



# Careers Education, Information, Advice and Guidance

<b>Person Responsible:</b>	Mr I Chapman	<b>Frequency of Review:</b>	1 Year
<b>Authorisation By:</b>	Governors	<b>Notice Date:</b>	29/09/2023
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## 1 Introduction

High quality careers education and guidance in school or college is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16.

Upper Wharfedale School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Upper Wharfedale School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Careers Education, Information, Advice and Guidance (CEIAG) is available 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. Statutory Requirements

Upper Wharfedale School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships. This is outlined in ‘The Department for Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023’.

### 3 Aims

Upper Wharfedale School provides access for other education and training providers:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

It sets out:

- Procedures in relation to requests for access
- The grounds for granting requests for access
- Details of premises or facilities to be provided to a person who is given access

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.

### 4 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.

Upper Wharfedale will track progress against The Gatsby Benchmarks termly using Compass+ and these results will be shared with careers governor and Craven & Harrogate enterprise coordinator.

### 5 Entitlement

Upper Wharfedale School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to provide at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be achieved via assemblies in addition to providers attending careers events at school.

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.

## 6 Provision

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

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, which is providing individual careers interviews for every key stage 4 student along with careers information, advice and guidance within PSHCE lessons. Observations of careers interviews to be undertaken and pupil voice to be obtained.

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

Mr Mitton 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.

### 6.1 Key Stage 3 Provision

- Curriculum support in all subjects promoting related job advice.
- Allotted time through PSCHE lessons for self-development focusing on lifestyle and progression.
- Access to the careers software via PSCHE 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.

### 6.2 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.

## **7 Equality and diversity**

### **7.1 Access**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. This is committed to encouraging all students to make decisions about their future based on impartial information.

### **7.2 Requests for access**

Requests for access to other providers should be directed to the careers leader by phoning the school reception.

### **7.3 Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled PHSEE lessons and Careers or Raising Aspirations events that the School is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with the school or on an individual basis.

### **7.4 Details of the premises and/or facilities to be provided to a person who is given access**

Upper Wharfedale School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms and other specialist equipment can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Providers will be met and supervised by a member of staff who will facilitate.

### **7.5 Live/Virtual encounters**

Upper Wharfedale School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

### **7.6 Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

### **7.7 Leadership**

The Careers Leader co-ordinates all provider requests and is responsible to their line manager who is a member of the Senior Leadership Team.

## 7.8 Complaints Procedure

Any complaints related to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

# 8 Roles and Responsibilities

## 8.1 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, Mr Mitton, Miss Khan or Mr Soroczan.

## 8.2 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.

## 8.3 Staff

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

- Mr Mitton 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.

## 8.4 Governors

School Governors are highly supportive of all careers related activities and often attend career related events. Mrs Willis is the governor responsible for careers.

## 8.5 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.

# 9 Monitoring review and evaluation

The school's arrangements for managing the access of education and training providers to students is monitored by the Careers Leader

This appendix will be reviewed annually by the Careers Leader and forms part of the Careers Policy.

At every review, the policy will be approved by the governing body.

- The Service Level Agreement which is provided by NYCC is reviewed annually.
- The Careers Education programme is planned, monitored and evaluated by the Careers Lead; annually.
- The school further evaluates the CEIAG provision against the Gatsby Benchmarks through the use of the Careers and Enterprise Company's Compass and Tracker toolkits. Progress against these Benchmarks is monitored at regular meetings by the Enterprise Advisor and the Enterprise Coordinator in conjunction with

the Careers Lead. The school is committed to reviewing the Benchmarks on an annual basis and further embedding this good practice to ensure students continue to receive an outstanding provision.