



CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

“We learn when we are *challenged*; we *engage* when we *apply knowledge* we understand. *We achieve*”

Vision

To nurture students’ opportunities to achieve their potential by increasing their knowledge, understanding, skills and aspirations relevant to life in a rapidly changing world.

Rationale

Careers education and guidance at The Westleigh School actively encourages young people to take ownership of their future careers and to consider all options so that they are able to select the best way forward and make informed choices in their interests, motivations, learning styles, abilities and aspirations.

A planned programme of activities, meetings and enrichment events supports them in choosing relevant 14-19 pathways. Careers provision at The Westleigh School will ensure that all students, regardless of their academic ability, are given the opportunity to fulfil their academic potential.

Our CEaIG programme will enable students to develop the self-knowledge and skills that they need to take charge of their personal and career development.

- It contributes to the wider school agenda to raise aspirations, improve motivation, develop key and other employability skills as well as promote outstanding levels of achievement.
- It promotes equal opportunities and challenges stereotypical thinking and attitudes.
- It helps students, including disadvantaged students and students with special educational needs to overcome any overt and/or hidden barriers to progress that they may encounter ensuring a position of equality for all our students.
- It ensures that all students receive appropriate information and guidance, especially at key decision and transition points.
- It will ensure that students are able to succeed beyond post 16 pathways.

Core Aim

To fulfil the following statement in the Department of Education’s January 2018 publication “Careers Guidance and Inspiration in Schools”:

“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.

“High quality, independent careers guidance is also crucial in helping students emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions.”

This will ensure that our students are able to manage their careers, sustain employment and achieve personal and economic wellbeing throughout their lives. This will be quality assured against statutory obligation.

Strategy

Consistent with our strategy of ‘Aspiring and Achieving Together’ the school strategy on Careers Education, Information, Advice and Guidance (CEIAG) is crucial to raising the aspirations of all our students, encouraging them to overcome barriers to success, ensuring they are well informed, raising their aspirations and exploring opportunities, to fulfil their potential alongside ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to be well-informed when making subject and career decisions and be successful in life.

Aims

These aims are in line with the Gatsby Benchmarks and include our statutory duties with regards to careers provision. The benchmarks include:-

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
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

The benchmarks in conjunction with the external INSPIRING IAG programme form the basis of an outstanding careers provision programme as highlighted by the DfE.

Focus	Objectives
To raise aspirations	<ul style="list-style-type: none"> ▪ To develop strategies for raising achievement and by increasing motivation and aspirations. ▪ To develop a culture of high expectations to help every young person realise their potential. ▪ To develop a positive self-image in relation to future learning and work roles based on an accurate assessment through recording their abilities and aptitudes. ▪ To develop young people, so that they are aware of the value of English and Maths, the diversity of Science, Technology, Engineering and Mathematics (STEM) careers.

<p>To raise achievement</p>	<ul style="list-style-type: none"> ▪ To develop strategies for raising achievement and by increasing motivation and aspirations. ▪ To develop successful links between WLH and the local colleges, Manchester Metropolitan University and the University of Manchester. ▪ To develop awareness of Russell group universities. ▪ To meet the training needs of staff delivering CEIAG. ▪ To support inclusion, challenge stereotyping and promote equality of opportunity. ▪ To provide the planned CEIAG programmes in school as part of the PSHE lessons from Year 7 to Year 11. ▪ To audit provision on a regular basis and continue to work towards the Inspiring IAG Award Stages 1, 2 and 3. ▪ To engage with the New Economy and Backing Young Leigh.
<p>To ensure progression and sustainable destinations for all, including disadvantaged and SEN Students</p>	<ul style="list-style-type: none"> ▪ To develop enterprise and employment skills through writing job applications and through mock interview days. ▪ To provide all students in Year 10 and 11 with an interview with the Careers Advisor, Mock Interviews and work experienced that is related to interest. ▪ To provide up to date information on educational, vocational and training opportunities to include information on apprenticeships. ▪ To develop students awareness of the out of school opportunities that could help them with their career aspirations such as the National Citizen Service – (NCS) – National Apprenticeship Service – (NAS). ▪ To develop connections with local businesses.
<p>To engage learners and reduce numbers of students at risk of NEET</p>	<ul style="list-style-type: none"> ▪ To involve parents and carers. ▪ To work closely with Connexions and other careers guidance companies. ▪ To develop relevant and up to date material in the careers area within The Library, on noticeboards, on the TVs around school and within departments. ▪ To use destination measure to assess the school’s success in supporting students to take up education or training that offers good long term prospects. ▪ To work closely with the SENCO and Pastoral staff to identify young people in need of support, SEND or at risk of disengaging, to reduce the risk of NEETS.

Student Entitlement

- Every student is entitled to CEIAG which:
- Meets recognised professional standards of practice.

- Includes Years 7 to 11. Whilst statutory legislation only includes Years 8-11 the school policy is inclusion of all.
- Uses local authority and the 14-19 advisory service in Wigan.
- Is respectful of personal information.
- Is integrated into students' experience within the whole curriculum.
- Allows the student to receive independent and impartial advice on all mainstream education, training and employment opportunities and provides a full range of specialist provision and support to help them access this provision.
- Has high aspirations and adequate support for all students, including those with SEN and disabilities, and supports them in preparing for the next phase of educational training and beyond into adult life.
- Students with an Education Health and Care Plan should include a focus on preparing for adulthood including employment, independent living and participation in society within the SEND 0-25 Code of Practice.
- Students have access to internal FE resources. (Baker Clause)

The CEIAG programme at The Westleigh School

CEIAG is embedded in the school calendar (See additional documentation) throughout the academic year.

- The Library– a range of materials – college prospectus, application forms, University prospectus and careers information.
- Careers Advisor – Impartial advice available every Monday and Wednesday and drop in at lunchtime in Careers office. Used for individual Year 10 and 11 interviews, small groups in PSHCE lessons, careers events, parent's evenings, individual interviews with vulnerable students.
- A one to one Careers interview in Y11/ Y10 and an action plan to discuss their post 16 progression options.
- Skills@WLH – opportunity for a wide range of providers to deliver information for students in Years 8 to 11.
- IT software packages – KUDOS, Career Point, National Careers Service Website.
- Aspirational visits to Manchester Metropolitan University and The University of Manchester for Year 10 students.
- Across all subject areas – posters with subject specific jobs through the curriculum.
- Work placement.
- A planned programme of careers education across each Year Group (Y7-11) delivered through PSHE modules.
- Opportunities to develop knowledge of the workplace (Y9 work experience) and develop employability skills
- Provision of an extensive range of information about employment and education options including labour market information, entry requirements and progression routes.
- Targeted support for identified vulnerable students in year 11 at risk of becoming NEET [Not in education employment or training] to discuss their post 16 options.
- The Post 16 College Forum which includes information on apprenticeships takes place in the Autumn Term.
- Careers is delivered in a range of ways, including talks and presentations in assemblies, PSCHE and Curriculum time.
- Project work in technology in partnership with local Business.
- Visits to further education institutions and careers fairs and related activities.
- Interviews and small-group work with Connexions advisers.

Success Criteria

Key Stage 3: By the end of this key stage, all students will have:

Criteria	Achieved Through:
A better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations).	Focus – Creating a vision and developing fundamental skills for life. Developing a sense of personal identity and careers awareness. <ul style="list-style-type: none">▪ Year 7- Assisting students to create strong foundation in order to cope with academic and non-academic challenges ahead.▪ Year 7- Building an understanding of skills for life through PSHE lessons e.g. financial management.▪ Year 7- Goal setting through Career North and Aspire to Achieve.▪ Year 7- Career Quiz – Who am I? (questions which help determine a person’s personality that link to career choices).▪ Year 8 – Introductions to Aspiring Futures (classroom activities).▪ Year 8 – One to one meetings with Aspiring Futures, learning lunches.▪ Year 8 - attend 'Have a Go' skills event. World Skills.▪ Year 8 - Students’ complete dislikes and likes section on New Kudos prior to options.▪ Year 9 - Attend The Westleigh School Enterprise Event & Year 9 Business Studies – Enterprise programme (TBC).▪ Year 9 - Work shadowing day, Employee visiting (TBC).

<p>Used careers materials to research information about opportunities, and used the information to help them make choices about post-14 courses and learning programmes</p>	<p>Focus – Creating a vision and developing fundamental skills for life. Developing a sense of personal identity and careers awareness.</p> <ul style="list-style-type: none"> ▪ Year 7- Create a visionary board on Careers. ▪ Year 7- Candidates for form reps and sports captains deliver a 'WHY ME' speech to form. ▪ Year 7- Students to deliver a 5 minute presentation on their dream job – Form Time. ▪ Year 7 - Focus day – exploring different careers within school. ▪ Year7-9 - Manchester Gateway Programme trip to The University of Manchester. ▪ Year 8 - Manchester United Foundation career event. ▪ Year 8 – Introductions to Aspiring Futures (classroom activities). ▪ Year 8 – One to one meetings with Aspiring Futures. ▪ Year 8 - Attend 'Have a Go' skills event. ▪ Year 8 - Attend Engineering open day BIG Bang Northwest. ▪ Year 8/9- Manchester United Foundation career event. ▪ Year 8 - - Career choices - assembly delivered by career leaders. ▪ Year 9 - Attend Leigh College Enterprise Event & Year 9 Business Studies – Enterprise programme. ▪ Year7 to 9 - -European day of languages; exploring pathways in languages. ▪ Year 7-9 NHS Healthcare Event NHS Hub. ▪ Year7-9 Inspirational speaker assembly. ▪ Year 9- UK Fast campus visit - careers in digital sector. ▪ Year 9- Why study talk in collaboration with University of Manchester - why study languages.
<p>Received appropriate advice and guidance on post-14 choices.</p>	<p>Focus – Creating a vision and developing fundamental skills for life. Developing a sense of personal identity and careers awareness.</p> <ul style="list-style-type: none"> ▪ Year7- Letters of application for interviews for librarians. ▪ Year 9 - letters of application for interviews for Peer Mentors. ▪ Year 9 - Work shadowing day. ▪ Year 9 - opportunity to participate in work experience (TBC) ▪ Year 9- STEM event by Big Bang at the Event city Manchester. ▪ Year 9 Inspiring Young Women conference with Manchester Business School.

Key Stage 4: By the end of this key stage, all students will have:

Criteria	Achieved Through:
Enhanced their self-knowledge, career management and other employability skills	<ul style="list-style-type: none"> ▪ Year 11 – complete elements of BTEC Workskills – Preparing for an Interview and Interview Techniques.

<p>Used the Careers resources to investigate future choices and explore alternative routes to their goals.</p>	<ul style="list-style-type: none"> ▪ Year 10 – group work with Aspiring Futures ▪ Year 10/11 – attend Manchester Careers Event, Event City. ▪ Year 11 - Introduction to Labour market information (which may help with A-Level/level 3 choices). ▪ Year 10/11 Careers Fair. ▪ Y10 Discover your Digital Careers hosted by Lloyds Bank / Barclays Bank. ▪ Y10 Triple Science- Fast Beep medical workshop delivered by University of Manchester’s students. ▪ Y10 – Inspiring Young Women conference at Manchester Business School. ▪ Year 10-11 Careers Fair. ▪ Year 10-11 Lunch Time drops in. Various Topics. ▪ Year 11 Apprenticeship workshops.
<p>Accessed advice, guidance and support to help them firm up their choices and think about the implications.</p>	<ul style="list-style-type: none"> ▪ Year 10 - Introduce students to a range of post 16 options and encourage them to research pathways using the internet and careers guidance software. ▪ Year 10/11 – guest speaker on Sport Related Courses from Leigh Centurions. ▪ Year 10/11 – involved in Apprenticeship –events include guest speakers from National Apprenticeship Service, Apprenticeship Ambassadors. ▪ Year 10- Meet the Business – project in collaboration with WRHS hosted by Manchester United Foundation hub. ▪ Year 10 Stepping into the future assembly. ▪ Year 10 – Why study talks in collaboration with University of Manchester – Why study economics.
<p>Gained direct experience of work and been involved with local employers in at least three other locations.</p>	<ul style="list-style-type: none"> ▪ Year 10/11 - Exposure to people in industry through fairs, guest speakers and business partnership. ▪ Year 10 University of Manchester Gateway Programme. GM Higher. ▪ Year 10 - UK Fast campus visit - careers in digital sector.
<p>Chosen and applied for an appropriate opportunity and, if necessary, financial support.</p>	<ul style="list-style-type: none"> ▪ Year 10 - personal statement, CV, Letter of Application, Career Power point and a college application form completed. ▪ Year 10 - letters of application and interviews for prefects and sport leaders. ▪ Year 10 – Taster day at Leigh College. ▪ Year 10 – Widening participation mentoring programme.


Alternative plans in place, in readiness to respond to outcomes in external examinations.	<ul style="list-style-type: none"> ▪ Year 11 – guest colleges deliver assemblies. ▪ Year 10/11 – involved within the ‘Search and Apply’ Scheme UCAS Progress. ▪ Year 10 - group work and 1:1 career advice by career adviser in preparation for Y11. ▪ Year 11- - Y10 Stepping into the Future conference at The University of Manchester - participating in six different workshops delivered by external companies - in preparation of post 16 options.
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- Success will also be measured through the following:
- Exam Results that match potential of the student.
- Destinations of students post Westleigh.
- Individual success stories.
- Comparison to national data.
- NEET Statistics

Monitoring, Review and Evaluation of the CEIAG Policy:

Monitoring	Time Frame	Who by
▪ Schemes of work and resources in Form Time / Future Fridays will be reviewed by the Curriculum Leader as necessary.	Sept 2018	NSB
▪ The Library resources are updated by the Careers Administrator.	May 2018	Librarian
▪ Partnership Agreement with Connexions will be reviewed annually.	Sept 2018	NSB/SBS
▪ Progression data will be reviewed annually and reported to Governors.	Sept 2018	NSB/SBS
▪ This policy will be reviewed and approved annually by Governors.	Feb 2018	NSB/SBS, Governor Link
▪ The Deputy Head teacher meets regularly with the Careers Officer to discuss and review the Careers work in school.	Fortnightly Jan 2018	NSB/SBS
▪ The Careers Adviser will seek evaluation from students who have had individual guidance interviews and use the feedback to make any changes or revise any aspects of the Careers delivery in school.	Half Termly Jan 2018	NSB
▪ The Policy will be reviewed along with the Delivery plan for Careers annually. New careers initiatives will be implemented within the school Delivery Plan.	Feb 2018	NSB/SBS, Governor Link
▪ The CEIAG policy will be updated in accordance with any statutory guidance and with reference to any nonstatutory recommendations having full regard for the vision and ethos of the school.	Upon DfE policy release	NSB/SBS

Further Reading: <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>
<http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>
<http://www.gatsby.org.uk/uploads/education/reports/pdf/pamphlet-for-headteachers-and-leaders.pdf>
<http://www.qualityincareers.org.uk/the-standard/introduction/>
<http://www.outstandingcareers.co.uk/update-on-careers-guidance-in-ofsted-nov-2015/>
<http://www.careerpoint-gm.co.uk/case-studies/levenshulme-case-study/>
<https://www.suttontrust.com/research-paper/life-lessons/>
<https://feweeek.co.uk/2017/11/23/baker-clause-schools-will-have-to-open-doors-to-fe-providers-from-january/>

Adopted by the Board of Governors and recorded in the Minutes of the meeting held on: 12 March 2018	J Holland Chair of Governors
Review Date	September 2018
Headteacher	 C Bramwell Headteacher