



WROTHAM SCHOOL

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

Document Review

Governors approval Date:	21st January 2021
Committee Responsible:	Local Governing Body
Next Review Date:	January 2024

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, gender identification, sexual orientation, and marital status.

Equality of opportunity is related to all areas of the schools work and is a fundamental aspect of the ethos of the school.

Wrotham School Careers Education, Information and Guidance Policy

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.
- Impartially support students on an individual basis to choose the pathway that is right for them.
- Expose students to the world of work through Year 12 work experience placements as well as curriculum related workplace visits.
- Enable students to consider their own 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.

Role	Name
Careers Leader	Angeline Hollinshead (Pearl Cheval while AHO on maternity leave)
Senior Leadership Team Link	Victoria Ross
Link Governor	James Emmitt
Heads of Year	
6 th Form Careers Support	Pearl Cheval Karen Parry (post-18 destinations)

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 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. This includes:

- An introduction to and advice on subject choices
- Year 8 Choices evening
- Advice provided by subject teachers about choices
- Access to START profile for students and parents
- Additional information about choices from school options booklet
- Activities involving addressing gender stereotypes in employment

Key Stage 4 Provision

In Year 9 the focus is on building aspirations and exploring career opportunities in more detail, including challenging stereotypes. 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. This includes:

- School careers fair
- Individual Post 16 interviews for targeted Year 11 students
- 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 START profile for students and parents
- Year 11 Tutor assistance with UCAS Progress 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:

- Support completing applications for university, apprenticeships and employment
- 1 week work experience placement
- Individual career plan interviews for targeted students
- Trip to UCAS exhibition fair
- Trip to National Apprenticeship Show
- Support from Cambridge University staff for Oxbridge applications
- Support with UKCAT and BMAT for medical and dentistry applications
- Access to START profile for students and parents
- Sign posting to university open days
- School careers fair

3.3 Careers Advisor Network

Wrotham School are a member of the Careers Advisor Network established by the Careers and Enterprise Company. Our Enterprise Coordinator Simon Harris provides expert advice on improving CEIAG provision and our Employer Advisor Fiona Mason 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. Please contact the school Careers Leader 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). Careers tracking processes are also used internally to ensure students are supported effectively as they progress through the school.

3.7 Provider Access

There are a number of ways in which local providers can partner with the school to provide opportunities for our students. We welcome assembly presentations, career insight talks, student mentoring and exhibiting at our careers fair. Any provider wishing to request access should contact the school office: office@wrotham.kent.sch.uk or Phone: 01732884207.

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 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.

5 Evaluation of provision

The school Careers Leader and the SLT link are responsible for monitoring the CEIAG provision as well as conducting an annual review. The evaluation process takes into consideration student survey feedback on careers events and trips, parental feedback and Local Authority destination data. The Gatsby benchmarks are used to provide a basis for evaluating the CEIAG provision.

6 Staff Development

The CPD needs of the Careers Leader are identified through regular meetings with the SLT link as well as an annual appraisal. Funding for CPD can be accessed through the School. The Careers Leader is able to attend regular local careers advisor meetings in order to remain current with developments in both the careers advice sector and local industry.

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 6th Form Study Centre) are updated regularly. A number of online resources are available by following the Careers tab on the school 6th form website (www.wrothamschoolsixthform.wordpress.com).

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