murphy

Independent Careers Advisor – Mrs H Lawson

Connexions Advisor – Mr B Skeen

Year 11 Co-ordinator and Support – Miss S J Davies

Lesson 7 CEIAG - co-ordination of the programme is provided by various members of staff.

Year 7 – Ms L Jones

Year 8 – Miss E Sheldon

Year 9 – Mr M Murphy

Year 10 – Mr G Rowe

Year 11 – Miss S J Davies

Year 12-14 – Miss L J Fletcher

All Form Tutors have a responsibility to deliver the planned programme.

LEARNER ENTITLEMENTS

Students in every year group will receive a planned programme of Careers Education, Information, Advice and Guidance within the curriculum to ensure they are full prepared to make informed decisions about their future.

Regular feedback from students enables the programme to be reviewed annually and ensures it is relevant, enjoyable and meets their needs.

(The detailed outline for each Year Group can be found in the CEIAG Handbook).

IMPLEMENTATION OF CEIAG

Careers Education

Students in Years 7 to 10 follow a very structured weekly programme of CEIAG delivered by Form Tutors. Detailed Schemes of Work plus all resources are provided to ensure consistency across the academy. The Schemes of Work are mapped directly against the eight learning outcomes from the Gatsby Benchmarks.

Year 11 consolidate the information covered previously and receive guidance on their next steps. This links directly into the independent careers interviews they receive.

Year 12 and 13 students have a structured programme that covers the following areas:

- Curriculum Vitae writing and letters of application.
- Interview preparation and mock interviews.
- Apprenticeships.
- Personal statement writing.
- UCAS applications.

Careers Guidance

We use an independent careers advisor to provide the impartial guidance for students in Key Stage 4 and Key Stage 5.

In Year 10, students participate in group sessions to prepare them for the one to one interviews in Year 11. They consider all options available to them Post-16 and look carefully at how these match into their preferred career pathway.

In Year 11, students have one to one interviews with the Careers Advisor during curriculum time. Follow up interviews are then provided for those students who do not wish to progress into the academy Sixth Form.

Students wishing to apply to the Sixth Form will have the option to attend the Sixth Form Open Evening in November. They will then receive a one to one interview with either the Key Stage 5 Learning Director, Head of Sixth Form or Sixth Form Pastoral Officer. All students who are offered a place to study in the Sixth Form are required to attend an induction week in June, giving them the opportunity to sample lessons in their chosen subjects, plus any others they might be considering.

After the GCSE results day, the Independent Careers Advisor meets with the Assistant Headteacher to provide support for any students who have not been successful in their chosen Post-16 provider. Connexions involvement will come into force here for any potential NEETs.

Sixth Form students receive a range of advice and guidance presentations from DfE apprenticeships support, universities and Student England Finance.

CAREERS INFORMATION

The academy uses a wide variety of web based careers resources as detailed below:

- National Careers Service
- Icould
- Plotr
- Career Planner
- Plan-it Global (we were involved in the pilot of this new product)
- Unifrog (we subscribe to both the apprenticeship and University Tool, plus the personal statement and reference tool).

We use paper based activities, where applicable, to support students use of these web sites.

Students are encouraged to access these at home.

EXPERIENCE OF THE WORLD OF WORK

Work Experience

All students in Years 10 and 12 are required to undertake one weeks' work experience in the spring term. The academy does have a post holder to co-ordinate the work experience for students. We subscribe to the Wolverhampton Education Business Partnership (EBP) to provide us with a wide data base of possible placements plus to complete the necessary risk assessments.

Sixth Form students also complete extended work placements as part of their vocational courses and also as part of the enrichment programme.

Employer Engagement

Our Engineering specialism ensures students have regular access to employers such as Jaguar Land Rover, UTC, Aerospace and Doosan. As part of the Careers and Enterprise Programme, employer engagement at a strategic level is taking place. 'Drop In' sessions are provided for Sixth Form students to talk to employees from various professions. Mock interview sessions are provided for Sixth Form students with local employers.

Careers Fairs and Events

The academy hosts its own careers convention in March, accessed by Years 9 to 14. All of Year 9 attend the Skills Show at the NEC in November. Year 12 students attend the 'What Career Live' event at the NEC in March.

Careers Budget

An adequate budget is provided for the CEIAG programme which is administered by the Local Governing Board.

PARTNERSHIP

The following are involved in supporting the CEIAG programme:

Internal:

- Parents/Carers
- SENCO
- Student Leaders
- Link Governors

External:

- Careers Advisor
- Connexions – potential NEET students
- Careers and Enterprise Company
 - Enterprise Advisor – Mr Gibbons (MD: William gibbons and Sons printers)
 - Enterprise Co-ordinator – Mrs Codner
- University of Wolverhampton
 - An embedded programme of support for Sixth Form students
 - 'Why Uni?' assemblies for Years 7 to 10
 - Year 10 students, Right Track Programme.
- Department for Work and Pensions
 - One to one support for Sixth Form students
 - Careers advice for Year 9

- Curriculum Vitae workshops.
- Engineering Education Scheme
- Unifrog

TRAINING AND CPD

The academy has a duty to remain up-to-date with all changes to legislation and policy regarding CEIAG and will provide appropriate training and CPD as and when necessary.

MONITORING AND EVALUATION

Our Careers Education and Guidance programme is evaluated annually as part of the academy's self-assessment process in order to identify areas for improvement. In addition, the academy, Independent Advisor review their collaborative work and their programmes at regular intervals during the year both informally and formally. We constantly obtain feedback from all Year Groups in addition to city wide feedback obtained by the Local Authority from Year 11 and Year 13 students regarding destination measures.

The academy is required to conduct a survey of students, parents, teacher and other partners to evaluate the delivery and effectiveness of all components of the programme.

Future Developments

Visits to universities to include parents where the student would be the first in the family to study at university.

Show and tell by parents of their careers.

Tutorial time/Assemblies drop in sessions from industry professionals aimed at targeted groups informed by destinations and areas of interest identified by career interviews.

Greater face to face employer contact for students.