



WEST KIRBY SCHOOL & COLLEGE

Changing Children's Lives

Careers Education, Information, Advice and Guidance Policy

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1 School Vision

At West Kirby School and College, we believe that providing careers education is a crucial part of a young person's development. By giving pupils impartial and independent access to information about a wide variety of possible career paths we broaden their horizons and inspire them to achieve their goals and ambitions and 'To be the best that they can be'.

The governing body have therefore adopted this policy in order to provide a clear commitment to and framework for Careers Education, Information, Advice and Guidance

2 Policy Scope

This policy covers Careers Education, Information, Advice and Guidance given to pupils in Key Stages Three, Four and Five.

The policy also applies to Year 11 and Post 16 pupils after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Though not necessarily in school regularly and attending lessons in July and August of their final year, the policy is still applicable.

The policy has been reviewed in line with the recently published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff. (DfE, January 2018)

This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this policy

This policy covers the legal duty of schools to ensure that a range of education and training providers can access pupils in Year 7 to Year 14 for the purpose of informing them about approved technical education qualifications or apprenticeships.

This policy refers to events and opportunities in all three Key Stages and in all years and these events will impact upon all pupils at the school.

All members of staff at West Kirby School and College are expected to be aware of this policy and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of pupils; CEIAG is not the sole responsibility of the Careers Pathways Officer.

It is important therefore that pupils leave school aware of themselves as individuals, aware of the opportunities available to them and able to make some decisions about their own life. They should be prepared for the transition from full time education to the world beyond. It is to these aspects of personal and social development that this policy will contribute.

3 Objectives:

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

1. To ensure that all pupils at the school receive a stable careers programme
2. To enable all pupils to learn from information provided by the career and labour market
3. The CEIAG programme should be individual and address the needs of each pupil
4. To link the curriculum learning to careers learning
5. To provide pupils with a series of encounters with employers and employees
6. To provide pupils with experiences of workplace(s)
7. To ensure that pupils have a series of encounters with further and higher education
8. To provide each pupil with the opportunity to receive personal guidance

4 School Responsibilities

The school has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 7 to 14. This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the pupil
- There must be an opportunity for education and training providers to access pupils in Year 7 - 14 in order to inform them about approved technical qualifications or apprenticeships.
- The school must have a clear policy setting out the manner in which providers will be given access to pupils. Appendix 2
- This policy and these arrangements must be published
- The school will base its careers provision around the Gatsby Benchmarks. A summary of these can be seen in Appendix 2.

West Kirby School and College believes that good CEIAG connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good CEIAG widens pupils' horizons, challenges stereotypes and raises aspirations.

It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The school will continuously monitor its CEIAG offer and seek further improvement. This will be done by all the staff involved in the design and delivery of the PHSEE and Life Skills programme as well as by external stakeholders who assess the work of the school (e.g. Ofsted)

5 Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders.

They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks
- Meeting the school's legal requirements
- The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 7 – 14.
- There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

6 Provider Access

Introduction

This section of the policy sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All pupils in years 7- 14 are entitled:

To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

To understand how to make applications for the full range of academic and technical courses.

Appendix 2 shows the way in which education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities

The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities

7 Monitoring, Evaluation and Review

The Headteacher will ensure that:

The work of the Career Pathways Lead and CEIAG events are supported and monitored

A member of the Senior Leadership Team (Mr Hulme, Assistant Head of Post 16) has an overview of CEIAG work and reports regularly back to the team

The effectiveness of this policy will be measured in a variety of ways:

Feedback from stakeholders through mechanisms such as pupil, parent and teacher surveys; termly Compass + evaluations, annual Governor review of Careers programme and Careers is on the School Improvement plan to be reviewed annually.

Feedback from external visitors to the school such as the School Improvement Partner (SIP); Ofsted

The number of pupils who are NEET in October having left the school in the previous summer. This figure can be compared to national figures as well as against the equivalent figure from similar schools both nationally and within the county.

The governors of West Kirby School and College will review this policy every three years.

8 Appendix 1 - Gatsby Benchmarks, Contacts and West Kirby School and College's Careers Programme

Gatsby Benchmarks, Contacts and West Kirby School and Colleges Careers Programme School provides pupils with high quality careers advice and guidance, to support pupils in their next steps after their time at WKS. This is developed throughout a pupil's time at the school and is always supportive of their aspirations, strengths and skills.

Aims and purpose

- Prepare pupils for the transition to life beyond secondary school (further & higher education and the world of work)
- Raise awareness of the range of careers available to pupils
- Support pupils in making informed decisions which are suitable and ambitious for them
- Provide pupils with well-rounded experiences including access to external providers to enrich their careers education
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support pupils in the curriculum and in their careers
- Inspire and motivate pupils to develop their aspirations

This programme summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

The careers provision at West Kirby School and College School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 7 -13 and that this guidance should:

- Be impartial
- Include information on a range of pathways, including university options or apprenticeships
- Be adapted to the needs to the pupil. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and
- training providers the opportunity to talk to pupils about approved technical qualifications and
- apprenticeships. Further information relating to this is set out later in this document, under
- Provider Access.

The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

Roles, responsibilities and contact details

All staff contribute to the implementation of this policy through their role as educators and support and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between further and higher education providers and employers are exploited to support the curriculum through KS3 to 5. All pupils have access to the following:

- A dedicated school careers pathways officer
- An independent school careers advisor
- Extra-curricular trips support pupils in developing their understanding of a range of different subjects
- External speakers and visitors through both careers specific events and curriculum specific subjects

Careers Team

School Career Pathways Officer	Mrs Helen Shallcross	hshallcross@wkrs.co.uk
Senior Leadership Team Careers Link	Mr Steven Hulme	shulme@wkrs.co.uk
HTLA	Mrs Helen Vine	hvine@wkrs.co.uk
Teacher Life Skills	Miss Lottie Millington	lmillington@wkrs.co.uk
Teacher PHSEE	Mrs Sam Brown	sbrown@wkrs.co.uk
Independent School Careers Advisor	Mr Barry Thomas	Barry.Thomas@careerconnect.org.uk

Careers Provision at West Kirby School and College:

Our pupils have the opportunity to have more than one opportunity with Career Connect each academic year and we encourage parental participation in their child/wards carer and future pathways planning. We offer additional personalised support to our pupils and they will receive an extra career support throughout the year, as and when it is needed/requested.

Our pupils are entitled to:

- **Independent and Impartial CEIAG:** that is inclusive and tailored to individual circumstances. It is confidential, impartial, accessible, transparent and provides equity of opportunity. Careers Guidance seeks to support the decision-making process through exploring options and providing information. West Kirby School and College is committed to pupil-centred support.
- **A Careers Education, Information, Advice and Guidance Programme:** that is relevant to all, fulfils the criteria of the Gatsby benchmarks and contributes to the school meeting its strategic objectives.
- **Workshops/Employer Visits and Work Experience:** as part of pupil's course of study or stand-alone.
- **Labour Market Information:** that is relevant, up to date and impartial. This enables pupils to understand the range of opportunities available in the Liverpool City Region, their local area of residency and nationally.
- **Support with preparing for and securing a job:** Informing pupils about the range of skills and qualifications they will need to succeed in the workplace both today and in the future. This includes information on career choice, job search, CV writing, completing applications and access to placements.
- **A range of relevant on-line and virtual CEIAG Support:** for example, UniFrog, National Careers Service and National Apprenticeship Service.
- **Confidentiality:** No pupils details will be disclosed to a 3rd Party without the pupil's individual prior consent, unless required by law, or if the individual is at risk or harm or threatens another individual. Pupils records are held securely in accordance with the Data Protection Act (1998)^v. Pupils may request sight of their records.
- **Equality and Diversity:** The Equality and Diversity Act 2010^{vi} West Kirby School and College is committed to equal treatment of all people.

- **Feedback:** Feedback is important to our school and is sought from pupils via questionnaires and helps to improve and inform our services. In addition to formal feedback processes, parents and their parents can make further comments, compliments, and suggestions by emailing us at: shulme@wkrs.co.uk

Key Stage 3	<p>Guest speakers throughout the curriculum areas</p> <p>Trips and visits organised through curriculum areas</p> <p>Meet the college and training provider event (in-house six x providers)</p> <p>PHSEE Careers:</p> <ul style="list-style-type: none"> Career focus communications (Year 8) Confidence and goal setting (Year 8) Personal development and target setting (Year 8) Teamwork (Year 8) Employability, applying & preparing (Year 9) Workplace Skills (Year 9) What we learn from entrepreneurs (Year 9) Behaving to achieve – rules (Year 9) Developing Interpersonal Skills (Year 9) Discrimination equality Act 2010 (Year 9) <p>Option Evening</p> <p>Enterprise skills</p> <p>SaLT – Social expectations out in our community</p> <p>Targeted personal career advice from Career Connect</p> <p>Access to Unifrog</p>
Key Stage 4	<p>Targeted personal career advice from Career Connect</p> <p>PHSEE Careers:</p> <ul style="list-style-type: none"> What are employers looking for in CVs (Year 10) Why pursue a career in STEM (Year 10) The right career for me (Year 10) Preparing for Work Experience (Year 10) Rights and responsibilities in the workplace (Year 10) Developing interpersonal skills (Year 10) Time management (Year 10) Applying for college & university (Year 11) Health & safety at work (Year 11) How do Trade Unions protect us (Year 11) How to prepare for job interviews (Year 11) Diversity and identity (Year 11) <p>Pupil Ambassador</p> <p>Career Assembly – National Apprenticeship Week</p> <p>Access to Unifrog</p> <p>Year 11 – Access to Wirral Career Fair</p> <p>Year 11 – Work experience - Preparing for Work Experience</p> <p>Visiting colleges and training provider events or tours</p> <p>Careers interviews with the school's careers advisor</p> <p>Parent Workshop – Preparing to transition</p> <p>SaLT – Preparing for change & transition</p>
Key Stage 5	<p>Guest speakers throughout the curriculum areas</p> <p>Trips and visits organised through curriculum areas</p> <p>Meet the college and training provider event (in-house six x providers)</p> <p>Access to the North West Apprenticeship Show</p> <p>Career Assembly – National Apprenticeship Week</p> <p>Post-16 notice board</p>

	<p>Life skills Programme:</p> <ul style="list-style-type: none"> Interview skills challenge Applying for university, college & apprenticeships Preparing to transition Preparing for work Money matters programme <p>College application support</p> <p>Transition visits, taster sessions to next destination</p> <p>Employability support – CVs, covering letters and job searching</p> <p>Work experience opportunities</p> <p>Travel training</p> <p>Careers interviews with the school's careers advisor</p> <p>Communication sent to parents/carers highlighting opportunity for events out of School</p> <p>SaLT – Preparing for change & transition</p> <p>SaLT – Dealing with employers and your diagnosis</p> <p>Parent Workshop – Preparing to transition</p> <p>Access to Unifrog</p>
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Work Experience Provision

The aim of work experience is to provide an opportunity for all pupils to learn in the work place; an experience that cannot be replicated in school. All pupils are offered the opportunity of one weeks' work experience in the July of Year 11, once they have finished their examinations. This is not a compulsory part of the curriculum, but is undertaken by the majority of pupils. The overall organisation of work experience is undertaken by the Careers Pathways Officer who liaises with the form teachers of Year 11, parents, pupils and other key stakeholders to support pupils.

The pupils and parents are encouraged to look for their own work experience through their own applications and family links. The Career Pathways Officer will make every attempt to secure placements that meet our pupils' aspirations and career pathways, when this is not possible, pupils will be offered placements that we have secured in the community with local businesses.

Parents/carers are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

The Career Pathways Officers checks that the placement meets with the school's requirements, the pupils will be treated fairly and they will undertake meaningful work. All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Career Pathways Officer. During work experience week West Kirby School and College staff will make visits or phone calls with other members of staff to check in on pupils. Where needed, depending on pupils needs and capabilities, West Kirby School and College staff will remain on the employer's site to support our pupils.

9 Appendix 2 - Arrangements for Provider Access

Introduction

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer. It sets out:

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

Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils. This is outlined in section 42B of the Education Act 1997. This policy shows how our school complies with these requirements.

Pupil entitlement:

All pupils in years 7 to 14 at West Kirby School and college are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through calendared events and assemblies.
- Understand how to make applications for the full range of academic and technical courses.
- Management of provider access requests

Procedure

Due to the school's timetable we can only offer providers a 20-minute assembly slots between **XX to XX** – to share the following information with a whole Key Stage group of 200 pupils (which year group will be confirmed at the time of booking).

Assembly criteria

1. An overview of the organisation in simple terms with an accompanying visual presentation e.g. PowerPoint)
2. Discuss the range of jobs within the organisation and how technical qualifications or apprenticeships can lead to those
3. Explain what learning or training would look like within the organisation
4. How to apply for an apprenticeship or another role within the business
5. Handouts with contact details, website links and a summary of the information shared during the assembly
6. Complete and return the Visiting Speakers Protocol form prior to the visit

Employer/Employee Encounters and Curriculum Speakers criteria

The volunteer will...

1. Have a professional job
2. Be happy to answer questions in order for pupils to work out what job they do
3. share their journey to include; decision making process any considerations, further/higher education and any tips that they can give pupils when considering a career in that profession

4. Complete and return the Visiting Speakers Protocol form prior to the visit

Meet The College and Training Provider criteria

1. Be a provider of technical training or apprenticeships
2. Bring display pop up stands and handouts of literature and information with contact details
3. Complete and return the Visiting Speakers Protocol form prior to the visit

Contact details

A provider wishing to request access should contact

Career Lead: Mrs Helen Shallcross, Career Pathways Officer
Telephone: 0151 632 3201
Email: hshallcross@wkrs.co.uk