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### Rationale

Careers Education, Information, Advice and Guidance (CEIAG) is an important, integral part of students' entitlement and learning here at Christopher Whitehead Language College & Sixth Form. We are committed to providing the appropriate activities and experiences to enable students to make successful transitions from key stage 3 to key stage 4 or from school to further education, training programmes or work.

The new statutory guidance, section 29 of the Education Act 2011, places schools under a duty to secure access to independent careers guidance for the students in school years 9 to 11. From September 2012 careers guidance must:

- Be presented in an impartial manner.
- Include information on the full range of post-16 education or training options including apprenticeships, and
- Promote the best interests of the students to whom it is given.

From March 2015 and further updated in April 2017 and November 2021

The duty on schools, to secure independent careers guidance for all year 8-13 students, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every student develop high aspirations and consider a broad and ambitious range of careers. Inspiring every student through more real-life contacts with the world of work can help them understand where different choices can take them in the future.

Our school gives students the opportunities to access impartial advice and guidance freely and the tools to help them make considered choices. There is a planned programme of careers education for all students. This school involves a variety of alternative providers to discuss apprenticeships, approved technical opportunities. A thriving partnership with Mazak sees a number of students achieve Level 2/3 apprenticeships.

### Aims

- To enable students to make considered choices by the end of both key stages.
- To help students to manage their transitions to new roles and situations.
- To promote self-development in students including employability skills.
- To help students to value difference and diversity between people.
- To raise awareness of opportunities and to raise aspirations.

## Objectives

- Students develop the skills to find the information they need and have access to a range of up-to-date appropriate information materials.
- Specialist careers advice and guidance is available; students develop individual action plans.
- Knowledge of the different courses and opportunities is provided to students.
- Students have access to the world of work; issues of workplace stereotyping to be addressed.
- Parents, staff and governors are kept informed of relevant CEIAG issues via student/parent newsletters and bespoke assemblies.

## CEIAG Curriculum

- Lessons are delivered through the values and ethics lesson cycle by teams of the learning mentors with carefully developed lesson plans also delivered by a dedicated qualified Careers Advisor.
- Each year group has timetabled careers lessons appropriate to their needs, delivered by the school's careers advisor, using online research facilities as part of the lesson. Each year 11 student will have at least one individual careers appointment with the school's careers advisor.
- Each year we have a careers fair in school attended by universities, FE colleges, businesses and apprenticeship providers for year 11, 12 and 13 students.
- Year 10 students have taster days at local FE providers and a work experience week.
- There are "options" talks for year 8 students about their choices in KS4.
- There are also various 'Aimhigher' visits to universities.
- There is a programme of events targeted at our Higher Learning Potential students in years 7-10.
- Local employers come into school to give each year 11 student an experience of an interview situation, and there are careers breakfasts for Year 12 and 13 students given by career professionals.

## Staff With Roles Within CEIAG

LT leader with oversight for CEIAG  
Careers/Work Experience/Aimhigher Coordinator  
Values & Ethics Co-ordinator

All learning mentors are involved in the delivery of aspects of the careers education programme. The SENCo and Directors of Studies are a vital part of referral of students for guidance interviews with the Careers Advisor and for the tracking of individual student's progress.

## Resources

- The 'Careers Department' receives an annual budget to cover the costs of software site licences, up-to-date information and advice books, posters and magazines for the careers library, photocopying (including production of work experience log books), consumables and hospitality for visitors.
- Careers lessons with the Careers Coordinator are supported by a well-stocked careers library and appropriate computer programmes.

## Staff Development

- The Careers Coordinator regularly attends IAG and CEC (Careers & Enterprise Company) meetings.
- The Careers Coordinator is required to have a minimum NVQ Level 4 in IAG.

## Monitoring, Review and Evaluation

- Fortnightly meetings between the Careers Coordinator and line manager to discuss and review all aspects of CEIAG as they arise.
- Feedback from Learning Mentors through the Values & Ethics Co-ordinator.
- Student feedback evaluation sheets and comments in log books are used to inform future planning.

## Developments

- To review the impact of RPA (Raising the Participation Age).
- To review and improve the use of on-line careers research programmes.
- To review any changes in the apprenticeship programmes.
- To investigate the use of 'taster lessons' prior to choices for subjects for KS4.
- Monitor any government curricular developments in line with careers education.

## Policy Review

Policy to be reviewed annually by LT and/or Governors.

To contact the Careers Advisor, it is best to email [office@cwlc.email](mailto:office@cwlc.email) stating the reason for the enquiry. We aim to reply to emails within 48 working hours.