

## WEATHERHEAD HIGH SCHOOL

### Careers Education, Information, Advice and Guidance CEIAG, WORK RELATED LEARNING AND ENTERPRISE POLICY

#### 1.0 Introduction

*Weatherhead High School is committed to raising aspirations, challenging stereotypes and instilling world-beating ambition within our students. CEIAG at Weatherhead incorporates Work Related Learning and Enterprise activities, and aims to encourage students to make the most of the opportunities available and steer students towards making informed choices about their future.*

#### 2.0 Main aims

- To provide independent and impartial careers guidance to Years 7-13
- To provide students with access to a qualified careers professional based full-time in school
- To ensure students gain an understanding of the world of work
- To provide students with the 'softer' skills recognised by employers
- To provide a supportive environment to enhance the well-being of students
- To make students aware of the range of opportunities available to them
- To ensure that students are equipped with the skills needed to thrive in the wider community
- To ensure that students progress into a positive destination once they leave Weatherhead
- To ensure that CEIAG is an integral part of the whole school curriculum and embedded throughout subject areas
- To work with external organisations such as Wirral Young Chamber to ensure regular employer engagement
- To utilise The Enterprise Advisor Network (Careers and Enterprise Company)
- To provide students with up-to-date career opportunities specifically linked to curriculum areas
- To provide enterprise opportunities to encourage students to be creative and resilient in the changing global economy
- To promote equality and challenge stereotypes with regards to future choices
- To make labour market information available to students

#### 3.0 Broad Aims

In response to **The Gatsby Benchmarks**<sup>1</sup> and the National Quality in Careers Standards for CEIAG, there is a need to highlight the broader aims for students:

- Self-Development – to understand themselves and the influences that affect them
- Career Exploration – to investigate opportunities in learning and work
- Career Management – to make and adjust plans to manage change and transition

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<sup>1</sup> The 8 guiding principles of the Gatsby benchmarks include: 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

#### 4.0 Key legislation/Frameworks/Statutory Duty

The statutory duty requires governing bodies to ensure that all students are provided with independent careers guidance from Year 8 to Year 13.

The governing body must ensure that the **(a) independent (b) careers guidance** provided:

- Is presented in an **(c) impartial manner**
- Includes information on the range of education and training options, including apprenticeships and other vocational pathways
- Is the guidance that the person giving it considers will promote the best interests of the students to whom it is given. **(a) Independent** is defined as external to the school and could include employer visits, mentoring, website and telephone. Taken together, these external sources could include information on the range of education and training options, including apprenticeships. **(b) Careers Guidance** refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. **(c) Impartial** is defined as showing no bias or favouritism towards a particular education, training or employment option.

The following key documentation was consulted in producing the CEIAG Policy for Weatherhead:

- Careers Guidance and Inspiration in Schools – Statutory guidance for governing bodies, school leaders and school staff, DfE, March 2015
- Good Careers Guidance, The Gatsby Charitable Foundation, 2014
- The ‘Baker Clause’ Technical and FE bill amendment, 2017
- Education Act, DfE, November 2011
- The CDI’s Framework for Careers, Employability and Enterprise Education, January 2016
- The Careers and Enterprise Company Enterprise Advisor Network to bridge the gap between education and employment
- Equality and Diversity Act 2010

#### 5.0 Commitment

- To encourage students to be ambitious and aspirational
- To deliver CEIAG in line with recommendations from ‘The 8 Gatsby Benchmarks’
- To make students aware of the range of different learning and training routes available to them, as outlined in the **Baker Clause**<sup>2</sup>
- To achieve the Quality in Careers Standard (QICS) ‘Career Connect Quality Award for Excellence in CEIAG’
- To work closely with our Enterprise Advisor to ensure that we enhance links between education and business in line with the vision of The Careers and Enterprise Company
- To ensure that every student can access CEIAG
- To embed careers into the curriculum
- To provide Work Experience for all Year 10 students

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<sup>2</sup> The government has agreed to an amendment tabled by Lord Baker and other peers to the Technical and Further Education Bill mandating schools and academies to allow a range of education and training providers access to pupils aged between 13 and 18 to promote technical education qualifications or apprenticeships.

- To provide face-to-face interviews for all Year 11 students
- To support students during key transition periods
- To encourage students to ask themselves “Who will I be?” not “What will I be?”

## **6.0 Resources/Examples of delivery methods**

- Access to Labour Market Information – displays around school and guidance on growth sectors through 1:1 interviews/assemblies/drop-in sessions
- Links with local colleges/universities/training providers to monitor destinations
- Membership of ‘Young Chamber’ through Wirral Chamber of Commerce
- Links with a wide variety of employers
- Access to Enterprise Advisor, Jo Finnerty and Enterprise Coordinator, Kate Eugeni
- Face-to-face advice and guidance through 1:1 interviews at KS4/KS5
- Enterprise opportunities
- Business mentoring
- Vocational learning opportunities
- Careers drop-in sessions
- A room dedicated to housing CEIAG resources
- Access to digital technologies
- Careers events within school
- Use of career web tools including KUDOS, Launchpad, Unifrog, National Careers Service and school website
- Work Experience opportunities for students
- FE/HE visits
- Specific support for SEN/LAC students

## **7.0 Management/Key Personnel**

- CEIAG provision is managed by the Assistant Headteacher, Mrs A Moretta, who is responsible for Specialist Provision, encompassing Careers Education, Information, Advice and Guidance, Work Related Learning and Enterprise, Race Equality and Awareness, SEND, Vocational Curriculum
- CEIAG is delivered by the Guidance Coordinator, Miss L Smith, who is based in school full-time and is responsible for day-to-day implementation and running of CEIAG across the school
- Work Experience is coordinated by the Work Experience Coordinator, Mrs G Jones, responsible for work experience placements and extra-curricular activities
- Enterprise Advisor, Jo Finnerty, supports as part of The Careers and Enterprise Company Enterprise Advisor Network
- Young Chamber (part of the Wirral Chamber of Commerce) support with events and business mentoring

## **8.0 How external educational/training providers can contact Weatherhead High School**

As part of the school’s commitment to informing our students of the full range of learning and training opportunities on offer, Weatherhead High School is open to considering requests from education/training providers who may wish to come in and speak to cohorts of students during the academic year.

In the first instance, providers should make contact through the 'online enquiry' tab under the 'Careers Guidance – Future Choices' section of the school website. This will then be forwarded on to the Careers Guidance Coordinator.

Providers will then be asked to include details about who they represent, their aim, which students they wish to target, how many staff will be in attendance and the support required from the school on the day. All requests must be made at least 6 weeks in advance of the expected date for a session. All requests will be given due consideration by Weatherhead High School's CEIAG lead and Senior Leadership link and the school reserve the right to refuse requests if:

- There is an impact on student examinations/revision
- Clashes with other events
- School are unable to provide staff to support
- There is insufficient space/rooms due to timetabling

For requests that are approved, Weatherhead High School will provide further information and instruction on school expectations and procedures in relation to visitor registration, parking and facilities.

#### 9.0 Review

- To evaluate the quality of CEIAG provision regularly and amend accordingly to ensure utmost effectiveness
- To actively seek students' and parents' opinions on provision to help with evaluation
- To use the recommendations in the Principle 5 report of the QiCS Award to inform the future development strategy of CEIAG at Weatherhead

Date approved:	
Approved by:	
Date to be reviewed:	July 2018
Persons responsible for review:	Miss L Smith, Guidance Coordinator and Mrs A Moretta, Assistant Headteacher