



Careers, Information, Advice & Guidance (CIAG) Policy

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WOLLASTON SCHOOL CAREERS, INFORMATION, ADVICE & GUIDANCE POLICY

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspire them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers information, advice and guidance is a central part of the whole school ethos in which we support all students to achieve their life goals.

Commitment

Wollaston School is committed to providing our students with a programme of careers information, advice and guidance (IAG) for all students in Years 7-13. We do this directly through our Future Plans Days (with Year 10 & Sixth Form) and Careers Week and indirectly, through all our work with young people. We commission independent, impartial advice and guidance for students in Years 10–13. The primary focus is on Years 11-12, but students in Years 8-9 will benefit from this service in assemblies, during planned tutor time activities and as part of the GCSE options process. Students in KS4/5 who are disadvantaged (in receipt of 16-19 Bursary/Pupil Premium) or those who have an EHC plan or statement are given priority when scheduling the one to one appointments. The school also targets those on any alternative provision, intervention programmes or who are referred by Heads of Year or Student Managers.

Aims

Wollaston School has the following aims with regard to careers, information, advice & guidance:

- to contribute to strategies for raising achievement, especially by increasing motivation and aspiration
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including Further Education, Higher Education and Apprenticeships
- to allow students to assess and evaluate their own personal strengths and areas for development
- to further develop enterprise, employment and citizenship skills
- to reduce drop out from and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate, impartial advice
- to make students aware of key developments in the local , regional and international labour market
- To facilitate the development of decision making skills within a careers context
- To make students aware of the opportunities available to them

Wollaston School careers provision is also measured against the Gatsby Charitable Foundation Benchmarks, which are:

- 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
- Personal guidance

Roles / Responsibilities and Accountability

All staff contribute to careers information, advice and guidance through their roles as tutors or subject teachers. Specialist sessions are delivered by trained staff or outside agencies. The Headteacher has an overall responsibility for the provision of careers education, with the day to day running of provision managed by the Assistant Head teacher Post-16, the appointed Careers Leader with significant input from the Senior Leadership Team who line manage the different heads of Year.

Student Entitlement

By the end of KS5 students will:

- have produced at least one personal careers action plan
- have completed a CV/application form, with guidance as necessary and have a Life Ready Portfolio (phased in 2019, Year 7)
- be able to effectively apply for the next stage of their education/employment
- be able to access a variety of sources of information about careers
- take part in at least one 1-2-1 careers meeting with a trained careers advisor
- have a 'meaningful encounter' with an employer and/or the world or work in each academic year
- gain interview skills and practice. This will include in Year 10 with volunteers from the local business community as part of 'Careers Days', and during Year 11 with an independent careers adviser and an interview as part of their Sixth Form application. In Years 12/13 all students are given the opportunity to practice their interview skills with the Rotary Club as well as with colleagues from local universities. Oxbridge candidates receive additional support through a mock interview scheme, as do potential Medics and Vets
- be able to explain the options open to them Post-18, decide upon a course of action and justify their choices rationally

Resources and Further Detail

Careers information, advice and guidance is delivered most explicitly in the curriculum through 'Activities Days' for lower school and 'Future Plans Days' for upper school/Sixth Form. Citizenship lessons and visitors during Careers Week, specific Year group assemblies and through two impartial careers advisors commissioned by the school specialising in Post 16 and Post 18. This is complemented by a range of organised

IAG in-house events. Every summer the school hosts a Careers Fair – attracting mainly students in Years 10-12 but open to all. GCSE Options Evening, Sixth Form Open Evening, The national Apprenticeship Fair and Year 12 Destinations Evening and the Year 13 Student Finance Tour all provide further opportunity for students to learn about their future possibilities and routes open to them and how to access them successfully.

Tutor time is spent exploring future employment and study options as well as looking at the nature of employment on a local, national and global scale. Students in Years 11-14 are able to access a 1:1 Careers Information, Advice and Guidance session with an impartial careers advisor. Two weekly drop in advice sessions at lunch time for all students in Years 11 – 14 are also offered. These sessions sometimes include external visitors such as staff from local Further Education colleges and apprenticeship providers. All students in Years 10 - 14 gain information from a variety of sources about the benefits of following an apprenticeship route. Our Careers Advisors are also available at relevant parents' events, such as Y9 Options Evening and Sixth Form Open Evening to support students and their parents. Specific suspended timetable events are also held with the aim of informing students and inspiring them to reach their targeted career goals. Visits take place to numerous universities and careers events. Faculties are also keen to make the relevance of their subject matter relate to specific careers and job roles.

Wollaston School may support students in arranging work experience placements, where appropriate to their course aims, and a charge may be made to parents for this (please see the Charging & Remission Policy).

Parents in Years 11-14 are regularly informed of college open days and events. They are also given information about apprenticeship vacancies. Such information is given to parents at Parents Evenings and via e-mail. The school website, letters from the Headteacher, and school newsletters also convey information about career, college and apprenticeship opportunities.