



Weald of Kent Grammar School

Policy for Careers Education, Information, Advice and Guidance (CEIAG) – September 2018

Philosophy

At Weald of Kent Grammar School our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of pupils for the opportunities and experiences of adult life in modern Britain. Its central concern is equipping pupils 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.

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 pupils 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 DW Careers.

Weald of Kent Grammar School endeavours to follow the latest statutory and best practice guidance. It has held the Investors in Careers Quality Award since 2011.

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 development 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 student's stages of career learning and development. It will be tailored as required to meet the needs of any pupil 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

- 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.
- Through off timetable specific events.
- Through cross-curricular work within all school departments.
- In partnership with CEC, DW Careers, local employers and other outside agencies.
- The Careers Manager coordinates the careers programme and works closely with the Head of Years and Assistant Head Teacher (Sixth Form).
- Careers information is provided in the Careers Library and is maintained by the Careers Manager.
- Impartial face-to-face one-to-one careers advice
- CEIAG is delivered using a software package called Career Planner
- 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 visit a range of university open days, and all Year 12 students go to the University of Surrey together on a school-led visit to a UCAS Higher Education Fair.
- Work experience preparation and follow-up take place in Year 12 careers lessons and other appropriate parts of the curriculum.
- The school also invites in a range of motivational speakers, ex-students and representatives of key organisations such as Gap 360, colleges, Student Finance England, Admissions tutors and employees of local companies.

The delivery of CEIAG is set out in the Careers Programme of Study. The programme is built around three strands that are addressed in each year group: Self-Development, Career Exploration and Career Management.

In Key Stage 3 our Careers Programme is called “Explore and Inspire”. This includes modules on Self-Development, Time Management, Decision Making, Organising a Charity Event, Career Exploration, Budgeting and Finance, and a discussion of the career pathway through school. Students start to build a Careers Portfolio. We also discuss GCSE Options in Year 9 and they are introduced to the Careers Library.

In Key Stage 4, our Careers Programme is called “Explore and Discover”. Students will have the opportunity to take the Morrisby Test, to complete modules from PX2 and to discuss their post-16 options in the context of their Careers Portfolio. This includes 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 applications. This includes CV production and writing a personal statement. Students will also visit Skills Fest, and there are more curriculum based visits.

In Key Stage 5, our Careers Programme is called “Explore and Progress”. The programme focuses on preparation for post-18 pathways. This includes modules on Subjects and Careers, Preparation for Work Experience, one-to-one careers guidance, Interview Skills, and Work Experience in the June/July of Year 12. There is also a range of visiting speakers such as ex-students, Gap 360, local colleges, Student Finance England, ‘Pathways’, Admissions tutors and employees of local companies. Students are fully supported in UCAS applications, including extensive work on their Personal Statements and appropriate choices. All Year 12 students visit a HE Convention, and the

school hosts a HE Information Evening for all parents of Year 12 students. Students are given whole cohort advice and guidance as well as bespoke individual guidance to access school leaver programmes, apprenticeships, and 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 successful transition from school to adulthood and employment. The school will offer 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.
- As part of a separately timetabled PSHCE programme.
- Through cross-curricular work within all school departments.
- In partnership with CEC, local employers and other outside agencies.
- The Careers Manager coordinates the WRL and Enterprise programme who works closely with the Head of Years.
- Year 8 in-house work experience.
- Year 12 work experience as a key component of the 16-19 study programme
- Conferences, e.g. Year 12 Pathways Conference
- 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 DW Careers 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), Young Enterprise, West 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 Investors in Careers kite mark will be used for monitoring the delivery of the careers programme. The Partnership Agreement with DW Careers is reviewed annually by the Careers Manager and the personal advisor. Evaluations are carried out through the SEF programme, lesson observations and through student and parent surveys.

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

Authors:	Sara Swanton	Date:	September 2018
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