



WALTHAMSTOW HALL SEVENOAKS

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

Introduction

The landscape of education, training and employment opportunities that pupils need to navigate is more complex and more challenging than previous generations faced. 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 to lead confident, 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.

The School is committed to providing effective preparation for the 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 pupils 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, the School aims 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, Personal, Social, Health and Economic Education (PSHEE) and careers events. The 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.

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 provided by a qualified Careers Professional or Advisor in which an individual's skills, attributes and interests are explored in relation to their career options.

Commitment

Governors, School Management 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.

The School's 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 Leader leads and organises the whole School CEIAG programme and is responsible to the Governors and Senior Management Group and line managed by the Headmistress. The Careers Leader is responsible for the design, implementation, review and modification of the School's CEIAG programme. As a registered Careers Professional, they provide impartial and confidential one-to-one careers guidance interviews to all pupils at key decision-making stages. A named and nominated Link Governor for Careers takes a strategic interest in the CEIAG of the School. Meetings between the nominated Governor for Careers and the Careers Leader are held biannually. The nominated Governor reports to the Governing Body on the contribution of the School's CEIAG to the School's strategic priorities and to pupils' learning and career decision making.

The School has a member of staff responsible for applications to Oxford and Cambridge, as well as American Universities and another member of staff who advises and supports applications for medical, dental 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

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

Pupils are entitled to expect that the School will:

- Treat and respect them as an individual.
- Provide pupils with the opportunity to learn the skills and gain the knowledge pupils will need to secure training/employment after leaving School and equip them for higher level study.
- Offer personalised support and guidance from qualified people as pupils need it.
- Guarantee pupils access to careers information, advice and guidance which is up to date, comprehensive and unbiased including Labour Market Information.
- Ensure pupils have access to professional and expert information, advice and guidance that is clear and impartial so that they can make informed choices and decisions when needed.
- Provide pupils with a progressive programme of careers education to help them identify and develop skills and qualities.
- Guarantee access to information about all the pathways open to pupils once they 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 pupils with independent sources of guidance including books, careers software, employers or inspirational professionals and websites.
- Support pupils to make applications for the full range of academic and/or technical courses and employment.

By the end of Key Stage 2, pupils will have or be able to:

- Show that they can use their initiative and be enterprising.
- Participate in an enterprise fundraising activity to raise money for the School's nominated charity.
- Develop a healthy sense of self that will enable them to reach their full potential.
- Describe what they are like, what they are good at and what they enjoy doing.
- Develop an awareness of a wide range of learning and work opportunities.
- Identify and talk about what they 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 their transition from primary to secondary school.

By the end of Key Stage 3, pupils will have or be able to:

- Participate in an enterprise initiative to raise money for the School's nominated charity.
- Identify their personality traits, strengths, skills, potential, develop confidence and have high expectations of themselves.
- Describe their pathways to an ideal career.
- Access careers resources via Firefly 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 gender and other stereotypes.
- Make plans for their 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 and 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 a professionally qualified advisor in the Spring Term.

In addition to the above, by the end of Key Stage 4, pupils will have or be able to:

- Have the opportunity to complete a psychometric assessment in Year 10 with a personalised follow-up interview regarding their results.
- Access to employer and alumnae engagement via speakers and/or a visit to an employer.

- Assess and reassess their abilities, aptitudes, skills and achievements in order to set individual targets for personal development.
- Explain what makes a good Curriculum Vitae (CV) and begin to compile their own CV.
- Understand interviews and develop interview techniques.
- Access Unifrog, an excellent online tool providing a one-stop-shop where they can explore their interests, university courses and apprenticeships.
- An understanding of pathways available to them 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.
- A Specialist Application Evening in the Autumn Term.
- Visit a University.
- Conduct at least one personalised one-to-one careers discussion with a professionally qualified advisor in the Autumn Term of Year 11.

By the end of Sixth Form, students 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.
- Access the Careers Centre resources and computers to explore careers.
- Conduct at least one personalised one-to-one careers discussion with a 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 them identify appropriate routes to achieve their goals.
- Complete a week of work experience by the start of Year 13.
- Attend a CV building workshop and complete your first CV.
- Explored opportunities after Sixth Form including university, apprenticeships, gap year/volunteering and employment.
- Attend the Oxbridge Evening in the Autumn Term.
- Taken part in an interview skills workshop and mock interviews.
- Attended university open days and workshops.
- Attended the Sixth Form lecture programme (Horizons) and hear from inspirational speakers.
- University and UCAS application preparation.
- A Tutor to support their university and/or job applications and personal statement.
- Participate in Enterprise Club.

Staff entitlement

Members of staff will expect that pupils will:

- Be active in helping themselves as well as expecting careers staff 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 themselves in order to reach your potential.
- Be punctual and considerate of others.
- Carry out all actions 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 during Year 12 school holidays or over the Summer holiday.
- Students 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.
- The School writes to the Employer enclosing copies of the School's Work Experience Guidelines and 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.

Measuring Impact

To ensure that the School's careers programme is effective and supports pupils to develop their knowledge and skills, the programme is assessed:

- 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.
- Every three years the School undergoes an external independent assessment, of the The Quality in Careers Standard, a national CEIAG quality award.

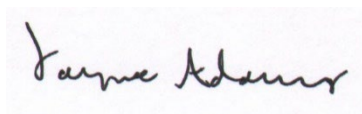
External Support and Links

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, a provider wishing to support a pupil should contact the Careers Coordinator via the Senior School Office on telephone 01732 451334.

Reviewed: November 2023

Next review: November 2024

Signed:



Date: 17 November 2023

Mrs J Adams
Chairman of the Governing Body

Commitment to Walthamstow Hall's Career Programme

The School's 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 the pupils.

Signatures:

Name:	Mrs Leonora Hayes
Position:	Careers Coordinator
Signature:	
Date:	

Name:	Ms Louise Chamberlain
Position:	Headmistress
Signature:	
Date:	