



# **WHICKHAM SCHOOL**

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

**Sept 2024**

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## **Principles**

Our core values (Aspiration, Resilience, Respect and Empathy), mean that we have the highest expectations of our students and their future potential. “Good careers guidance motivates young people by giving them a clearer idea of the routes into jobs and careers that they will find engaging and rewarding”. At Whickham School we recognise that effective career guidance raises aspirations, improves motivation and overcomes barriers to success. The careers programme at Whickham School is committed to delivering high quality careers education, information, advice and guidance (CEIAG) to ensure our students make effective and informed decisions and are inspired to be the best they can be. The programme will enable our students to develop key employability and enterprise skills which are highly valued by employers, universities, colleges and apprenticeship providers.

## **Aims and objectives**

The Whickham School careers programme aims to:

- Encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- Provide a planned programme of activities to all students to help them plan and manage their careers
- To allow students access to a range of employers and educational providers, including apprenticeships, colleges and universities.
- Ensure students’ readiness to take their next step in their learning or career.
- Provide information, advice and guidance (IAG) which is impartial, unbiased and based on the students’ needs
- To inspire students to be the best they can be.

Whickham School follows the principles of the Gatsby Charitable Foundation’s Benchmarks, working in partnership with North East LEP and our Enterprise Advisor to meet the Statutory requirements laid down by the DfE.

The objectives for the careers programme are as follows:

- Helping students to understand the changing world of work
- Facilitating meaningful encounters with employers for all students
- Supporting positive transitions post-16 and post-18 and working with pupils who have the potential to become NEET (Not in employment, education or training).
- Enabling students to develop the research skills to find out about opportunities
- Helping students to develop the skills, attitudes and qualities to make a successful transition into employment, further education or training.
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotypical views and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation.
- Providing students with opportunities for a personalised careers guidance interview with a professionally accredited careers adviser

### **Student entitlement**

Students are encouraged to take an active role in their own career development. Our careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at Whickham School, all students can expect:

- the support they need to make the right choices in Year 9, Year 11 and in the Sixth Form
- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- meaningful encounters with employers and employees
- to hear from a range of education and training providers, including colleges, universities and apprenticeship providers;
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff including form tutors and the leadership team
- access to one-to-one guidance with a professionally accredited careers adviser
- facilitated access to experiences in the workplace in Year 10 and Year 12

### **This is achieved by:**

All students from Year 7 to Year 13 will engage in a comprehensive and impartial careers programme and work-related activities. This will include a range of CEIAG related activities:

- Tutor Time and Mentoring activities
- Assemblies & Citizenship Programme
- Careers Guidance Interviews
- Careers focussed activities and presentations
- Guest Speakers
- Careers & Provider Exhibitions
- Transition workshops and one-to-one meetings
- University Visits
- Apprenticeships Talks
- STEM activities across the curriculum
- Signposting and access to range of on or off-line resources and provision
- Careers related contextualisation during curriculum time
- Careers Displays
- Library and Careers Office
- Work Experience and experience of workplaces is actively encouraged for both Year 10 and Year 12 students

## Implementation and Management

All staff contribute to CEIAG through their roles as tutors and subject teachers. The Careers Lead and qualified Personal Guidance Practitioner is Mrs Debbie Ross, who has responsibility for the management and coordination of careers related activities to ensure positive impact and outcomes for students, enabling them to gain the knowledge, skills and confidence to manage their future pathways in learning, and work. This includes the planning and implementation of Work Experience (Year 12) and the World of Work Days (Year 10)

Miss Lynne Gainford is the nominated SLT member responsible for Careers Education Information Advice and Guidance.

A Link Governor has responsibility for Careers Education Information Advice and Guidance.

## References

- The Gatsby Charitable Foundation Benchmarks: [www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)
- Careers Strategy: Making the most of everyone's skills and talents (Dec 2017), Department of Education.
- Careers Guidance and access for education and training providers (Jan 2018), Department of Education
- The Careers Development Institute: Framework for careers, employability and enterprise education. (2019)
- The Quality in Careers Consortium. The Quality in Careers Standard (2019)
- Statutory Careers Guidance and Access for Education and Training Providers (July 2022)

## Provider Access / Baker Clause Statement

### Access to approved technical education qualifications or apprenticeships at Whickham School and Whickham Sixth Form from September 2022

As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we will consider requests from approved training, apprenticeship and vocational education providers to speak to our students.

We also proactively seek to build relationships with such partners as we plan our Careers Information Advice and Guidance (CEIAG) throughout the school year to ensure that providers have opportunities to speak to students and their parents in Years 7-13, to offer information on vocational, technical and apprenticeship qualifications and pathways.

Opportunities for providers to speak with students might include school assemblies, employer and provider engagement events or opportunities to speak with students and parents supporting GCSE, post 16 or post-18 option choices.

In the first instance requests by providers should be sent to Debbie Ross, Careers Lead and Guidance Practitioner [dross@whickhamschool.org](mailto:dross@whickhamschool.org) with a minimum of six weeks notice.

#### The request should include:

- The proposed format, timings and duration of the request;
- The number of staff from your organisation who propose to visit;
- Any support requirements of the school.

#### All requests will be considered on the basis of:

- Clashes with other planned activity, trips or visits to the school;
- Interruption to preparation for examinations and
- Availability of School staff, space and resources to host the activity

The Headteacher may- at his discretion – refuse a request if it would be likely to be detrimental to the safety or wellbeing of children or staff, or if granting the request would be likely to bring the school into disrepute.

#### If a request is granted, the provider will have access to:

- A large room within the school (for example, main hall or sports hall);
- Audio-visual equipment, including a projector or interactive board;
- Pens, paper and pencils as required;
- At least one member of school staff.

If you have any questions regarding the Provider Access statement, please contact Mrs D Ross.

#### Policy Review

Last reviewed	By who	Next review
August 2023	L Wood	July 2024
June 2024	S Tumelty	July 2025