

Woodford County High School



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

Staffing:

Careers and Work-Related Learning Coordinator: Mrs. Kavita Patel.

Email: patelk@woodford.redbridge.sch.uk

Line managed by: Dr. Cassim Ashraff.

Link Governor: Ms Dal Chana

Policy created: September 2019

Policy review: June 2021

Vision:

All students have the research skills and knowledge to access a wide variety of information, advice and guidance, allowing them to make informed decisions to ensure they are successful lifelong learners at Woodford and beyond. Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. At Woodford, a planned progressive programme of activities supports them from year 7 - 13 to develop an awareness of employability skills and understanding of opportunities in the working world that suit their interests and abilities and helps them to follow a sustainable career path.

Woodford County High School endeavours to follow the National Careers Strategy: making the most of everyone's skills and talent for 11 – 19 in England (DfES, 2017) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

Aims:

At Woodford County High School, our CEIAG provision will ensure that all students meet the eight Gatsby benchmarks for careers guidance:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

This means ensuring that every student can:

- Understand what they can do to increase their chances of success at each stage of their education
- Develop the relevant employability skills to succeed at Woodford and beyond
- Reflect on their own skills and weaknesses in order to set realistic, challenging targets for the future

Curriculum:

CEIAG is embedded throughout the school's curriculum in a variety of ways:

	<u>Delivered through tutor</u>	<u>Delivered through Curriculum</u>	<u>Delivered through extra-curricular/enrichment activities</u>
<u>Key Stage 3</u>	<p>Form time activities and delivery of PSHCE lessons on careers (8 hours). Students learn about employability skills, careers options, apprenticeships, higher education etc.</p> <p>All students learn how to use relevant research tools (e.g. FastTomato) to access targeted impartial advice.</p> <p>Any relevant information on labour market and/or career related emailed as a groupcall to relevant year groups.</p> <p>One to one guidance on selecting options at GCSE; Year 9 Review Day</p>	<p>Students given talks to introduce them to a variety of new GCSE subjects allowing them to better select options.</p> <p>Every department in school includes CEIAG. See CEIAG handbook.</p> <p>National Careers week in March will incorporate careers related Department event for each year group.</p> <p>Students can discuss careers options with their subject teachers.</p>	<p>A variety of talks from speakers introduce students to the world of works.</p> <p>Array of opportunities like Haven House Enterprise Challenge etc.. help give students an understanding of the working world.</p> <p>Activities will take place during National Careers Week in March.</p>
<u>Key Stage 4</u>	<p>Form time activities and delivery of PSHCE lessons on careers (8 hours). Students learn about employability skills, careers options, apprenticeships, higher education etc.</p> <p>All students learn how to use relevant research tools (e.g. FastTomato) to access targeted impartial advice.</p> <p>Any relevant information on labour market and/or career related emailed as a groupcall to relevant year groups.</p> <p>They attend finance and employability workshops by professionals and Talks by employers and alumni.</p>	<p>Every department in school includes CEIAG. See CEIAG handbook.</p> <p>National Careers week in March will incorporate careers related Department event for each year group.</p> <p>Students can discuss careers options with their subject teachers.</p> <p>Students focus on GCSEs, with a more precise focus on studying different courses at Sixth Form.</p>	<p>Events continue as in KS3, plus: Year 10 students spend a day at work place to understand the world of work; 'Take your daughter to work'.</p> <p>All year 11 students receive interviews with an impartial Careers Adviser from Prospects.</p> <p>Taster sessions on various subjects.</p> <p>Invest In partnership allows students to gain discounts for various courses and summer schools.</p> <p>2 weeks of work experience in July to gain wide understanding of world of work and employability skills.</p>
<u>Key Stage 5</u>	<p>As with KS4, but with an increased focus on progression</p>	<p>Department CEIAG introduces students to subject specific events</p>	<p>Events continue as in KS3 and KS4 plus:</p>

	<p>after KS5 (UCAS guidance, apprenticeship information etc).</p> <p>Regular group calls for variety of opportunities and students have been using this information to attend various open days, sessions, events etc.</p> <p>One to one with form tutors to discuss university options, personal statement guidance and UCAS process.</p>	<p>and guidance such as STEM and mock medic interviews.</p> <p>Department displays on subject related careers options.</p> <p>Trips and visits.</p>	<p>Students have access to a very wide array of open days, access courses etc. Wide variety of employability masterclasses, guest speakers etc help enrich students’.</p> <p>Organised enrichment time table for KS5 students allow them to attend wide variety of sessions.</p> <p>Display of information related to careers, university in the sixth form block as well as in Centenary Centre.</p> <p>Year 12: Work shadowing opportunity and voluntary service.</p>
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- ❖ For activities delivered through department, please see the CEIAG Handbook section.
- ❖ For enrichment and extracurricular see the careers event section.

Resources:

CEIAG increasingly takes place online, and is moving towards a paperless Careers Library; through our subscriptions to innovative services like Fast Tomato.

Fast Tomato is used as a Careers Passport – students are introduced to the service in Year 7 and will use it as a central place for storing their targets for development, all the way through to Year 13. The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

Links with other Policies:

CEIAG supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Citizenship, PSHCE, Work Related Learning, Equal Opportunities & Diversity, Health & Safety, Gifted & Talented and Special Needs. Equality and Diversity Careers education is provided to all students and provision is made to allow all students access to 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 celebrated.

Stakeholders:

- Senior leadership and governors are involved in reviewing policy, supporting the careers programme and planning.
- Careers coordinator/ WRL coordinator is responsible for developing careers oriented PSHCE lessons, coordinating work experience, organising careers fair and alike events, coordinating careers related events in school/departments.
- Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.
- Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via newsletters and groupcall. A separate section on careers on school website provides parents various links and up dated information. They are also welcome to make contact with the Careers Team at school, should they have any questions or concerns.
- Form tutors, teachers and admin staff are actively involved in supporting and implementing careers events.
- Our Careers adviser, Ms Claudia Lasite provides one to one careers advice to all year 11 and selected year 12 students.
- Our alumni and a range of external providers are invited into school to support the careers programme. Role models including alumni, current apprentices and university students are brought in to raise aspirations, while non-traditional routes are supported and encouraged. The destinations of school-leavers are monitored and trends identified.

Evaluation and Review:

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and published throughout the school.

The careers programme is evaluated in a number of ways, including:

- Student feedback on their experience of the careers programme and what they gained from it.
- Staff feedback on careers lessons, careers fair, talks etc.
- Gathering informal feedback from external partners and from parents (TBD).
- Quality assurance of careers lessons as part of the tutor time programme.
- Student destination data.