

Westfield School

Careers Policy

Created: February 2018

Next review: February 2020

Author: A Ashmore

Committee: CAL

Date ratified by Westfield Senior Leadership Team: tbc

Date ratified by Westfield School Governing Body: tbc



Westfield School

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Careers Policy Statement

Our Careers Policy is outlined below.

It is endorsed by the Westfield School Governing Body who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties. The Westfield School Governing Body accept the delegated overall responsibility for all operational matters within the organisation.

This Policy applies to Westfield School.

Signed:

Date: February 2018

Claire Sellars, Chair of the Westfield School Governing Body

1. Rationale for Careers Education Information Advice and Guidance (CEIAG)

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in School and after they leave. The Education Act, 2011 placed the duty to **'secure access to independent careers guidance'** for their pupils and students upon schools (from September 2012 for pupils aged 14 to age 16), and then from September 2013 upon schools for pupils aged 13-18

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work by:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

2. Purpose

Westfield School is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the school's overall vision and is linked to the School Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

3. Commitment

The School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

Westfield School is committed to gaining The Sheffield Quality Standard for Careers Education, Information, Advice and Guidance.

4. Management

This area is supported by a link governor. A senior leader has strategic responsibility for CEIAG, Mrs Anne Ashmore, Assistant Headteacher. She has oversight of the Student Progression Manager, Mrs Claire Daughtry. Work experience is planned and implemented by the Student Progression Manager. The school has responsibility for securing its external careers guidance service, and engages the services of an Independent Careers Guidance Adviser, through Sheffield Futures, for 2 days per week.

The senior leader will ensure staff who deliver CEIAG have access to relevant training.

The senior leader and Student Progression Manager will review and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

5. Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 11 which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills.

6. Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors
- external sources using email, telephone, web chat and forums via websites, the National Careers Service² and specialist face to face careers guidance.

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by the school's governing body. Our students with Education Health and Care Plans are currently given one-to-one guidance by our Careers Advisor.

Westfield is working towards ensuring that every student has:

- at least 1 employer encounter a year, one of which will be with a STEM employer, delivered with the support of our enterprise adviser,
- access to UCAS Progress to help explain the range of local options
- one to one qualified guidance delivered with the support of Sheffield Futures
- high quality and accurate LMI related to the curriculum where possible
- inclusive approaches to delivering this to ensure fair and equal access
- access to higher education options which are delivered through one to one qualified guidance and group workshops
- Post 16 events which provide options across a range of academic and technical education providers.

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

7. Resources

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser
- Adequate staffing
- Student, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions.

The Student Progression Manager is responsible for the effective deployment of resources. The Careers Hub is updated annually via the addition or replacement of books, software, pamphlets and posters.

ICT facilities are available in the Careers Hub and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

8. Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- our Enterprise Advisor
- parents and carers
- others specific to our school.

9. Approvals and review

This policy is reviewed biannually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.