



# Careers Information, Advice & Guidance (CIAG) Provision



**2023-24**

**William Perkin C of E High School**

**Providing a comprehensive CIAG programme  
for all students (Y7-13)**

## **William Perkin C of E Careers Programme 2023-2024**

### **Careers Information, Advice and Guidance at William Perkin:**

William Perkin C of E High School is committed to **preparing students for future success in education, employment and training**. Our comprehensive Careers programme uses the **Gatsby Benchmarks & The Baker Clause** to develop and implement our Careers provision and enable a range of education and training providers to regularly engage with all students across Year 7-13. Within our Careers programme, all students receive **unbiased & impartial information** about potential next steps and high quality careers guidance. We aim to provide high quality, meaningful opportunities for students to **encounter the world of work** and teach students a range of **employability skills** to ensure they have a successful future in the workplace. Our vision for Careers supports our whole school ethos (John 10:10) of nurturing students unique **gifts, skills and talents** and ensuring students enjoy 'life in all its fullness' and engage positively with their future life choices.

### **Careers Leadership at William Perkin:**

The Careers Leader at William Perkin is **Ms Beth Gandy**. As a school, all staff including Teachers, Tutors, Support Staff, Heads of Year, Heads of Department and Senior Leadership Team are committed to supporting our Careers programme.

### **The contact details for Careers & Work Experience are:**

- Ms Beth Gandy (Careers lead): [bgandy@williamperkin.org.uk](mailto:bgandy@williamperkin.org.uk)
- Careers (general): [careersIAG@williamperkin.org.uk](mailto:careersIAG@williamperkin.org.uk)
- Work Experience: [WorkExperience@williamperkin.org.uk](mailto:WorkExperience@williamperkin.org.uk)

Both our **school website and COPIA** contain regular updates about our Careers programme including events, opportunities, talks and Careers Bulletins.

### **Supporting William Perkin's Careers Programme:**

If you or a family member or friend are a business or employer, education or training provider and **could support William Perkin with our Careers programme** (*including Work Experience placements, Careers talks, networking opportunities*) please do contact us as we are always looking to expand our network of employers and education providers.

### **Careers Guidance in schools - Statutory Frameworks:**

In December 2017, the Department for Education (DfE) published a new **Careers Strategy for secondary schools** followed by statutory guidance in January 2018. Schools must have an appointed **Careers Leader** and a **Careers Information, Advice & Guidance (CIAG) Programme** for each academic year. By September 2020 schools should be meeting the **Eight Gatsby Benchmarks** (outlined below):

### **The Gatsby Benchmarks:**

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

### **The Baker Clause:**

In January 2018, the DfE also introduced '**The Baker Clause**' as an amendment to the Technical and Further Education Act 2017. The Baker Clause stipulates that schools must allow colleges and training provider's access to every student in years 8- 13 to **discuss non-academic routes that are available to them**. It is expected that by doing so this will help address the **UK's productivity challenges and address skills shortages experienced across several sectors of the economy**.

To ensure we are **compliant with The Bakers Clause**, we have developed excellent links & partnerships with the following organisations & providers, who run assemblies, talks, small group sessions & workshops for our students:

- Local colleges (*Including West London College Brentford FC Post 16 Football Education Programme, Richmond College, Harrow College, Uxbridge College, Global Academy*)
- ASK Programme (*Apprenticeship, Support & Knowledge*)
- Speakers for schools
- Job Centre Plus

### **Quality Assurance within our Careers provision:**

- How the curriculum extends beyond the academic, technical and vocational
- The Broader development of students; enabling students to discover interests and talents
- How students are prepared for future success in their next steps
- How schools promote an inclusive environment that meets the needs of all students

In order to regularly **evaluate our Careers provision**, we complete annual COMPASS audits to track our progress against the Gatsby Benchmarks.

We are confident that our Careers provision is **wide ranging, inclusive and diverse**. Within our Pastoral Programme, Wider learning offer, Curriculum and additional Careers IAG provisions, we feel that we are giving students the **right support, knowledge and skills to be successful in their future at William Perkin at beyond**.

As always, we are open to receiving feedback & suggestions for further ways to continue to develop & refine our Careers programme.

## Careers learning outcomes for William Perkin students:

We have identified the key Careers development learning outcomes for students in each year group. Students will reflect on their progress with these outcomes after each Quarterly Assessment using their self-reflection record booklets.

	Learning Outcome
7	To begin to think about the types of Careers that I might be interested in based on the subjects I enjoy and the things I am good at.
8	To make decision about the subjects I will choose for my electives that would be best suited to the Careers that I am interested in pursuing in the future.
9	To research future pathways and fully engage in acquiring the additional skills and experience I need to prepare me for my future pathways.
10	To be able to write a CV which demonstrates my employability skills and use this to secure a meaningful and valuable Work Experience placement.
11	To research and understand the different options available to me at Post 16 and have a clear Plan A & B (even C) in place for my Post 16 pathway.
12	To begin researching and planning my Post 18 options. To be able to refine and update my CV and use this to secure a Work Experience placement in the field I am interested in pursuing at Post 18.
13	To research and understand the different options available to me at Post 18 and have a clear Plan A and B (and C) in place for my Post 18 pathway.

## Careers Programme at William Perkin :

We also utilise the Careers Compass tool, student & parent feedback and Post 16 / 18 destinations data to identify areas of strength and areas for improvement within our Careers programme and provision.

As part of our comprehensive Careers Programme, we offer the following CIAG provisions:

- ✓ CIAG focus in our Y7-13 Pastoral programme
- ✓ Work Experience
- ✓ Encounters with employers
- ✓ Encounters with further and higher education
- ✓ Post-16 pathways Fair
- ✓ Careers focus in self-reflection booklets after each QA for all students
- ✓ Regular 1:1 CIAG meetings with Y11 and Y13 to support with Post 16 / Post 18 pathways (with tutor, HOY, SLT)
- ✓ External speaker programme throughout the year
- ✓ Regular CIAG updates, opportunities and events emailed out to students periodically and highlighted in assemblies

- ✓ CIAG newsletter (emailed to parents and students every half term)

### Careers Information Advice and Guidance Provisions within the Pastoral Programme:

At William Perkin, we have a comprehensive Pastoral programme for every year group, which combines tutor sessions and assemblies focusing on different aspects of our 10:10 ethic. The programme is designed to support students in their Spiritual, Moral, Social and Cultural development (SMSC). There are also opportunities within the pastoral programme to focus on Careers IAG at different stages throughout the year, particularly when students are making choices about their future steps and pathways.

**SMSC Curriculum Coordinator:** Ms Smith

**Email:** [csmith@williamperkin.org.uk](mailto:csmith@williamperkin.org.uk)

### Year 7 Pastoral Programme – CIAG focus

**Head of Year 7:** Ms Lovell

**Email:** [clovell@williamperkin.org.uk](mailto:clovell@williamperkin.org.uk)

- Wider Learning focus – developing skills and talents beyond the classroom
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Pastoral session - Developing Leadership & Employability skills
- “Considering my future” workshop
- Pastoral session - Future goals and ambitions
- Founders day – STEM careers focus
- Access to Xello – careers help software
- Activities week & Residential trip – Careers Focus during Activities week

### Year 8 Pastoral Programme – CIAG

**focus Head of Year 8:** Mr Chugg

**Email:** [jchugg@williamperkin.org.uk](mailto:jchugg@williamperkin.org.uk)

- Wider Learning focus – developing skills and talents beyond the classroom
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Pastoral session on Career Ambitions
- Electives process for Y9 linked to Careers pathways
- Technical and vocational pathways assembly
- Founders day – STEM careers focus
- Access to Xello – careers help software
- Activities week & Residential trip – Careers Focus during Activities week

### Year 9 Pastoral Programme – CIAG

**focus Head of Year 9:** Mr Mendoza

**Email:** [jmendoza@williamperkin.org.uk](mailto:jmendoza@williamperkin.org.uk)

- Pastoral session - Thinking about your future steps
- Careers workshops (x3)
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Pastoral session - How can your gifts and talents support your Career pathways

- Pastoral session - GCSE options linked to Career pathways
- GCSE Options choices
- Technical and vocational pathways assembly
- Post-16 alternative pathways fair
- Founders day – STEM careers focus
- Access to Xello – careers help software
- Access to Springpod – Online work experiences and taster sessions
- Careers day – Encounters with employers and employees
- Activities week & Residential trip – Careers Focus during Activities week

### **Year 10 Pastoral Programme – CIAG**

**focus Head of Year 10:** Mr Mesako

**Email:** [amesako@williamperkin.org.uk](mailto:amesako@williamperkin.org.uk)

- Pastoral sessions on future pathways and post 16 options
- CV writing and cover letters
- Use of CIAG passports to track wider learning
- Self-reflection booklets with explicit links to careers
- Technical and vocational pathways assembly
- Post-16 alternative pathways fair
- Access to Xello – careers help software
- Access to Springpod – Online work experiences and taster sessions
- Jack Petchey – Speak out challenge
- Work Experience support with securing a placement
- Preparing for Work Experience sessions
- Work experience briefing
- Work Experience week (with feedback and reflection)

### **Year 11 Pastoral Programme – CIAG focus**

**Head of Year 11:** Ms Boyefio

**Email:** [fboyefio@williamperkin.org.uk](mailto:fboyefio@williamperkin.org.uk)

- Post 16 Pathways options information sessions
- Post-16 alternative pathways fair
- Target setting/Post-16 parent meeting
- Post 16 1:1 IAG meeting
- Self-reflection booklets with explicit links to careers
- Access to Xello – careers help software
- Access to Springpod – Online work experiences and taster sessions
- Finance – preparing for the future workshop
- Technical and vocational pathways assembly
- Pastoral sessions - Interview skills
- College / Level 2 & 3 vocational courses assembly
- Ongoing Post 16 preparation

### **Year 12 Pastoral Programme – CIAG focus**

**Head of Sixth form:** Mr Sangha ([asangha@williamperkin.org.uk](mailto:asangha@williamperkin.org.uk))

**Head of Year 12:** Ms Smart

**Email:** [elauder@williamperkin.org.uk](mailto:elauder@williamperkin.org.uk)

- Pastoral session - University CIAG
- Pastoral session - Work and Employability Skills Debating, critical thinking and public speaking
- Pastoral session - Apprenticeships CIAG
- Technical and vocational pathways assembly
- CV Workshop
- Access to Xello – careers help software
- Access to Springpod – Online work experiences and taster sessions
- Pastoral session - Interview Skills, Communication, Teamwork
- Pastoral session - Using Kudos to find my ideal career
- Pastoral session - Securing Work Experience for July / Summer
- Pastoral session - UCAS & Post 18 options support
- Post 18 CIAG meetings (students have 1 meeting per term with tutor)

### **Year 13 Pastoral Programme – CIAG focus**

**Head of Sixth form:** Mr Sangha ([asangha@williamperkin.org.uk](mailto:asangha@williamperkin.org.uk))

**Head of Year 13:** Ms Lauder

**Email:** [elauder@williamperkin.org.uk](mailto:elauder@williamperkin.org.uk)

- Post 18 CIAG meetings (students have 1 meeting per term with tutor)
- Personal statements pastoral sessions
- Apprenticeships information session
- Technical and vocational pathways assembly
- Access to Xello – careers help software
- Access to Springpod – Online work experiences and taster sessions
- Pastoral session – Student finance
- Pastoral session - Gap year
- Pastoral session - Choosing a career
- Pastoral session - Employment after University
- Pastoral session - University Interview support
- Pastoral session - Finding a career you love
- Pastoral session: Unconditional offers
- Pastoral session - How to ace a job interview

## **Additional Careers Provisions – Oxbridge, Medics, Engineering, Linguistics, Humanities and Crest**

### **Oxbridge**

**Coordinator:** Ms Lauder

**Email:** [elauder@williamperkin.org.uk](mailto:elauder@williamperkin.org.uk)

### **Medics**

**Coordinator:** Ms Bana

**Email:** [lbana@williamperkin.org.uk](mailto:lbana@williamperkin.org.uk)

### **Engineering**

**Coordinator:** Mr Mendoza

Email: [jmendoza@williamperkin.org.uk](mailto:jmendoza@williamperkin.org.uk)

## **Linguistics**

**Coordinator:** Ms Illemoine

Email: [milemoine@williamperkin.org.uk](mailto:milemoine@williamperkin.org.uk)

## **Humanities**

**Coordinator:** Mr Wong

Email: [nwong@williamperkin.org.uk](mailto:nwong@williamperkin.org.uk)

**Year group:** Years 12-13

**Duration of programme:**

- Two years, 1 lesson per fortnight

**Main aims of programme:**

- Supporting students in making applications to Oxford and Cambridge Universities as well as preparing them for interviews.

**Examples of session content:**

- Lectures (in school and externally)
- Visiting speakers
- Admission test help
- Personal statement support
- Interview support
- Super curricular trips

## **Crest Award**

**Crest Coordinator:** Ms Bana

Email: [lbana@williamperkin.org.uk](mailto:lbana@williamperkin.org.uk)

- **Year group:** 12 & 13
- **Duration of programme:** 3.5 terms (Throughout Y12 and first half term in Y13)
- **Main aims of programme:** Conduct original scientific research according to Scientific Method.

**Examples of session content:**

1. Effect of Sugar in cells
2. Landfills changing pH of soil
3. Benefits of gut bacteria
4. Are commercial pharmaceuticals labelled correctly?

## **Student Leadership opportunities:**

**Head of Student Leadership:** Ms Lauder

Email: [elauder@williamperkin.org.uk](mailto:elauder@williamperkin.org.uk)

Our aim is to have a student leadership pathway that is accessible to all students and develops their leadership and employability skills throughout Y7-13. With such a strong focus on developing leadership skills and qualities, our aim is to equip all students with the necessary leadership habits and skills to be outstanding leaders and employees in their future.

Leadership roles are open to all students and all students must complete an application form and in some cases, interview process. Every student leadership role has a detailed Job Description and overview of duties. The student leadership team meet once every two weeks in student council meetings to discuss important school issues, they then meet with the Headteacher, Ms Newman, to discuss matters arising and finally feedback to the rest of the school via student council assemblies.



**Year 7-11 roles:**

- Form Leaders
- Sport Reps
- Music Reps
- MFL Reps
- Performing Arts Reps
- Eco Reps
- Digital/literacy reps
- Numeracy reps
- Science reps
- Prefects

**Sixth Form roles:**

- Head students
- Deputy head students
- House Captains
- Digital/literacy leader
- Numeracy leader
- Science Leader
- MFL leader
- Eco leader
- Music Leader
- Sport leader
- Performing arts leader