



Woking High School

CEIAG Policy

Governor Committee Responsible:	Curriculum Committee		
SLT Responsibility:	Maiken Walter, Deputy Headteacher		
Staff involved in reviewing this procedure	SLT, CEIAG Co-ordinator, Careers Governor Link		
Review Frequency:	3 Yearly	Last Reviewed:	June 2019
Next Review:	June 2022		

Careers Education, Information, Advice and Guidance Policy

Rationale

Woking High School's careers education programme provides our students with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Commitment

Each year our students in Year 11 progress on to Further Education, Apprenticeships or employment, which provides in-service training, and we are committed to ensuring that appropriate advice and guidance is available to support students in making informed choices about their futures.

Woking High School is committed to providing all students in Years 7-11 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. 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 Benchmark:

- A stable careers programme;
- Learning from career and labour market information;
- Addressing the needs of each student;
- Linking curriculum learning to careers;
- Encounters with employers and employees;
- Experience of work places;
- Encounters with further and higher education;
- Personal guidance.

Aims

Our overarching aim is that all our students are able to enjoy fulfilling work throughout their adult life and be productive members of society. We recognise that the process of making careers decisions is a lengthy one and a person's career may change over time.

We aim to raise aspirations, challenge stereotypes (including gender stereotypes), promote equality and diversity and encourage students to consider a wide range of careers. The careers programme at Woking High School is designed to meet the needs of all students. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to CEIAG which meets professional standards of practice and which is person centred, impartial and confidential. It is integrated into the whole curriculum and is based on a partnership with parents/carers.

In particular, our aim is for our students to:

- Be prepared for adult life.

- Gain a broad understanding of the world of work and an ability to respond to changing opportunities including through the monitoring of the local labour market.
- Have an awareness of further and high education, training and apprenticeships, employment and self-employment opportunities.
- Develop enterprise and employment skills.
- Learn independent research skills so that they can make good use of information and guidance.
- Achieve greater self-knowledge, including their own strengths, potential and weaknesses, and to develop positive attitudes towards themselves and their options.
- Acquire the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

Careers entitlement

Students attending Woking High School are entitled to:

- Receive a stable careers programme from Year 7 that continues until they leave school.
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual careers goal – whether this is Further Education, Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in FE, HE, apprenticeships and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst taking into account local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.
- Have a minimum of one week's work experience, with the opportunity for a second if agreed by the school.

Students are expected to:

- Fully engage with careers lessons and activities and reflect on what has been learnt.
- Utilise the available careers resources.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers Fair.
- Take advantage of opportunities offered outside school, such as school trips and projects, which are careers related.

Parents are entitled to have:

- Access to links to the National Careers Service information, and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor, careers lead and careers coordinator.
- Access to information and guidance through parent information evenings.

Provision

Careers education forms an integral part of the curriculum through the Citizenship and Day 11 programme. This includes sessions delivered by external visitors, providing opportunities for a range of national and local education and training providers to access students across all year groups for the purposes of informing them about approved technical education, qualifications and apprenticeships. We take every opportunity to work with the local community, parents and our contracted partner, Innervate Careers Service, and the Careers and Enterprise Adviser Network to enrich students' involvement with employees and employers. Careers guidance interviews take place on a one-to-one basis in line with statutory requirements.

Within Departments, students receive specific careers related lessons and there are also careers display boards highlighting a wide range of potential careers associated with the particular subject. There are Careers and Enterprise activities delivered within the Day 11 programme and careers related off-site visits for all year groups.

Careers programme	Autumn Term	Spring Term	Summer Term
Year 7	<p>“Growing Aspirations, Introduction to Careers”</p> <hr/> <p>Visit to University of Surrey</p>	<p>“Growing Aspirations, Introduction to Careers”</p> <hr/> <p>Author Visit Assembly & workshops</p>	<p>STEM Roadshow</p>
Year 8	<p>Business & Finance Careers Day</p>	<p>“Growing Aspirations, this is the year 2030, choose your life”</p> <hr/> <p>Author Visit Assembly & workshops</p>	<p>“Growing Aspirations, this is the year 2030, choose your life”</p> <hr/> <p>STEM-Microsoft Head Office Visit for girls</p> <hr/> <p>“STEAM Festival” at University of Surrey</p> <hr/> <p>STEM Roadshow</p>
Year 9	<p>Inspiring Your Future- Careers Fair</p> <hr/> <p>Employer Speed Networking with external employers</p> <hr/> <p>Apprenticeship Workshop run by Surrey University</p> <hr/> <p>Options Lesson- Choices & Decisions</p> <hr/> <p>START – Opening Your Eyes</p>	<p>Gordons School Careers Fair</p> <hr/> <p>Options Evening</p>	
Year 10	<p>Inspiring Your Future- Careers Fair</p> <hr/> <p>McLaren Work Inspiration Day</p>	<p>Gordons School Careers Fair</p> <hr/> <p>Ubisoft Workshop and talk</p> <hr/> <p>Trip to Woking College Careers Fair</p> <hr/> <p>Trip to University of Oxford</p> <hr/> <p>Trip to National Apprenticeship Show</p> <hr/> <p>1: 1 Careers Interviews</p> <hr/> <p>Woking College Pre- Taster Interviews</p> <hr/> <p>What Next Questionnaires</p>	<p>Work Experience week</p> <hr/> <p>Whole year Woking College taster day</p> <hr/> <p>The Brighton and Sussex Medical School hub event</p> <hr/> <p>Assembly talks by colleges & sixth forms</p> <hr/> <p>Taster trip to Brooklands College</p> <hr/> <p>1: 1 Careers Interviews</p>

Year 11	Inspiring Your Future Careers Fair <hr/> Intended Destinations Questionnaire <hr/> 1: 1 Careers Interviews	Gordons School Careers Fair <hr/> 1: 1 Careers Interviews	
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Careers Advisor –Sarah Matthews is available to students during break and lunch times one day per week. She sees students for 1:1 guidance interviews in Year 9, 10 and 11 as appropriate. She is also available at certain Consultation Evenings Information Evenings.

Extra support where appropriate - Students are identified for extra support by the SENCO, Heads of Year, SLT, Tutors and Pastoral staff. Where a need is identified, an appropriate level of individualised support is provided.

Links with employers - We continue to establish good relationships with local employers who work with us in a range of capacities; for example, they are involved in the delivery of Day 11 activities, attending speed networking events, providing business mentors for students who need additional guidance and support, speaking to students in assemblies or within smaller groups about career paths and they often provide invaluable work place experiences.

Partnerships - We have a contract with Innervate Careers Service, which details the contribution to the programme that they will make. We also work in partnership with local colleges, apprenticeship providers, the National Careers Service, Surrey University, local employers and the local authority.

IT -The following websites are used with students to explore careers: plotr.co.uk; lcould.com; nationalcareersservice.direct.gov.uk; apprenticeships.org.uk.

Careers library - a wide range of materials are available throughout the school day within the main school library.

Careers fair - a Post-16 Careers Fair is arranged in school in September each year and is open to all Year 9, 10 and 11 students and parents/carers.

Roles and responsibilities

All staff contribute to the implementation of this policy through their role as tutors and as subject specialists. Subject specialists embed careers into their subject area. A range of connections between Further Education providers and employers are forged and developed to support the curriculum through KS3 to 4.

Careers team:

SLT lead and strategic lead for careers - Mrs Walter, Deputy Headteacher
Careers Co-ordinator - Miss Jarman
Independent Careers Advisor - Sarah Matthews (Innervate)
Link Governor - Mrs Danton

Monitoring, review and evaluation

Careers Education and Guidance will be reviewed annually in order to maintain the quality of our provision. This will be done through discussion with students and key staff, questionnaire feedback and appropriate observation of activities by the Senior Leadership Team. Changes and improvements to the programme will be entered into a Department Development Plan along with timescales for completion. The Careers programme will also be reviewed when new guidelines are published. Our contract with Innervate is reviewed annually.

Equality and diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Safeguarding

The safeguarding of students and staff is paramount to the school and our safeguarding policy outlines the school's procedures for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

Policy statement for provider access

A provider wishing to request access should contact **Miss Jarman** (Careers Coordinator), via **01483 888447** or **cjarman@wokinghigh.surrey.sch.uk**. Please see separate policy for further details.