



Careers Education, Information, Advice and Guidance

Person Responsible:	Mrs H Mukherjee	Frequency of Review:	1 Year
Authorisation By:	Headteacher	Notice Date:	31/08/2019
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1 Introduction

Upper Wharfedale School is committed to providing Careers Education, Information, Advice and Guidance (CEIAG) to all students through the curriculum and organised activities.

Careers guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to help each student to make informed decisions about their future. It will be presented in an impartial manner (which means fair and non-biased), be confidential and differentiated to suit the requirements of each individual student.

This guidance is relevant to students, parents, teachers, governors and employers, with specific roles and responsibilities highlighted in section 6 of this guidance document.

This guidance is published on the School website to ensure it is accessible to all.

2 Aims

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.
- Independent investigation through the use of the learning platform.
- Progression planning through the provision of Information and Guidance (IAG) from external careers advisors, support across the curriculum, organised progression activities and events and association with local colleges and businesses. Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

3 Commitment

Upper Wharfedale School is committed to all providing a planned programme of careers education, information and guidance for students in all years in partnership with an external provider.

All students will leave school with the skills and knowledge required to support their entry to further education or employment. We actively promote parent/carer involvement through events and ensure there is access to the information throughout the year.

4 Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students their parents or carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

5 Provision

The careers programme is managed by the SLT lead for CEIAG (Mrs Mukherjee) and co-ordinated by the subject leader responsible for Personal, Social, Citizenship & Health Education (Miss Khan).

Careers resources, available in the learning resource centre for all students, are relevant and updated regularly. Access to careers software and the internet is easily available.

Participation in activities, both in school and off-site, provide employer contact and further information. Upper Wharfedale School is employing the services of an external IAG provider, Mr P Soroczan, which is providing individual careers interviews for every key stage 4 student along with careers information, advice and guidance within PSHCE lessons.

Careers focused activities delivered through the PSCE curriculum are provided and managed by the subject leader responsible for PSCE (Miss Khan). This will include activities about work to develop students' knowledge and skills.

Mrs Mukherjee and Miss Khan will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result.

5.1 Key Stage 3 Provision

- Curriculum support in all subjects promoting related job advice.
- Allotted time through PSCE lessons for self-development focusing on lifestyle and progression.
- Access to the careers software via PSCE lessons and tutor time.
- Year 9 will be invited to attend an Options Evening.
- An introduction to the careers resources in the learning resource centre.
- Assemblies and other information on Key Stage 4 options including vocational and alternative courses.
- At least one meeting with the IAG advisor in a small group setting.

By the end of Key Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- A better understanding of the full range of 14-19 opportunities for progression.
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 Options.
- Received appropriate advice and guidance on Key Stage 4 options, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

5.2 Key Stage 4 Provision

- Careers Fairs
- College/Sixth Form College/Apprenticeships presentations
- Careers interview for students during Year 10 and Year 11
- Information on College/Sixth form open dates

- Support with completing College/Sixth Form/Apprenticeship Application forms
- Mock Interviews for students during Year 10 and Year 11
- Supported CV and Personal Statement sessions within Business Studies and during Deep Learning Days
- Parents' evenings and some assemblies are supported by external IAG provider
- Close monitoring of vulnerable students and specific work with Pupil Premium students

By the end of stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes.
- Been given direct access to employers, colleges, Sixth Forms and training providers.
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview.
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

6 Roles and Responsibilities

6.1 Students

Students are given the opportunity to be involved with all of the careers activities detailed in this guidance. If they require extra support in any areas, they can ask for support from their form tutor, Mrs Mukherjee, Miss Khan or Mr Soroczan.

6.2 Parents

Parents are able to view this guidance document on the school website so they are aware of the careers information and guidance available to their children. If parents wish to attend careers interviews with their children, or receive further information on any aspect of this guidance, this can be arranged by contacting school.

6.3 Staff

All the staff at Upper Wharfedale School are committed to providing the highest level of support to students. In particular:

- Mrs Mukherjee is the lead staff member for Careers Education, Information, Advice and Guidance (CEIAG)
- Miss Khan is the subject lead for PSICHE.
- Mr Soroczan is the careers advisor who carries out career interview with Year 10 and 11 students.
- Careers guidance is embedded into the curriculum and reinforced by all teaching staff.
- Career related enrichment opportunities are organised by the members of the Senior Leadership Team with assistance provided by support staff.

6.4 Governors

School Governors are highly supportive of all careers related activities and often attend career related events.

6.5 Employers

The school offer a wide range of career focussed enrichment activities for students, including mock interviews, presentations from visiting speakers, presentations about apprenticeship opportunities and assistance with CV writing.

Any employer interested in participating in career related activities with our students, should contact the school office.