

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

### Aurora Woodlands School

<b>Policy Reference:</b>	<i>WDS4</i>
<b>Version Number:</b>	<i>3</i>
<b>Applies to:</b>	<i>Whole School</i>
<b>Associated documents:</b>	
<b>Approved by:</b>	<i>Head of School</i>
<b>Implementation date:</b>	<i>September 2023</i>
<b>Next review due by:</b>	<i>September 2024</i>
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

## Rationale

Careers education, information, advice and guidance programmes provide a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

## Careers Commitment

Woodlands school is committed to providing our students with a programme of careers education, information, advice and guidance for all students from Foundation to Post 16. We endeavour to follow the statutory Careers Guidance and Access for Education and Training Providers - DfES 2018 and other relevant guidance from DCSF, QCA and Ofsted as it appears, including working towards the Gatsby Benchmarks shown below:

### A stable careers programme

An embedded programme of career education and guidance that is known and understood by learners, parents, teachers, employers and other agencies.

### Learning from career and labour market information

Access to good quality information about future study options and labour market opportunities.

### Addressing the needs of each student

Career guidance available at different stages through a young person academic journey. This includes opportunities for advice and support for each learner.

### Linking curriculum learning to careers

Link curriculum learning with careers with all staff reflecting on the importance of math's and English as a key expectation from employers.

### Encounters with employers and employees

Multiple opportunities to learn from employers about work, employment, and the skills that are valued in the workplace.

### Experiences of workplaces

First-hand experience of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

### Encounters with further education

Understanding of the full range of learning opportunities that are available including both academic and vocational routes.

### Personal guidance

Regular Careers guidance meetings and practice interviews with support catered to their individual journey.

## Aims of CEIAG

Woodlands School's Careers Education, Information, Advice and Guidance policy has the following aims:-

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including further education or other
- to develop enterprise and employment skills

- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

## 4. Implementation of Careers education

At Woodlands school we place a great emphasis on our students having a Careers programme in place that ensures that they are well equipped for the future and have the information needed to make realistic and informed decisions about further education, training and employment. This starts as soon as they arrive at school in and builds significantly through the years. We make every effort to support all of our students into a positive destination that utilises their skills and interests. We do this through a rigorous Careers programme and a range of activities (see below) to build up employability skills and allow students to use their creative talents. The Careers Education Programme is delivered Form/PHSE/Careers sessions throughout the year by all staff, supported by the Upper school lead.

Career Activities by Year Group	
<b>Foundation/Year 7</b>	<p>Foundation and year 7 are all about developing self-awareness and discovering the types of careers that are out there in the big wide world;</p> <ul style="list-style-type: none"> <li>• Introduction to Careers – career anagrams to raise awareness of different jobs and discussion on the different jobs roles in our school.</li> <li>• Employer Talks</li> <li>• Introduction to the Careers Adviser and the 'A-Z of Careers'</li> <li>• Timeline of key events in our life and identifying skills and qualities</li> <li>• 'What Makes You Tick?' - personality test and job values</li> </ul>
<b>Year 8 and 9</b>	<ul style="list-style-type: none"> <li>• Considering Options – introduction to the careers websites and linking subjects to careers</li> <li>• Local labour market information</li> <li>• Employer Talk</li> <li>• Individual guidance interviews</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Raising aspirations and stereotyping</li> <li>• Employer Talk</li> <li>• 'What Makes You Tick?' - personality test and job values</li> <li>• Individual guidance interviews</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Decision Making</li> <li>• Self-Awareness recap</li> <li>• Opportunity Awareness – apprenticeships, traineeships, supported internships and further education</li> <li>• CV Writing/updating and covering letters</li> <li>• Application forms and where to look for jobs</li> <li>• Interview Preparation including a mock interview with local employers</li> <li>• Careers events</li> <li>• Employer talk and visit</li> <li>• Visits to local employment environments</li> <li>• College and 6<sup>th</sup> Form Taster Days</li> <li>• Individual guidance interviews</li> <li>• Evaluation</li> </ul>

<b>Post 16</b>	<ul style="list-style-type: none"> <li>• Vocational Tasters and visits to different working environments</li> <li>• Sessions on applying for jobs, interview preparation and local labour market information</li> <li>• Visits to local colleges and training providers</li> <li>• National Apprenticeship Workshop</li> <li>• Individual work placements linked to a student's vocational interests.</li> <li>• Individual guidance interviews</li> <li>• Regular Career Planning updates</li> </ul>
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## 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.

## Student benefits

By participating in the Woodlands school CEIAG programme students will:

- Find out about different courses and qualifications they might need and opportunities there might be available
- Develop the skills needed for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11, including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education.
- Improve confidence.

## Monitoring, Review and Evaluation

Careers Education is monitored, reviewed and evaluated annually by the Assistant Head and SLT.