



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

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<b>Approved by:</b> The Local Governing Body	
<b>Date:</b> January 2024	<b>Next review date:</b> January 2025

## **Equality**

Wrotham School strongly promotes equality of opportunity under all circumstances and in all contexts. We actively seek to ensure that all members of our community and all visitors to the school are treated equally. This includes actively ensuring that discrimination or inequality of any kind does not occur on the basis of the following: - Race - Nationality - Gender (including transgender). - Sexual Orientation - Disability - Age - Mental Health - Marital Status.

Discrimination and in equality can be experienced in the following ways, not exclusively: - Inappropriate or offensive language and terminology. - Cultural misrepresentation - Violence/ physical harm. - Bullying - Online Abuse - Disadvantage in all aspects of progress, care and opportunity.

When inequality or discrimination is seen or reported the school will strongly challenge and will work to resolve the issue. All concerns will be taken seriously and investigated fully and without prejudice.

The school will promote and teach the recognised British values of tolerance and respect throughout our school community. The school will monitor, evaluate and develop strategy in response to all incidents of discrimination or inequality. The school community and its leaders will maintain a current awareness of how discrimination and prejudice is experienced and will adjust its approach appropriately.

### Wrotham School Vision Statement/Values:

Our vision is to create an outstanding school where all students, regardless of ability or background, develop lifelong skills through 'Character Education', make exceptional progress, and gain meaningful qualifications. Along with access to valuable progression routes that will enable them to be well qualified, students will achieve success and wellbeing through the ability to make informed choices in their adult life.

### Vision for Careers Provision Statement of Curriculum Intent:

Our vision for careers education is about young people in our community finding purpose and preparing to take their place in the world, as well as discovering what matters to them and how their career path can help them realise their values. It is a realisation that a 'career' involves life-long learning and on-going personal development, not a short-term goal of achieving a specific job or role. This goes beyond simply supplying information about options and planning for the future. We aim to give them hope, purpose, and the ability to navigate the challenges of life with the character attributes of: integrity, open-mindedness, motivation, compassion and respect, confidence, resilience, communication, teamwork and creativity.

## 1. Mission Statement

### 1.1 Purpose of CEIAG

Wrotham School is committed to providing high quality Career Education, Information, Advice and Guidance (CEIAG) to all students. This provision reflects statutory and non-statutory careers guidance outline by the Department for Education.

CEIAG is important because it:

- Empowers and prepares young people to gain and sustain enriching employment.
- Raises student aspirations to reach for their full potential which in turn improves school attainment.
- Supports young people in developing the necessary confidence, knowledge and skills to plan for and manage their own future.
- Promotes diversity, social mobility and challenges stereotypes.

### 1.2 Aims

Wrotham School is proud to partner with colleges, HE providers, businesses, parents and other external agencies in order to offer broad and effective support to our students. Our CEIAG provision aims to:

- Give students relevant careers information and guidance through curriculum learning, one-to-one advice and a range of activities, events and trips.
- Display the full range of routes available to young people post-16 and post-18 and to provide personal guidance regarding which to explore further. ***For information about***

***how we meet our statutory Provider Access requirements, please read our separate Provider Access Policy.***

- Impartially support students on an individual basis to choose the pathway that is right for them.
- Expose students to the world of work through work shadowing in Years 8-10, followed by Year 12 work experience placements as well as curriculum related workplace visits.
- Enable students to consider their own character and employability strengths, skills and motivations and to evaluate how these impact future career decisions.

## **2. Leadership**

The school's CEIAG is planned and organised by the designated Careers Leader in partnership with school staff, students, parents as well as local businesses and agencies.

<b>Role</b>	<b>Name</b>
Careers Leader	Angeline Hollinshead
Senior Leadership Team Link	Laura Elliott
Link Governor	Lorna Stewart
Heads of Year	
6 <sup>th</sup> Form Careers Support	Pearl Cheval

## **3. Provision**

### **3.1 Student Entitlement**

All students at Wrotham School have access to a range of opportunities to support their development and progression over the course of their time at the school. This general entitlement includes:

- Access to a careers advisor for group work or individual guidance meetings.
- Assemblies featuring a range of education, apprenticeship and technical training providers to help students make informed decisions for their futures.
- Careers information and computer based careers programmes and tools.
- Information and resources on the school website and in the careers library.

### **3.2 Key Stages**

Wrotham School's CEIAG provision is designed to support students through the different stages of their journey through school. Relevant and targeted guidance is given at each key transition stage to ensure students' develop the necessary understanding and skills.

### **Key Stage 3 Provision**

In Years 7 and 8 the focus is on exploring interests and motivations and developing a broad understanding of the world of work. In Year 9 the focus is on building aspirations and exploring career opportunities in more detail, including challenging stereotypes. The programme of education is fully aligned with the CDI secondary framework for careers education and supports students in meeting the Gatsby Benchmarks. This includes:

- An introduction to and advice on subject choices
- At least two Provider Access Legislation compliant meaningful encounters with providers of technical education
- Year 9 Choices evening
- National Apprenticeship Week activities for Year 9
- Work Shadowing opportunities for Year 8 and 9
- Advice provided by subject teachers about choices
- Access to Morrisby for students and staff, with additional parental support offered through our school website
- Additional information about choices from school options booklet
- Activities involving addressing gender and other stereotypes in employment
- Activities around working practices and rights and responsibilities within the workplace

#### **Key Stage 4 Provision**

In Year 10 the focus is on developing self-presentation skills and understanding what employers want. In Year 11 the focus is on making plans and applications for post-16 learning. Their programme for education is fully aligned with the CDI secondary framework for careers education. This includes:

- At least two Provider Access Legislation compliant meaningful encounters with providers of technical education
- School careers fair
- A programme of activities in Year 10 that teach students about recruitment practices and interview skills (including online and virtual methods), and different types of work experience
- Work shadowing day for Year 10 students; access to virtual work experience opportunities in Year 11
- A programme of activities for National Apprenticeship Week
- Individual Post 16 interviews for targeted Year 11 students
- Intervention for students identified as needing extra support
- Information about Post 16 options inc. Sixth Form, college and apprenticeships
- An Open Evening for the students to discuss Post 16 options with the school
- Access to Morrisby for students and staff, with additional parental support offered through our school website
- Access to the Apprenticeship Academy for personalised guidance for apprenticeship applications

- Access to Medic, Dentistry and Veterinary Mentor online platform with guidance for applications
- Year 11 Tutor assistance with Kent Choices and post-16 applications process

### **Key Stage 5 Provision**

In Years 12 and 13 the focus is on preparing the students to make good choices, engage in work experience, and understand personal development. This includes:

- At least two Provider Access Legislation compliant meaningful encounters with providers of technical education
- Support completing applications for university, apprenticeships and employment
- 1 week work experience placement and programme of recommended virtual work experience opportunities
- Individual career plan interviews for targeted students
- Information and advice about local opportunities for HTQs and further education appropriate for post-level 3 study
- Access to the Apprenticeship Academy for personalised guidance for apprenticeship applications
- Access to Medic, Dentistry and Veterinary Mentor online platform with guidance for applications
- Trip to UCAS exhibition fair
- Access to Morrisby for students and staff, with additional parental support offered through our school website
- Support from Cambridge University staff for Oxbridge applications
- Support with UKCAT and BMAT for medical and dentistry applications
- Sign posting to university open days
- School careers fair

### **3.3 Careers Advisor Network**

Wrotham School are a member of the Careers Advisor Network and Kent and Medway Careers Hub established by the Careers and Enterprise Company. Our Enterprise Coordinator Charlotte Steggles provides expert advice on improving CEIAG provision and our Employer Advisor Leigh Smith provides experienced industry advice as well as a valuable network of contacts. These connections are vital as they allow us to offer industry guidance delivered by industry experts.

### **3.4 Parents**

The school seek to partner with parents/careers in the provision of CEIAG. A database is kept of parents/carers who have made themselves available to support in ways such as providing work shadowing placements, giving career insight talks or exhibiting at a careers fair. Contact details are recorded with permission and are GDPR compliant. Any members have the right to have their contact details added or deleted. Please contact the school Careers Lead for further information.

### **3.5 Alumni**

Our past students are encouraged to join the Wrotham School Alumni group on LinkedIn. This allows us to effectively network with those students and the companies that they work for. This in turn creates opportunities for work experience placements and alumni career mentoring for current students.

### **3.6 Tracking**

Wrotham School works closely with Kent County Council to ensure that intended destination data and September guarantee information is used to enable the school and local authority to support all students into positive outcomes. Individual support is provided to students at risk of becoming NEET (Not in Education, Employment or Training) through our Engagement Officer and the NEET support team. Careers tracking processes are also used internally to ensure students are supported effectively as they progress through the school.

### **3.7 Provider Access**

For full details of our compliance with the Provider Access Legislation (in place from January 2023), please refer to our separate Provider Access Policy. This is accessible through the careers pages of our school website, which also includes a regularly updated account of our careers programme.

## **4 Work Experience**

For many of our students their time undertaking work experience will be their first experience of the world of work, providing them with an opportunity to understand not only a business and the roles staff play, but to also consider their own plans for the future.

- All Year 8-10 students are encouraged to undertake a Work Shadowing Day with a trusted adult in July.
- All Year 12 students are expected to complete a work experience placement on set dates during Term 6. Dates for end of year placement are published in September to allow students the most possible time to actively search for a placement.
- In person work experience opportunities are 'self-arranged' placements. Students are provided with support in applying for and finding placements, as well as understanding requirements. All safeguarding, risk assessment and insurance compliance is managed and monitored through Morrisby and their work experience app and platform.
- All Year 12 students are expected to complete a virtual work experience placement around National Apprenticeship Week and the February half term that follows. Recommended opportunities are posted on Morrisby. In 2022-23, students had 70+ options. All include live interaction with employers and/or assigned work for which feedback is received, meaning that they meet the requirements of Gatsby Benchmark 5.

## **5 Evaluation of provision**

The school Careers Lead, SLT link and link governor are responsible for monitoring the CEIAG provision at Wrotham School. Provision and progress towards meeting the eight Gatsby benchmarks is reviewed three times a year with oversight from the Careers and Enterprise Company.

Further to this, the evaluation process takes into consideration student survey feedback on careers events and trips through Morrisby, and annual completion of the Careers and Enterprise Company's Future Skills Questionnaire. In addition to student feedback, views are also collected from parents, staff and employers, and impact is also measured through Local Authority destination data. Up to date information about how we have measured the impact of our programme can be found on the careers pages of our school website.

## **6 Staff Development**

The CPD needs of the Careers Lead are identified through regular meetings with the Careers and Enterprise Company and SLT link as well as an annual appraisal. Our Careers Lead is undertaking a level 6 apprenticeship to qualify as a Careers Development Professional, which is due to be completed by July 2024. Our Careers Lead qualified to deliver high-quality personal guidance in December 2023 and these will be able to be counted towards Gatsby benchmark 8 from March 2024.

Whole staff CPD is planned and usually delivered by the Careers Lead unless specialist support is required. Needs are identified through staff confidence surveys and through student completion of the Future Skills Questionnaire. Training is provided through whole-staff CPD sessions, recorded training, recommended resources and group work with specific departments or year teams.

Funding for CPD can be accessed through staff line managers.

## **7 Resources**

Funding for the school CEIAG provision is allocated within the annual budget in the context of whole school priorities. Physical resources such as those in our Careers Library (found within the Book Nook and Sixth Form Study Centres) are updated regularly. A number of online resources are available through Morrisby and the careers pages of our school website.