



WALTHAMSTOW HALL
SEVENOAKS

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

Introduction

The landscape of education, training and employment opportunities that pupils need to navigate is more complex and more challenging than that faced by previous generations. Therefore, there has never been a time when careers education, information, advice and guidance (CEIAG) has been as important for young people as it is today. Effective careers information and guidance helps pupils to develop skills, knowledge and confidence to make informed choices regarding their future. This programme is developed to prepare our pupils for challenging and fulfilling lives once they leave Walthamstow Hall. It has been adopted as a mark of the importance which the governors place on education that will prepare pupils for their future lives. It recognises that in a world of rapidly changing employment opportunities all pupils need to be given a wide range of information, experience, and understanding of the world of work. It also recognises that pupils need to be given assistance in identifying their own abilities and aptitudes so that they can develop high and realistic aspirations for their own futures.

We are committed to providing effective preparation for our pupils for their future lives and to developing employability skills and ensuring pupils are well-equipped for the current and future labour market. Through a planned programme of CEIAG, which is an integrated part of all subjects, we aim to provide a learning environment which allows and encourages pupils to tackle real-life challenges which require them to manage risk and develop skills for life such as self-awareness, decision-making, opportunity awareness and transition skills. By helping pupils with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for life after School whichever path they choose.

All staff at Walthamstow Hall play an active role in preparing pupils for their next steps and future employment through tutor time, subject lessons, PSHEE and careers days/events. Our programme provides pupils with the knowledge, inspiration and the ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

This CEIAG programme is mapped against:

- The Education Act 2011
- The Technical and Further Education Act 2017
- The Department for Education's:
 1. "Careers Strategy: Making the Most of Everyone's Skills and Talents" – December 2017
 2. "Careers Guidance and Access for Education and Training Providers" – October 2018
- Independent Schools Inspectorate Commentary On The Regulatory Requirements (September 2018)
- Gatsby Benchmarks of Good Career Guidance (2014)
- The CDIs Framework for Careers, Employability And Enterprise Education (March 2018)

Definitions

For the purposes of this Careers Programme, the definitions adopted by the Government's Sub Committee on Education, Skills and the Economy who reported on Careers Education, Information, Advice and Guidance in July 2016 apply.

The working definitions are as follows:

- Careers education is the delivery of facilitation of learning about careers as part of the curriculum. Careers education is often closely related to work-experience and other forms of work-related learning.
- Work-related learning is the provision of opportunities to develop knowledge and understanding of work and to develop skills for employability through direct experiences of work.
- Careers information is the provision of information and resources about courses, occupations and career paths.
- Careers advice is more in-depth explanation of information and how to access and use information.
- Careers guidance or careers counselling is a deeper intervention in which an individual's skills, attributes and interests are explored in relation to their career options.

Commitment

Governors, School leaders and staff are committed to the provision of a CEIAG programme which:

- Encourages young people to research, explore, experience and discuss their aspirations, abilities and skills.
- Is impartial and confidential, and is accessible to all pupils.
- Promotes equality of opportunity and challenges stereotypes.
- Reflects the changing world of learning, training and employment.
- Is well-resourced and appropriately staffed.

Our aim is to provide up-to-date and accurate information and impartial advice and guidance around four key elements:

- self-awareness - the pupils understand themselves and their influences.
- career exploration – to investigate opportunities in higher and further education and the career pathways they might follow including high-quality alternatives to fulltime university.
- career management – to make and adjust plans to manage change and transition.
- skill acquisition - to accumulate a set of transferable life skills which will give pupils an advantage in future applications.

Leadership and Management

The Careers Coordinator leads and organises the whole School CEIAG programme and is responsible to the governors and senior management group and line managed by the Headmistress. She is responsible for the design, implementation, review and modification of the School's CEIAG programme. As a registered Careers Professional, she provides impartial and confidential one-to-one careers guidance interviews to all pupils at key decision-making stages.

We have member of staff responsible for applications to Oxford and Cambridge, as well as the American Universities and another member of staff who advises and supports applications for medical, dentistry and veterinary science applications.

The Careers Programme is timetabled and delivered as part of the PSHEE programme and delivered as a whole day activity, off timetable, for specific events when considered necessary. There is a wide range of resources in the Careers Centre and computers for careers research. Resources are also available on Firefly, our virtual learning environment.

Future Ready

There is increasing Governmental recognition of the importance of effective CEIAG within schools to prepare pupils for future success. As such, we take a strategic whole School approach to our careers programme, adopting the principles outlined in the government's recommended [Gatsby Benchmarks of Good Careers Guidance](#). Alongside alumnae and employer engagement, skills workshops, talks from higher education providers, pupils are encouraged to complete a week of work experience.

The eight Gatsby Benchmarks of Good Career Guidance are:

1. A stable careers 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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Entitlement Statements

Our Careers Programme offers a comprehensive and personalised service to every pupil.

Pupil entitlement

As a pupil you are entitled to expect that the School will:

- treat and respect you as an individual
- provide you with the opportunity to learn the skills and gain the knowledge you will need to secure training/employment after leaving School and equip you for higher level study.
- offer you personalised support and guidance from qualified people as you need it
- guarantee you access to careers information, advice and guidance which is up to date, comprehensive and unbiased including Labour Market Information
- ensure you have access to professional and expert information, advice and guidance that is clear and impartial so that you can make informed choices and decisions when you need it
- provide you with a progressive programme of careers education to help you identify and develop skills and qualities
- guarantee access to information about all the pathways open to you once you leave School
- provide an opportunity to learn about the world of work through a range of employability learning experiences and exposure to a range of occupational sectors
- provide you with independent sources of guidance including books, careers software, employers or inspirational professionals and websites
- support you to make applications for the full range of academic and/or technical courses and employment

By the end of KS2, you will have or be able to:

- Show that you can use your initiative and be enterprising.
- Participate in an enterprise fundraising activity to raise money for your School's nominated charity.
- Develop a healthy sense of self that will enable you to reach your full potential.
- Describe what you are like, what you are good at and what you enjoy doing.
- Develop an awareness of a wide range of learning and work opportunities.
- Identify and talk about what you are learning from careers and enterprise activities.
- Hear from inspirational speakers from different sectors and industries.
- Learn about work and investigate the main types of employment in the Sevenoaks area.
- Visit a local employer.
- Visit a secondary school to support your transition from primary to secondary school.

By the end of KS3, you will have or be able to:

- participate in an enterprise initiative to raise money for your School house's nominated charity
- identify your personality traits, strengths, skills, potential, develop confidence and have high expectations of yourself
- describe your pathways to an ideal career

- access careers resources via Firefly, our virtual learning environment, and careers specific software and information on how to use these
- use the Careers Centre resources and computers to explore careers
- evaluate career choices and explain whether they are realistic
- be flexible and adaptable in the face of a changing labour market
- challenge some gender and other stereotypes
- make plans for your next few years in School and make informed GCSE subject choices
- participate in a range of careers events such as workshops, hear from a range of speaker in different careers, attend workplace visits
- investigate different jobs and careers and what they mean in terms of lifestyle, budgeting and a good work/life balance and develop economic awareness
- access independent and impartial careers advice via drop-in sessions in the Careers Centre
- have at least one personalised one-to-one careers interview with our professionally qualified advisor

In addition to the above, by the end of KS4, you will have or be able to:

- been given the opportunity to complete a psychometric assessment in Year 10 with a personalised follow-up interview regarding your results
- access to employer and alumnae engagement via speakers and/or a visit to an employer
- assess and reassess your abilities, aptitudes, skills and achievements in order to set individual targets for personal development
- explain what makes a good CV and begin to compile your own CV
- understand interviews and develop interview techniques
- complete a week of work experience in the summer term of Year 11
- access Unifrog, an excellent online tool providing a one-stop-shop where you can explore your interests, university courses and apprenticeships
- an understanding of pathways available to you in KS5
- an understanding of the entry requirements and the advantages and disadvantages of studying different courses
- an experience of Sixth Form and the opportunity to try out different subjects
- visit a university
- at least one personalised one-to-one careers interview with our professionally qualified advisor in the Autumn Term of Year 11

By the end of Sixth Form, you will have or be able to:

- access Unifrog, an excellent online tool providing a one-stop-shop where you can explore your interests, university courses and apprenticeships and begin to make applications
- access information and links on Firefly, our virtual learning environment
- access the Careers Centre resources and computers to explore careers
- at least one personalised one-to-one careers interview with our professionally qualified advisor

- access independent and impartial careers advice via drop-in sessions in the Careers Centre during lunchtimes
- developed self-awareness to make realistic and careful career aspiration decisions
- explored a range of learning, training and employment options
- attend a leadership training day
- devised a set of personal criteria to help you identify appropriate routes to achieve your goals
- developed employability skills through work experience and/or voluntary work during the Autumn Term half-term
- attend a CV building workshop and complete your first CV by the end of Year 13
- explored opportunities after Sixth Form including university, apprenticeships, gap year/volunteering and employment
- an Oxbridge Evening (Autumn Term) and a Higher Education Evening (Spring Term)
- interview skills workshop and practice interviews
- attend university open days and workshops
- attend the Sixth Form lecture programme (Horizons) and hear from inspirational speakers
- University and UCAS application preparation
- a Tutor to support your applications and personal statement
- participate in Young Enterprise

Staff entitlement

Members of staff will expect that you (the learner) will:

- be active in helping yourself as well as expecting us to help you
- visit the Careers Centre to find out more about the learning, training and employment ideas that interest you
- be prepared to be realistic in considering the range of options available and in making choices about them
- be prepared to learn and stretch yourself in order to reach your potential
- be punctual and considerate of others
- carry out all actions you have agreed with your careers advisor and tutor

Parent entitlement

Parents are encouraged to become involved in the School's CEIAG programme. Information is provided through letters, newsletters, the School website and parents' evening and information events. Practical support from parents in the form of employer talks, School visits and hosting work experience is especially welcome.

As a parent/carer you are entitled to expect that the staff of the School will:

- enable you to take an active part in the processes described above which could include – attendance at parents' evening, information evenings and other events
- enable you to attend your child's careers guidance interview if you wish
- promote and practise equal opportunities for all pupils

Work Experience

The aim of the work experience scheme is to provide all pupils, regardless of ability, gender or race, with an opportunity to experience a workplace environment. This experience allows pupils to see at first hand the day to day aspects of employment, to develop an understanding of employability and the use of key skills used in the work environment. Each pupil is given appropriate preparation for their placement and is debriefed afterwards.

The following considerations apply to work experience:

- work experience will take place after summer GCSE examinations in late June/early July for Year 11 pupils
- pupils in Year 12 are encouraged to undertake an additional week of work experience or volunteering during one week of the Autumn Term half term break
- pupils are prepared for placements during PSHEE lessons with guidance given on applying for placement as well as conduct and behaviour and Health and Safety considerations at their placement
- pupils receive a Work Experience Diary to record their experiences and skills
- the School writes to the Employer enclosing copies of our Work Experience Guidelines requires employers to complete a Health and Safety questionnaire and confirm insurance details
- the Employer is requested to provide brief feedback on the pupil after the work experience is completed
- all Employers of the pupils receive a telephone call from a member of staff during their placement

Measuring Impact

To ensure that our careers programme is effective and supports pupils to develop their knowledge and skills, we measure our programme:

- internally, annually in June, using The Gatsby Benchmark Compass Tool, based on the Gatsby Benchmarks of Good Career Guidance, to evaluate the success of the overarching Careers Programme
- ongoing, by pupils evaluating all CEIAG activities and providing feedback that is used to inform the planning of events for the next academic year
- external independent assessment, every three years, of our CEIAG provision against The Quality in Careers Standard, a national CEIAG quality award

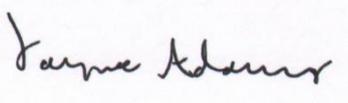
External Support and Links

The support from alumnae, specialist agencies and providers, higher education and training providers and employers enhances the CEIAG programme. To meet statutory safeguarding, health & safety and insurance requirements refer to the [Provider Access Statement](#).

Reviewed Feb 2020

Next review Feb 2021

Signed:



Date: 4 February 2020

Mrs J Adams

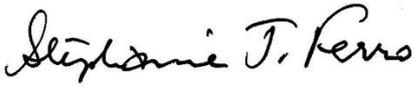
Chairman of the Governing Body

Commitment to Walthamstow Hall’s Career Programme

Our aim is to provide an outstanding programme of careers education, information, advice and guidance activities that satisfy national requirements and provide guidance which enables us to address the individual careers development needs of all of our pupils.

Signatures:

Name:	Mrs Leonora Hayes
Position:	Careers Coordinator
Signature:	
Date:	5 February 2020

Name:	Miss Stephanie Ferro
Position:	Headmistress
Signature:	
Date:	5 February 2020