



# **Weald of Kent Grammar School**

## **Policy for Careers Education, Information, Advice and Guidance (CEIAG)**

### **2021**

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### **Philosophy**

At Weald of Kent Grammar School our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of students for the opportunities and experiences of adult life in modern Britain. Its central concern is equipping students to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an international society and to instil life-long learning, resilience and grit. Strategy is determined through work with careers partners.

### **Rationale for CEIAG**

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them. Our CEIAG programme should enable students to:

- Be more self-aware about their own skills, aptitudes, values, aspirations and potential.
- Have a better understanding of education, training and future career opportunities both within the UK and abroad.
- Make informed choices about their own continuing education, training and future career paths.
- Develop career management skills of self-reliance, adaptability, flexibility, decision-making and problem-solving.
- Be inspired and motivated to raise their aspirations and fulfil their potential.

### **Commitment**

Weald of Kent Grammar School is committed to providing a planned programme of CEIAG for all students in Years 7 – 13 in partnership with The Careers and Enterprise Company (CEC) and CK Careers Advice.

Weald of Kent Grammar School endeavours to follow the latest statutory and best practice guidance including the Gatsby Benchmarks (Appendix 1).

### **Links with other policies**

This policy is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, PSHCE, equal opportunities, health and safety, and special needs linking with the whole school improvement plan.

### **Student Needs**

The Careers Programme is designed to meet the needs of the students at Weald of Kent Grammar School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning and development. It will be tailored as required to meet the needs of any student to be totally inclusive.

### **Entitlement**

The Careers programme is designed to meet the needs of all students at Weald of Kent Grammar School regardless of race, gender, disability, sexual orientation and religion. Students are entitled to CEIAG that is impartial, without bias and prejudice. It will cover the needs of both groups and individuals.

## Implementation

The School adopts the following approaches to the delivery of CEIAG:

Across all Key Stages it is delivered:

- As part of a separately timetabled PSHCE programme. Careers lessons are part of the PSHCE programme. Other focused events and lessons are provided from time to time.
- It is delivered through off timetable specific events.
- It is delivered through cross-curricular work within all school departments.
- It is delivered in partnership with CEC, Bayliss Career Services and Consultancy, local employers and other outside agencies.
- The Careers Manager coordinates the careers programme and works closely with the Heads of Years, Careers Co-ordinators and Deputy Head Teacher (Quality of Care).
- Careers information is provided in the Careers Library and is maintained by the Careers Manager.
- Impartial face-to-face one-to-one careers advice is given.
- Vulnerable students are identified by tutors and Heads of Year; CEIAG is integrated through pastoral support programmes, especially in KS4 and KS5.
- CEIAG is delivered through, and closely linked to, student curriculum choices for GCSE and post-16. Students are helped to make informed decisions regarding their pathway on leaving the school, including further learning, training, employment, apprenticeships, entrepreneurialism or other vocational routes alongside traditional A Level, college and university routes.
- The school encourages all Sixth Form students to access a range of university open days and HE exhibitions.
- The school also invites into school a range of motivational speakers, ex-students and representatives of key organisations such as gap year providers, colleges, universities, InvestIN, The Education People, admissions tutors and employees of local companies.
- Virtual access to a wider range of careers partners is offered to all students.
- Work experience opportunities are supported by the school for those students who require this to support their future career aspirations.
- Work experience is encouraged and supported for all students in Year 12.

In Key Stage 3 our Careers Programme includes modules on self-development, time management, decision-making, personal strengths for employment, and career exploration. We also discuss GCSE Options in Year 9 and making careers choices based on GCSE options. Students have talks from a university and on apprenticeships.

In Key Stage 4, students will have the opportunity to take the Morrisby Test, and explore their own personal skills and qualities. They will gain information on a wide range of all Post-16 qualifications, to compare post-16 progression routes and the preparation and completion of their Kent Choices application. This includes CV production and writing a personal statement. They will also look at Employability Skills. Students have access to an independent Careers Advisor.

In Key Stage 5, the programme focuses on preparation for post-18 pathways. This includes modules on subjects and careers, one-to-one careers guidance and interview skills. There is a range of visiting speakers such as ex-students, gap year providers, local colleges, admissions tutors and employees of local companies. Students are fully supported in their UCAS applications, including extensive work on how to write their Personal Statements and making appropriate choices. The school offers an HE Information Evening for all parents of Year 12 students and students attend a UCAS Exhibition. Students are given whole cohort advice and guidance as well as bespoke individual guidance to access school leaver programmes, apprenticeships, Further Education and Higher Education courses.

## **Work Related Learning**

WRL and Enterprise is a fundamental part of a young person's education across the curriculum, enabling them to make a successful transition from school to adulthood and employment. The school offers a wide range of experiences for students to learn about the world of work, motivate them and prepare them for the opportunities, responsibilities of adulthood whilst supporting their future aims and aspirations.

The School adopts the following approaches to the delivery of WRL and Enterprise:

- Curriculum linked visits.
- Peer mentoring.
- Mock interviews/role plays.
- Taster days.
- Employer speakers and employability skills.
- Integrated into a separately timetabled PSHCE programme.
- Cross-curricular work within all school departments.
- Partnership with CEC, local employers and other outside agencies.
- The Careers Manager coordinates the WRL and Enterprise programme working closely with the Heads of Year.
- Year 8 explore the work of work through direct access to different employment settings.
- Sixth Form students are encouraged to gain part-time employment and voluntary roles throughout their two-year programme, in order to gain inter-personal skills and develop responsibility whilst in the working environment.

## **Resources**

Funding is allocated in the annual budget planning in the context of whole school priorities.

## **Partnerships**

An annual Partnership Agreement is negotiated between the Weald of Kent Grammar School and Bayliss Career Services and Consultancy which identifies the contributions to the programme that each will make. Weald of Kent Grammar School also has partnerships with The Careers and Enterprise Company (CEC), Medic Mentors, InvestIN, Young Enterprise, North Kent College, and other local businesses.

## **Staff Development**

Staff training needs will be identified and funding is provided from school funds. The school will endeavour to meet training needs within a reasonable period of time.

## **Monitoring, Review and Evaluation**

The Partnership Agreement with Bayliss Career Services and Consultancy is reviewed annually by the Careers Manager and the Personal Advisor. Evaluations are carried out through lesson observations and through student and parent surveys. To help achieve this, students will be asked to complete surveys such as Trendence. There are regular meetings between Senior Leadership, the Careers Manager, Careers Co-ordinators, Enterprise Co-ordinator and Enterprise Advisor.

This document can be accessed by staff, parents, carers, trustees, partners and personal advisors via the School website.

<b>Authors:</b>	Sara Swanton Rhian Bowler Tracey Murphy	<b>Date:</b>	November 2021
<b>Next Review Date:</b>	November 2022	<b>Link Trustees:</b>	Quality of Care Committee and Radhika Bajaj as Link Careers Trustee
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