

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

In 2017 Welling School achieved The Quality Award in CEIAG (outstanding). Studies show that young people leaving school early, without career paths, are likely to face long-term disadvantage by having higher levels of unemployment and part-time and casual work, shorter working lives, lowered incomes and the increased probability of finding themselves in jobs with poorer working conditions and fewer opportunities for advancement.

At Welling, we recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. Our school has a critical role to play in preparing our young people for the next stage of their education or training and beyond. Our expectations are high, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning and that employer's value. These values are promoted and reinforced through the skills of the Welling Ways. These qualities help every young person to realise their potential and enhance their employability.

### **Statement**

- ✦ Welling School is committed to provide CEIAG to students in Years 7 to 13
- ✦ Careers last a lifetime so we will continue supporting young people and adults to develop the career management skills they need.
- ✦ Ensure all students have access to impartial and inspirational careers information
- ✦ Empower students to plan and manage their own futures
- ✦ Respond to the needs of each student
- ✦ Provide comprehensive information and advice
- ✦ Actively promote equality of opportunity and to challenge stereotypes
- ✦ Support the progress of students
- ✦ Provide career exploration through the provision of a wide range of resources: computer software, books and leaflets.
- ✦ Enable progression planning through the provision of Information and Guidance (IAG) from external careers advisors, support across the curriculum, organised progression activities and events and association with local colleges and businesses.
- ✦ Develop understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.
- ✦ Recognise that careers information, advice and guidance is very much a whole school activity
- ✦ Require that every member of staff, when approached, should respond with appropriate guidance and support.
- ✦ Acknowledge that careers education is about aspiration as much as advice and the best mentoring and motivation come from people in jobs.

### **Organisation**

Careers resources, available in the learning resource centre for all students, are relevant and up- dated regularly. Access to careers software including 'Unifrog' at KS5 and the internet is easily available. Participation in activities, both in school and off-site, provide employer contact and further information.

The School employs the services of an external IAG provider, "Prospects", which is providing individual careers interviews and careers information, advice and guidance for every Year 11 student and all KS5 students not applying through UCAS.

Careers focused activities delivered through the curriculum are provided and managed by the Head of Careers. This will include activities about work to develop knowledge and for work to develop skills.

Training needs are identified and offered to all relevant staff as opportunities arise. Information is then brought back in to school and shared with other staff members.

## **Head of Careers**

- ✦ is responsible for the delivery of Careers Education and the coordination of Information Advice and Guidance at KS3, KS4 and KS5;
- ✦ is responsible for the organisation and administration of work experience at KS4 and KS5;
- ✦ liaises with students, the Independent Careers Adviser, tutors, parents and governors;
- ✦ facilitates the provision of Information, Advice and Guidance making best use of available time and resources;
- ✦ Identifies and promotes links with local and national employers and their organisations;
- ✦ assists in the provision of extended work experience plans, for appropriate individuals, in conjunction with others e.g. Leadership Team, Heads of Year, tutors, parents, Prospects Personal Adviser and the Inclusion Unit Manager;
- ✦ evaluates events and the contributions of outside agencies to ensure that aims are met;
- ✦ organises visits to local colleges, work-based education and training providers;
- ✦ works with the relevant Head of Year to identify appropriate opportunities for supplementary local college and work-based education;
- ✦ sources and maintains an effective collection of published material, including training provider prospectuses, and computer based resources, to assist students in making informed career choices;
- ✦ prepare, deliver and support careers related aspects to contribute to relevant KS3 curriculum;
- ✦ Links with local and national employers and their organisations will be pursued in order to enhance the careers information, advice and guidance which is available to the students;
- ✦ Provides independent and impartial careers information, advice and guidance that can be accessed by any student on request;

The Head of Sixth Form has the responsibility of supporting students in making Higher and Further Education related decision, UCAS applications and for those considering employment after Year 13. This support includes access to the 'Unifrog' platform, talks by outside speakers and attendance at selected, appropriate, special events.

## **Arrangements**

### **KS3 Provision**

- ✦ Curriculum support in all subjects promoting related job advice.
- ✦ Allotted time through tutor-time for self-development focusing on lifestyle and progression.
- ✦ An introduction to the careers resources in the learning resource centre.
- ✦ Assemblies and other information on KS4 options including vocational courses.
- ✦ Provide a better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- ✦ Develop a better understanding of the full range of 14-19 opportunities for progression
- ✦ An understanding of some of the qualities, attitudes and skills needed for employability through the Welling Ways.
- ✦ Online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.

### **KS4 and KS5 Provision**

- ✦ Produced a challenging but realistic plan for future learning and work, by relating a student's abilities, attributes and achievements to the goals they have set themselves.
- ✦ Cultivate self-knowledge, career management and employability skills.
- ✦ Provide ICT software and other sources of advice to investigate and explore future choices and progression routes.
- ✦ One week block work experience placement which focuses on students' future career aspirations, where possible, allowing learning about work through the experience of the world of work.
- ✦ Parent evenings and some assemblies are supported by external IAG provider.

- ✳ Careers interview for every Year 11 student
- ✳ Mock Interviews, where deemed advantageous
- ✳ Internal and external Careers Fairs.
- ✳ Further Education, College & University presentations and information on Open Day dates.
- ✳ Resources and support to complete post-16 application procedures, including course choices through UCAS Progress, CVs, personal statements, and preparation for interview.
- ✳ Close monitoring of vulnerable students.

Through one to one or small group's careers meetings independent and impartial careers information, advice and guidance can be accessed by any student on request. All students receive at least one face-to-face or small group careers interview with a level 6 trained careers adviser, currently via Prospects. During careers interviews, all students are helped to develop a careers action plan.

Those most at risk of becoming NEET (not in employment, education or training), and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews. Those most at risk of disengaging from learning, and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.

Pupil Premium student receive a face-to-face interview at key decision making points during their education to inform progression and are made aware of all available learning pathways open to them.

Using the school website, tutor time, careers meetings and assemblies, the school advertises the open days and evenings for all local education providers to all students and their parents throughout education phases and transition between key stages. Students are made aware of the National Apprenticeship Service and National Careers Service

Students receive opportunities to attend national skills and careers events, for example Skills London, Bexley Apprenticeship Evening, Careers London, and local Business Open Evenings.

#### Employer Engagement

We are committed to engaging with our local employers and professional communities to ensure that our students have access to information and guidance on the world of work. Through Work placements / invites to careers events.

The school organises information events for students and their parents to which all local providers of education and training are invited and actively engaged in offering advice. These include Parents' Evenings, KS4 and KS5 Courses information evenings and Open Evenings.

#### Evaluating the effectiveness of our CEIAG

External Evaluation. The school achieved The Quality Award in CEIAG (outstanding) in 2017. The quality of careers education is evaluated by the analysis of the destinations of students after they have left the school and, where available, information about their progress in further or higher education, training and employment. The effectiveness of guidance activities is evaluated through:

- ✳ Attainment and achievement key indicators.
- ✳ Destinations of our students.
- ✳ Analysis of monitoring information as above.

We will know we have been successful when we have higher numbers of students progressing to universities, colleges, further education, apprenticeships, traineeships, and other positive destinations such as employment. We will aim to close the gap in destinations between young people from disadvantaged backgrounds and others.

We use the Destination Measures data, published by the Department for Education, to assess how successfully our students make the transition into the next stage of education or training, or into employment and data provided to us by Prospects e.g. Year 11 Leavers destinations.

## Equalities

The school consciously works to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that boys and girls from all backgrounds and diversity groups consider the widest possible range of careers.

### Statutory Duty

The statutory duty requires that the school complies with January 2018 Guidance on 'Careers Guidance and access for education and training providers'. The policy is built around the Gatsby Benchmarks of:

- ✳ providing a stable careers programme;
- ✳ learning from career and labour market information ;
- ✳ addressing the needs of each pupil;
- ✳ linking curriculum learning to careers;
- ✳ encounters with employers and employees;
- ✳ experiences of workplaces;
- ✳ encounters with further and Higher Education, access to providers of technical education and apprenticeships;
- ✳ Personal Guidance.

The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).

The governing body must ensure that the independent careers guidance provided:

- ✳ is presented in an impartial manner, as defined *as showing no bias or favouritism towards a particular education or work option;*
- ✳ includes information on the range of education or training options, including apprenticeships and other vocational pathways;
- ✳ is guidance that the person giving it, considers will promote the best interests of the students to whom it is given.

### Duty to participate in education or training after 16

The Government has raised the participation age (RPA) so that all young people in England are now required to continue in education or training beyond the age of 16. The school recognises that young people need to be clear about the duty and what it means for them. In particular students must be clear that young people are not required to stay in school; that they can choose how to participate which might be through:

- ✳ full time study in a school, college or training provider;
- ✳ an apprenticeship, traineeship or supported internship;
- ✳ full time work or volunteering (20 hours or more) combined with part time accredited study.

### Links with other policies

This policy written is based on the most recent statutory DfE 'Careers guidance and access for education and training providers – January 2018, "Going in the Right Direction" and in light of new statutory guidance for governing bodies, school leaders and school staff published by the DfE in March 2015, "Careers Guidance and Inspiration in Schools" and non-statutory guidance "Careers Guidance and Inspiration in Schools". National Careers Council advice is also used to ensure the school's provision for CEIAG is meeting or exceeding national standards and recommendations.

All advice and guidance is in accordance with the 1997 Act, 2003 Regulations, 2008 Act, April 2014 Statutory Guidance, and March 2015 Statutory guidance

## Provider Access

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### Student entitlement

Students in years 8-13 are entitled to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Mrs Cameron- Careers Coordinator on 0208 304 8531 ext: 2867 or via email [cameronp@wellingschool-tkat.org](mailto:cameronp@wellingschool-tkat.org)

#### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity come into school to speak to students and /or their parents/carers. This includes the following **refer to table below** (not an exhaustive list as we regularly host providers arranged during the year as appropriate)

Please contact the careers department to identify an appropriate opportunity to conduct a visit. Whilst every effort will be made to support providers in accessing Welling School students, the school will reserve the right to withdraw this opportunity.

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>	Assembly – Royal Navy – Careers opportunities	Science Workshop – Activity – Opportunity to explore STEM	Million Pound Drop – Careers Focused <ul style="list-style-type: none"> <li>• Based on life choices</li> <li>• Careers</li> <li>• Life skills</li> <li>• wages</li> </ul>
		Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	Fitness& Wellbeing – Activity – Careers Focused
<b>Year 8</b>	London Southbank – Activity Day – careers opportunity	Science Workshop – Activity – Opportunity to explore STEM	Citizenship Workshop – Activity- Opportunity to explore STEM
	Assembly – Royal Navy – Careers opportunities	Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers	Rah Rah Theatre Group – Workshop – Careers focused
<b>Year 9</b>	Options Evening	Assembly Apprenticeship – Careers Focused	Assembly – Army – Careers opportunity
	Options Day – Activities – Careers <ul style="list-style-type: none"> <li>• Fast Tomato</li> <li>• Bank/Careers workshop</li> <li>• Fantasy Island</li> </ul> All workshops run are designed to help students look to future pathways.	Apprenticeship Workshop – Careers intervention Students to become aware of Apprenticeships and options available	Skills Challenge – Activity – Careers Focused <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Learning basic application form skills</li> <li>• interviewing</li> </ul>
	Assembly – Royal Navy – Careers opportunities	'What's the point' – Careers workshop To understand employability skills and different careers	Assembly - future pathways/careers opportunities
	Assembly – Options – Careers focused	Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	Fitness& Wellbeing – Activity – Careers Focused
	Options Days x2 – Activities – Careers <ul style="list-style-type: none"> <li>• Fast Tomato</li> <li>• Fantasy Island</li> </ul> All workshops run are designed to help students look to future pathways.		
<b>Year 10</b>	Southeast Medical Day – Activity – Careers Focused	Assembly - Apprenticeship – Careers Focused	Assembly – Army – Careers opportunity

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
	Assembly – Royal Navy – Careers opportunities	Workshop – Careers/Apprenticeship opportunities	Skills Challenge – Activity – Careers Focused <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Learning basic application form skills</li> <li>• interviewing</li> </ul>
	Assembly – Careers/Apprenticeship opportunities	Assembly – Apprenticeships – Careers focused	Careers Assembly – Head of Careers
		Workshop – Careers/Apprenticeships opportunities To understand employability skills and different careers	Hadlow College Visit- Careers Focused <ul style="list-style-type: none"> <li>• College</li> <li>• Apprenticeships</li> <li>• University</li> </ul>
		Assembly - future pathways/careers opportunities	Assembly – Army – Careers opportunity
		Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	Workshop – Activity ‘My BNK’ <ul style="list-style-type: none"> <li>• Students understanding financial capability</li> <li>• Financial education initiatives</li> </ul>
		Assembly – Apprenticeships – Careers focused	Careers advice - <ul style="list-style-type: none"> <li>• offered in Groups starting with pupil premium , LAC, &amp; statemented students</li> </ul>
		Assembly – Apprenticeships – Careers focused	
<b>Year 11</b>	Careers Tutor group visits <ul style="list-style-type: none"> <li>• Students get introduced to our careers advisor</li> </ul> Advisor briefly explains steps needed to take for future pathways post 16	Employability Skills workshop – Activity <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Learning basic application form skills</li> <li>• interviewing</li> </ul>	Careers appointments for all year group <ul style="list-style-type: none"> <li>• Small group sessions</li> <li>• 121 sessions</li> </ul>
	Careers appointments for all year group <ul style="list-style-type: none"> <li>• Small group sessions</li> <li>• 121 sessions</li> </ul>	Careers appointments for all year group <ul style="list-style-type: none"> <li>• Small group sessions</li> <li>• 121 sessions</li> </ul>	Assembly LSEC College – Careers opportunities
	Assembly – Royal Navy – Careers opportunities	Assembly – Apprenticeships – Careers focused	Employability Skills workshop – Activity <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Learning basic application form skills</li> <li>• interviewing</li> </ul>
	Careers Assembly – Future pathways/choices	Tutor Time - Careers Workshops delivered by tutors <ul style="list-style-type: none"> <li>• CV writing</li> <li>• Soft Skills</li> </ul>	Assembly – ASK Educational & Employers– Careers opportunities
	Employability Skills workshop – Activity <ul style="list-style-type: none"> <li>• CV writing</li> </ul>	Employability Skills workshop – Activity <ul style="list-style-type: none"> <li>• CV writing</li> </ul>	Workshop – ASK Educational & Employers –

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
	<ul style="list-style-type: none"> <li>Learning basic application form skills</li> <li>interviewing</li> </ul> Assembly – Apprenticeships – Careers focused	<ul style="list-style-type: none"> <li>Learning basic application form skills</li> <li>interviewing</li> </ul> Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	<ul style="list-style-type: none"> <li>Apprenticeships/Live broadcasts with employers</li> </ul>
	Parents Evening - Careers	Assembly – Apprenticeships/college – Careers focused	Mentoring programmes/Workshops Careers focused <ul style="list-style-type: none"> <li>Potential NEET students</li> <li>Soft skills</li> <li>CV writing</li> </ul>
	Workshop – Activity <ul style="list-style-type: none"> <li>Apprenticeships</li> <li>Team work</li> <li>Soft Skills</li> </ul>	Navy – Workshop – Employability skills <ul style="list-style-type: none"> <li>Interviewing skills</li> <li>Team work skills</li> </ul> Cv writing	WEX Work Experience offered as self finds – small bank of placements if required
	Skills for London Trip – HE Fair – Careers focused <ul style="list-style-type: none"> <li>Students to meet local business for careers opportunities/advice</li> <li>College placements</li> </ul> Apprenticeship schemes	WEX <ul style="list-style-type: none"> <li>Work experience placements for the college based students</li> <li>Army WEX placements</li> </ul> Bexley Council WEX placements	Assembly – Army – Careers opportunity
	Assembly – NHS – Careers focused	College Trip – Activity – Careers fair <ul style="list-style-type: none"> <li>Meeting Employers</li> <li>Local colleges</li> </ul> Apprenticeship placements	Army Activity Day <ul style="list-style-type: none"> <li>Team Work</li> <li>Leadership Skills</li> </ul>
<b>Year 12 /13</b>	Careers appointments for all year 12 &13 <ul style="list-style-type: none"> <li>Small group sessions</li> <li>121 sessions</li> </ul>	Careers appointments for all year 12 &13 <ul style="list-style-type: none"> <li>Small group sessions</li> <li>121 sessions</li> </ul>	Careers appointments for all year 12 &13 <ul style="list-style-type: none"> <li>Small group sessions</li> <li>121 sessions</li> </ul>
	Assembly – NHS – Careers focused	Assembly Apprenticeship – Careers Focused	Hadlow College Visit- Careers Focused <ul style="list-style-type: none"> <li>Apprenticeships</li> </ul> University
	Skills for London Trip – HE Fair – Careers focused <ul style="list-style-type: none"> <li>Students to meet local business for careers opportunities/advice</li> <li>College placements</li> </ul> Apprenticeship schemes	Assembly – Personal Branding – Careers Focused Students informed to how online presence can affect their future careers.	British Army – Assembly – Careers Focused
	Assembly – Royal Navy – Careers opportunities	Assembly Apprenticeship – Careers Focused	Assembly Apprenticeship – Careers Focused
		Assembly Apprenticeship – Careers Focused	Open Evening – Year 12 & 13
	Assembly – ASK Educational & Employers- Careers opportunities	Assembly Apprenticeship – Careers Focused	Assembly Apprenticeship – Careers Focused

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
	Workshop – ASK Educational & Employers – <ul style="list-style-type: none"> <li>• Apprenticeships/Live broadcasts with employers</li> </ul>	Workshop ‘Career in Wealth Management’ <ul style="list-style-type: none"> <li>• Students understanding financial capability</li> <li>• Financial education initiatives</li> </ul>	

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Signed

Mrs D Khanna, Headteacher

Mrs Lesley Robins, Chair of Governors