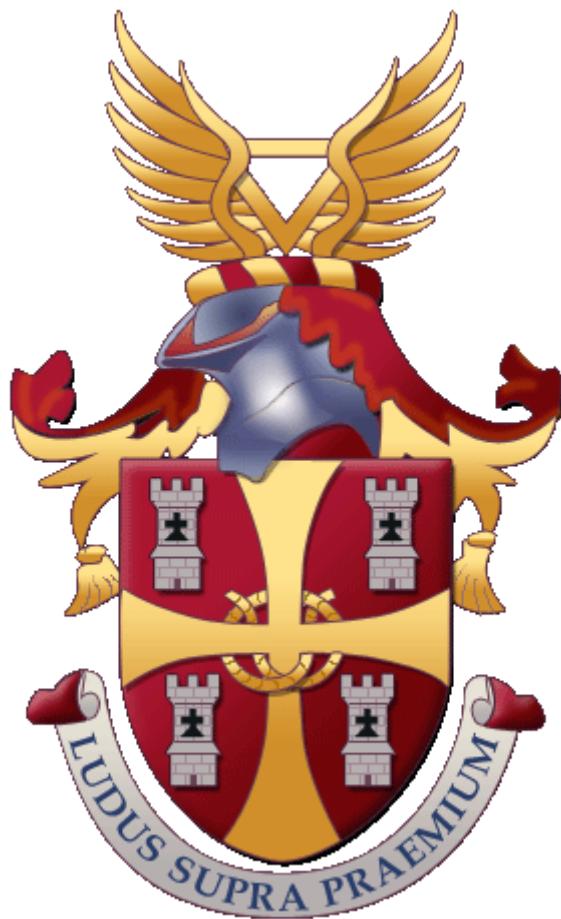


Wolverhampton Girls' High School CEIAG (Careers Education, Information, Advice & Guidance) Policy



Policy adopted: Autumn 2018

Policy Review Date: Autumn 2021

Rationale

Ofsted guidance for CEIAG states that: 'In secondary schools, high quality, impartial careers guidance helps students to make informed choices about which courses suit their academic needs and aspirations. They are prepared for the next stage of their education, employment, self-employment or training.'

'Every child should leave school prepared for life in modern Britain. This means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment' *Careers guidance and inspiration in schools - Statutory guidance for governing bodies, school leaders and school staff – DfE March 2015*

Wolverhampton Girls' High School is committed to providing a planned programme of Careers Education and Guidance for everyone in Years 7-13 to ensure that all students are prepared for life outside school. CEIAG features on the school development plan (SDP) demonstrating our commitment to continual improvement in this area. We encourage students to participate in a variety of extra-curricular activities to encourage them to develop a wide variety of skills that will assist them in gaining employment or securing a place at a higher education institution.

Statement of Entitlement

Our students are entitled to high quality careers education and guidance as part of their overall education. This will assist their career learning and development so that they can achieve satisfaction and success in a wide range of adult occupations and roles. The Entitlement includes:

- a planned, comprehensive and progressive programme of activities;
- relevant and up to date careers information about work, training and educational opportunities;
- work experience/links with industry; and
- access to impartial guidance and advice from specialist staff.

Aims

WGHS aims to:

- provide a structured and coherent course to prepare students for the choices, changes and transitions affecting their future education and continued education and training;
- help students understand their individual strengths and weaknesses, aspirations and potential and to identify their personal career targets, skills, interests and values by recording and building on achievement;
- develop in students an appreciation of the rapidly changing world of work and what it offers, and to develop an understanding of the range of opportunities and levels of entry;
- enable students to make a smooth transition from school to Further or Higher Education, Apprenticeships employment or voluntary work;
- provide all students with the opportunity and skills to make confident, informed choices about lifelong learning. The school's careers led programme should improve employability, increase social mobility and raise achievement;
- ensure students acquire an understanding of the structure of the decision-making process so enabling them to make realistic and informed decisions;
- ensure that students are exposed to a diverse selection of professionals from varying occupations for example: STEAM subjects, and emphasise in particular the opportunities created for girls who are statistically much more likely than boys to risk limiting their careers by dropping STEAM subjects at an early age; and

ensure that all students are supported to make an informed choice about whether to aim for university, including the very best universities and courses, or an apprenticeship as an equally high calibre and demanding route into employment and higher education. WGHS will do this by:

- providing access to a range of activities that inspire, including: PSHCE lessons that cover CEIAG, employer talks, careers fairs, motivational speakers, colleges and university visits, coaches and mentors;

- building strong links with employers who can help to boost students' attitudes and employability skills, inform students about the range of roles and opportunities available and help them understand how to make this a reality;
- offering high quality work experience that properly reflects individuals' studies and strengths, and supports the academic curriculum;
- ensuring students have access to advice on options available post-16, for example, apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional A levels and university route;
- providing face-to-face advice and guidance to build confidence and motivation;
- Working with local authorities to identify vulnerable students, including those with special educational needs and those at risk of not participating post-16, and the services that are available to support them;
- consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes;
- providing information to students about the financial support that may be available to help them stay in education post-16; and
- Providing up-to-date staff CPD on CEIAG changes.

Staffing

Headteacher: It is the role of the Headteacher to ensure that this policy is implemented to ensure the provision of CEIAG across the school.

SLT lead for CEIAG: The school has appointed a member of the senior leadership team to lead CEIAG. The SLT lead will advise on and coordinate the management of CEIAG. They will ensure that correct procedures are followed and that all students, parents or professionals involved have fully understood the school's role and what strategies will be implemented. They will ensure any relevant whole school training is disseminated to the relevant staff.

Careers Personal Advisor: The school provides access to an appropriately qualified Careers Personal Advisor who has a recognised qualification for information, advice and guidance (IAG) services. The Personal Advisor will work with individual students as well as groups of students where relevant to ensure smooth transition throughout the key stages, to raise aspirations and to signpost further support services around information, advice and guidance where appropriate.

Curriculum Leader for PSHCE: The curriculum leader for PSHCE will do the necessary planning to ensure that CEIAG is part of the curriculum. They will coordinate CEIAG to ensure that the content is relevant and regularly reviewed in order to meet the needs of the students and reflect any changes in post-16 and post-18 pathways. Administrative support and a dedicated careers budget are available to the curriculum leader to ensure that resources are selected, purchased, designed, adapted and developed as necessary.

Library Resource Manager: The Library resource manager is responsible for managing and developing the careers resources based in the Library. They also contribute to the organisation of the Higher Education and Careers events.

All teachers: Every form tutor may, as part of tutorial learning time, be required to deliver CEIAG. There is also an expectation that CEIAG is woven through all curriculum areas, and hence all teachers and form tutors are encouraged to signpost students to where they can get further information, advice and guidance relevant to careers in their subject area or advise students to seek assistance from the Careers Personal Advisor.

Lessons and form tutor periods are observed as part of a whole school monitoring programme. Good practice in relation to CEIAG can be noted on lesson observation proformas and the teacher encouraged to share that good practice with other colleagues.

Governing Body: Strong school leadership is crucial to raising the aspirations of all students, encouraging them to overcome barriers to success and to do what it takes to fulfil their potential. Governors will review the school's curriculum policy on a regular basis to ensure that it is balanced and complies with current legislation, including that for CEIAG provision.

Students: A Senior Prefect for Careers and Library represents the student voice both informally and on student council.

Curriculum

Careers lessons are part of the school's PSHCE programme. Careers Education Information and Guidance begins in Year 7 as part of the PSHCE curriculum when students undertake a self-assessment of their achievements, qualities, aptitudes and activities and continues through to Year 13.

The programme is supported by events including: a Higher Education Fair (Year 12), Year 12 Careers Event, Year 11 Careers interviews, Year 8 & 10 Careers Event, Year 9 & 10 Enterprise events, Sixth Form master classes and webinars, Sixth Form CEIAG appointments. All students in Y10 undertake a week-long work experience programme. Students in Y12 and Y13 are encouraged and supported to make use of their non-contact time to undertake additional work experience.

Lesson content is shaped by student voice consultations to ensure that lessons are meeting the needs of the wide variety of career pathways that students will be considering and the relevant skills they will need.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Equal opportunities ensure that the programme is designed to meet the needs of all students. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students can gain confidence and motivation from the opportunity to explore career ideas through individual, face-to-face discussions with a range of people:

- Role models and inspiring individuals from the careers to which they aspire;
- Alumni who can pass on the benefits of their experience from vocational courses, apprenticeships and degrees;
- Mentors or coaches who can provide a more nurturing influence, helping young people to build their confidence and resilience; and
- Careers advisers who can help students to locate ambitious education and career options, by identifying opportunities and assessing students' abilities, interests and achievements.

Students have formal careers interviews with an impartial careers advisor in Year 11 as well as further opportunity to arrange appointments in the sixth form. A range of career opportunities are presented to the students and they are supported and encouraged to pursue non-traditional roles.

Parents and carers

Parental involvement is encouraged at all stages and working relationships are maintained with parents via regular communications; the careers section of the school website; the Careers Personal Advisor is available for consultation at Parents' Evenings and other events; information evenings for parents are organised to impart knowledge regarding GCSE Options, Sixth Form Open Evening, HE Information Evening. All parents are invited to their daughter's 'A' level Choices interview with a Senior Member of staff when Career options are also discussed. Visits are arranged to UCAS events for students and University Open Day visits are facilitated.

Partnerships

To ensure the delivery independent advice and guidance, the school works closely with a number of organisations including Wolverhampton Careers Education, Information, Advice & Guidance Network and the Careers and Enterprise Company.

Employers contribute to the programme via Work Experience opportunities and the Year 10 and 12 Careers Days. Aim Higher events are accessed where appropriate and the EBP is involved in WEX placements. Partners are encouraged to attend careers events to strengthen their relationships with the school.

Regular Reviews of partnerships with post-16 and post-18 providers will take place to ensure relevant links are sustained and created where appropriate.**For Students**

The CEIAG programme will help students to:

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make;
- Find out about different courses, what qualifications they might need and what opportunities there might be;
- Develop the skills they 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 post-16 and post-18 routes including training, further and higher education and jobs;
- Be able to make effective applications for jobs, training and further and higher education;
- Develop their interview skills; and
- Improve their confidence.

Students will receive:

- Careers lessons via the PSHCE curriculum;
- Guided CEIAG guidance during tutor time;
- Interviews with the Personal Adviser in Year 11 and Sixth Form;
- Work experience in Year 10 and support and guidance to arrange further work experience in Sixth Form;
- The opportunity to work with a Business partner in collaboration with the Careers and Enterprise Company;
- Access to up-to-date advice, guidance and opportunities via the careers section on the school website;
- The opportunity to participate in careers-related enrichment opportunities; and
- The opportunity to participate in leadership and enterprise activities.

Students can expect to be:

- Treated equally with 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; and
- Given extra help if they have special needs.

Review

This policy will be reviewed annually by the Senior Leadership Team and the Governors' Curriculum and Development Committee.

Glossary:

CEIAG	Careers education, information advice and guidance
CPD	Continuing professional development
EBP	Education Business partnership
HE	Higher Education
PSHCE	Personal, Social, Health and Citizenship Education
STEAM	Science, Technology, Engineering, Arts and Maths
SDP	School development plan
SLT	Senior Leadership team
WEX	Work experience
UCAS	Universities and Colleges Admissions Service