



POLICY STATEMENT

Careers Education Information Advice and Guidance CEIAG Policy

Statement of Intent:

The Academy recognises the vital part careers education, information advice and guidance plays in preparing students for future opportunities and the responsibilities of adult and working life. With this understanding, it is the intent of the Academy to provide good and effective careers guidance throughout our students learning experience to enable them to realise their full potential and be inspired to achieve a successful future. This is in keeping with the Academy's vision statement "to develop happy and successful people who accept responsibility, demonstrate determination and act with humility "

Rationale:

The Academy policy is underpinned by the following legislation from the DFE (Department of

- 2017 Careers Strategy, Making the most of everyone's skills and talents (see Appendix 1)
- 2018 Careers Guidance and Access for Education and Training providers to ensure student transitions are informed and appropriate.
- 2017 The Gatsby Benchmarks - stated that schools should be working to achieve the 8 Gatsby Benchmarks of good careers guidance (see Appendix 3)
- 2015 The CDI Framework for careers, employability and enterprise education
- The Education Act 2011 and school responsibilities to provide independent, impartial advice and guidance,
- The Academy Policies including Safeguarding, SEND and Inclusion (located on Academy's website)

Policy Aims:

Wymondham High Academy CEIAG policy has the following aims:

- To help students learn to understand themselves and develop their capabilities.
- To develop an understanding of the range of opportunities available at each transitional stage (14, 16 and 18) including technical education routes and higher and degree apprenticeships
- To support inclusion and challenge stereotyping and promote equality of opportunities

- To enable students to explore careers through employer encounters, online resources and the careers library resources.
- To raise students' self-esteem and encourage them to have high aspirations which will allow them to realise their true potential.
- To help students manage their career planning, by giving them the tools which will enable them to make decisions based on interests and abilities and labour market information.
- To provide students with impartial advice about the options available to them.

All students have an entitlement to CEIAG:

All students are entitled to and will receive impartial and independent careers education and guidance to support their education at Wymondham High Academy. The key features of which include information, advice and guidance;

- To provide impartial information and independent advice for all students.
- To help to focus students on their future aspirations and to develop their self-awareness, understand themselves and develop their full potential (both academic and personal)
- Enable students to investigate and research careers and job opportunities and develop a general understanding of the world of work by providing access to online resources and information in the careers section located in the school library
- To contribute to the raising achievement programme within the Academy by increasing motivation in students through face to face guidance appointments.
- To ensure that students understand the requirements and possibilities within Further and Higher Education and gain knowledge of Apprenticeships and vocational pathways
- To meet the needs of all students through appropriate differentiation
- To raise aspiration to prevent disengagement from the learning process and students becoming NEET (not in Employment, Education or Training)
- To provide the opportunity for students to learn about STEM (Science Technology, Engineering and Maths) related careers. To have encounters with employers and workplaces related to STEM; to encourage proactive links with curriculum subjects.
- To challenge gender stereotypes
- To facilitate meaningful encounters with employers throughout their time at school which will enable them to engage with the realities of the world of work - visiting employers, work place visits and work shadowing and where possible work experience.
- To link careers to information about the local labour market.

Implementation of Careers Guidance

- Careers Education is delivered mainly during timetable sessions in Year 7-10 through PSHE. with input from the Careers Leader and tutors at key and appropriate times throughout the year.

- Careers activities including careers fairs, external speakers, trips, mock interviews, CV workshops, mentoring and guest assemblies are offered to all students as part of the careers programme (see programme outline below)
- All Year 11 students are offered a face to face personal guidance interview during the Autumn term to assist with post 16 transition, parents are also invited to the interviews.
- Careers information is made available to students via the Careers corner in the library, online resources and with frequent emails sent by Careers Lead promoting /informing students of any exterior opportunities.
- Year 12 and 13 students have an extensive sixth form calendar of events The Horizons Programme which is a joint effort by the Head of Year 13, Sixth Form Programme Manager and Careers Leader which includes trips, external speakers and work experience (see full programme below)

Partnership Arrangements and Employer Contacts

- New Anglia Local Enterprise Partnership (LEP)- Enterprise Co-ordinator – Mrs Flint
- The Academy’s Enterprise Adviser - Mr Phillip Roffe – Managing Director of Osiris
- Further and Higher Education providers – Local colleges and universities
- NCS – Volunteering
- Local and Regional business who supports careers activities ie – careers fair, group work sessions, assemblies and focus group sessions, lunch time drop in sessions
- Past students are invited in to deliver group talks to students about university mainly and apprenticeships (alumni)
- A partnership agreement is ongoing with Norfolk County Council - contribute to monitoring activities such as destination reports and tracking
- Developing links with parents to provide careers information to students in Careers talks sessions

Review Monitoring and Evaluation:

This policy will be monitored by the Careers Lead and the Assistant Principal - Curriculum for Learning, the link Governor.

The Careers and Enterprise Compass and Tracker tools are used to evaluate careers activities against the 8 Gatsby Benchmarks.

Wyndham Academy High and the Sixth Form is committed to gaining a Quality in Careers Award by Spring 2020 which offers external monitoring and evaluation.

Students destinations for Year 11 and 13 students are used to assist in the monitoring the evaluation of the CEIAG provision.

Review

This policy is to be reviewed by the Assistant Principal and board of Governors every two years.

Careers Education Information Advice and Guidance Programme:

Year 7

Main focus:

- Introduction to Careers and thinking about the vast number of sectors and emerging sectors
- For students to become more self-aware and identify personal skills
- This is mainly delivered through PSHE (Personal and Social Health and Economics)

Year 8: Options – Making Choices

The focus is on choosing GCSE Options and understanding how they link to various careers. This is delivered through PSHE lessons. Students in PSHE lessons are given a workbook which will help them to identify their personal qualities and skills they are introduced to the Careers Adviser and Mr Dickson the curriculum lead, support them through the application process. Students and parents will have the opportunity to book a face to face appointment with the Careers Adviser to discuss subject choice and how it links to a career interest.

Year 9

The focus is to explore career areas and transition to KS4. This is delivered through PSHE sessions. Year 9 students will get the opportunity to attend external events.

Year 10

All Year 10 students will have a drop-down day in the summer with interview and CV workshop sessions and will attend the annual Futures Fair event. Students can engage with over 40 employers, apprenticeship providers, universities, colleges and sixth form providers.

Year 11

The focus is to support students as they begin to explore their options and make applications for their next steps.

Years 12 & 13

The focus for Y12 is options at 18 and this is delivered through visiting speakers, assemblies, workshops, work experience and face to face appointments with the Careers Leader.

The focus for Y13 is applications to university, apprenticeships or employment.