

Careers Education, Information, Advice and Guidance Policy 2022 - 23

Policy date	September 2022
Reviewed by Chair of Governors	Natalie Willbourn
Reviewed by Executive Head Teacher	Daniel Hatley
Next Review date	September 2023
Senior Careers Leader	Jas Sanghera

Rationale and Values

In 2017 Welling School achieved The Quality Award in CEIAG (outstanding). This is because 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 being Ambitious, Kind and Active. These qualities help every young person to realise their potential and enhance their employability.

Research also tells us that careers education is fundamental to school improvement – pupils are motivated when they know what they want to achieve in their lives and how to go about it. The publication of Careers Guidance and Access for Education & Training Providers in January 2018 clearly states: "A successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, FE colleges, university or employment."

Statutory requirements and expectations

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:

Gatsby Benchmark	Intent	Impact
Providing a stable careers programme	To provide a programme of careers education and guidance suitable for all of our pupils	All pupils (and their families) will be well informed about their options and be supported to make decisions
Learning from career and labour market information	To provide opportunities specific to the pupils' local area.	All pupils will know about the opportunities within their local community with regard to their futures.
Addressing the needs of each pupil	To provide careers education and guidance which is bespoke to our pupils ensuring that their needs are fully met	Ensuring that the needs of each pupil are met means that our pupils have a much higher chance of fulfilling their ambitions and reaching their full potential.
Linking curriculum learning to careers	To link suitable areas of the curriculum to careers including our pupils' own ambitions and aspirations.	Careers will not be viewed as a standalone area within Welling School as it is an integral part of learning and life.
Encounters with employers and	To provide regular opportunities to engage	Pupils will experience a variety of activities and

employees	with local employers and employees.	presentations linked to work carried out by local employers and employees. For some, this will broaden their horizons, showing them what is possible. For others, it will help them establish likes and dislikes with regard to careers and beyond.
Experiences of workplaces	To allow all pupils to experience local workplaces within London.	Pupils will experience what happens in workplaces and some will gain understanding about workplace behaviour and protocols
Encounters with further and Higher Education, access to providers of technical education and apprenticeships	To provide pupils with the opportunity to see future placement opportunities.	Pupils, and their parents, will have a clear idea what opportunities exist and also of likes and dislikes regarding potential future placements and can make important decisions using this information.
Personal guidance	Pupils will receive guidance from a qualified Careers Adviser.	Following the one to one careers guidance meetings, pupils, and their parents, will have a clearer picture of their aspirations and how those can be achieved. Pupils will follow a path which is suited to their individual needs and wishes based on their individual action plans.

Our commitment to CEIAG

For students

- To develop an invaluable set of life and employability skills essential for a successful career in the 21st century.
- To develop an awareness of their individual strengths, weaknesses, skills and aptitudes and how these link to possible careers, future education and training
- To ensure that they are well briefed on careers and work related learning so they can make informed choices about their future lives.

For parents and carers

- To be fully involved by supporting the school in its development of the CEG curriculum.
- To have home-based discussions with students on the school's CEG delivery, where

- parents and carers actively work with students on career planning tasks.
- Where possible, to work with the school though providing local support in the form of guest speakers.

For teachers and tutors

- To deliver the careers PSHE unit as organized by the teacher in charge of careers, ensuring that they provide timely and purposeful conversations during tutor time to explore career development and career management.
- To ensure that they support the delivery of the CEG that is relevant to their own subject area's programme of study and schemes of work.

For Heads of Year & Heads of Department

- To monitor, evaluate and review the work of the tutors in their subject area in delivering the careers guidance at the appropriate times during the school year.
- To ensure that appropriate links are made where appropriate to facilitate work related learning and employer engagement in the enterprise process.
- To include development of CEG in subject improvement planning.

For the Careers Advisor

- To be responsible for the delivery of Careers Education and the coordination of Information Advice and Guidance at KS3, KS4 and KS5.
- To be responsible for the organisation and administration of work experience at KS4 and KS5;
- To facilitate the provision of information, advice and guidance and make best use of available time and resources.
- To evaluate events and the contributions of outside agencies to ensure that aims are met; organise visits to local colleges, work based education and training providers.
- To work with the relevant Heads of Year to identify appropriate opportunities for supplementary local college and work based education.
- To source and maintain an effective collection of published material, including training provider prospectuses and computer based resources, to assist students in making informed career choices.
- To prepare, deliver and support careers related aspects to contribute relevant KS3 curriculum.
- To have links with local and national employers, to enhance the careers information, advice and guidance which is available to the students and one that provides independent and impartial careers information, advice and guidance that can be accessed by any student on request.

For the Governing Body

- To 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.*
- To ensure that the independent careers guidance provided includes information on the range of education or training options including apprenticeships and other vocational pathways.
- To ensure that the independent careers guidance provided is guidance that the person giving it, will promote the best interests of the students to who it is given.

Communication and engagement with stakeholders and partners

- Ensuring this policy and current CEIAG relevant information is accessible on the school website.
- Having regular career notices and opportunities published in the school news bulletin

and placed on social media sites where applicable.

- Holding a number of events, integrated into the school careers programme, that will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These include Parents' Evenings, KS4 and KS5 Courses information evenings and Open Evenings.

Learner entitlement

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.
- Provided with a better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- Have a better understanding of the full range of 14-19 opportunities for progression.
- Receive an understanding of some of the qualities, attitudes and skills needed for employability through the Welling Ways.
- Access to 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

- Produce 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.
- Hold parent evenings and assemblies that 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.

Management, monitoring and evaluation

A member of the SLT has strategic responsibility and oversight for CEIAG, supported by the school's Careers Advisor with access to administration support. The careers provision and strategy is further supported by a link governor.

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 students 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.

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 e.g. Year 11 Leavers destinations.

Training and Development

To maintain and continuously develop CEIAG provision at the school, Welling School will ensure the continual professional training and development of relevant staff and link governors.

CEIAG management and delivery within the school curriculum

At Welling School there is a planned programme of learning experiences within the PSHE curriculum as part of year 7-11 students' entitlement to CEIAG and full details of our current Careers Programme for each year group can be viewed on the school website.

Funding and resourcing

As far as possible, the school will aim to resource the careers provision at the level needed to achieve the aims of the policy.

Policy approvals and review

This policy will be updated every 12 months or sooner where necessary, following ongoing reviews and in discussion with staff and external partners and where key priorities for action are identified and included in the School Development Plan.