



# Willingdon

COMMUNITY SCHOOL

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

## Willingdon Community School Policy for Careers Education, Information, Advice and Guidance (CEIAG)

School Vision	<p>Willingdon Community School seeks to maximise the life chances of all of our young people and so it is crucial to prepare young people for life beyond school and college as per our vision of <i>“Preparing to take the next steps in life”</i>.</p>
Overall Aims	<p>The Careers Education programme is designed to help students make the most of themselves and their opportunities. In particular, it aims to help them:</p> <ul style="list-style-type: none"> <li>• Develop their knowledge and understanding of the changing nature of work, learning and careers</li> <li>• Extend their understanding of opportunities in learning and work</li> <li>• Increase their knowledge of labour market information</li> <li>• Make good use of information and guidance</li> <li>• Develop and use their self-knowledge when thinking about, and making course and other choices</li> <li>• Develop and use the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition</li> </ul>
Principles	<p>Willingdon Community School believes that a young person’s career begins with their pathway through learning and work. All young people are entitled to a planned programme of careers education and guidance to help them make appropriate and well-informed choices between the ages of 14 and 19 years old.</p> <p>This planned programme of activities will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents/carers. The programme will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student and will promote equality of opportunity, diversity and inclusion.</p> <p>Willingdon Community School will also provide support and guidance on the six learning areas for lifelong career development to ensure that learners grow throughout life, explore possibilities, manage their careers, create opportunities, balance life and work and understand how economy, politics and society connect with their career.</p>
Policies	<p>Schools have a statutory duty to provide careers education in Year 7-11 as required by the 2011 Education Act, DFE 2018 Careers Strategy and the Gatsby Benchmark toolkit <a href="https://www.careersandenterprise.co.uk/careers-leaders/gatsby-benchmarks/">https://www.careersandenterprise.co.uk/careers-leaders/gatsby-benchmarks/</a> and to give students access to careers information and guidance.</p> <p>Willingdon Community School follows 2021: <a href="https://www.thecdi.net/">New Career Development Framework (thecdi.net)</a> and Enterprise Education 7-19 as well as the Statutory guidance for schools and guidance for further education colleges and sixth form colleges 2021 <a href="#">new statutory careers guidance</a></p> <p>We welcome visiting professionals to our College to broaden our students learning opportunities and enhance their knowledge of future career options. The policy, available for download below, sets out the school’s arrangements for managing the access of providers to pupils at the school to give them information about the provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997. <a href="#">provider access policy.docx</a></p> <p>Willingdon Community School is committed to Equality: we work to ensure that there is equality of opportunity for all members of our community across a range of strands, which include: race, disability, gender (including transgender), sexual orientation, religion and age as well as any other factors which have the potential to cause discrimination, e.g. socio-economic factors. Therefore, an Equality Impact Assessment (EIA) is carried out as part of the review process of this policy. For specific reference to these strands please refer to the Equalities policy. <a href="#">Equality Policy June 2021.pdf</a></p>

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Commitment</p>	<p>Willington Community School is committed to providing a planned programme of Careers Education for all students in Years 7-11, together with appropriate Information, Advice and Guidance (CEIAG)</p> <p><b>Governors and Staff are committed to:</b></p> <ul style="list-style-type: none"> <li>• Providing a planned differentiated programme of activities to which all students are entitled and will have access.</li> <li>• Securing independent and impartial careers guidance for Y7 – 11 through the employment of a level 6 career adviser*, working closely with the Youth Employability Service (YES) and other external L6 advisers where appropriate, to ensure that no student is disadvantaged in gaining access to education, training or work.</li> <li>• Ensuring that, wherever possible, students’ progress to an opportunity in further education, training or employment.</li> <li>• Involving young people and their parents/carers in programme activities and further developments.</li> <li>• Engaging with the Enterprise Advice Network and Local Careers Hub for support, training and advice.</li> <li>• Maintaining the <i>Quality in Careers Standard</i></li> </ul> <p><b>Our careers strategy is informed by these current priorities; -</b></p> <ul style="list-style-type: none"> <li>• Ensuring students are informed about all possible post y11 pathways including apprenticeships, vocational courses and T levels.</li> <li>• Supporting students in planning and managing their progression that takes into account LMI and Post Covid United Kingdom.</li> <li>• Ensuring that the needs of specific groups of students are met, such as those defined as Pupil Premium, looked after, young carers and those with special education needs</li> <li>• Supporting individual aspirations, improving attainment and positive destinations by embedding careers education throughout the curriculum.</li> <li>• Developing students’ employability skills, especially those associated with career adaptability, resilience, enterprise and employability.</li> <li>• Improving student’s working lives by helping them to recognise the importance of contributing to the wellbeing of others through paid and voluntary work.</li> <li>• Use the Compass Plus tracker to monitor and improve our Gatsby Benchmarks and record provision at the individual student level.</li> <li>• Working with employers, FE and HE education, community, business partners to meet students’ career development needs.</li> <li>• Ensuring that year 10 receive meaningful work experience and employability opportunities through Aspiration week.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Provision</p>	<p><b>Management</b></p> <p>Alison Borrell who is the Careers Leader and Associate Assistant Head manages the programme which is overseen by the Headteacher Emily Beer. This person liaises with the Directors of Student Progress, who in turn liaise with tutors (who deliver the programme) and oversee programme delivery.</p> <p>A careers coordinator (Sarah Rooney) provides 1:1 information and advice to students and manages the administration of college applications and further destination information.</p> <p>Alison Borrell also oversees the organisation of Aspiration Week that all year 10 students are involved in.</p> <p>Jo Saunders is the link governor for careers, responsible for ensuring that the school works towards achieving the 8 Gatsby Benchmarks and the Quality in Careers Standard.</p> <p>Marie Lucraft is the Enterprise Adviser who works strategically with the school to bring together business and education.</p> <p>Ruth Francis is the Careers and Enterprise coordinator.</p>

## Delivery

The Careers Education Programme is underpinned by the eight Gatsby Benchmarks to ensure that we deliver all the elements of an excellent careers programme. [Willingdon Learning Journey.docx](#)

In terms of delivery, all staff have a responsibility to provide careers education information and advice; and whilst the delivery is a predominantly taught approach within tutorial lessons, all staff are expected to contribute through roles as tutors and curriculum subject teachers in addition to specific staff responsibilities for CEIAG. Careers learning is also delivered through the RHSE and the Enterprise Curriculum.

Our programme includes; -

- Careers education sessions
- Career guidance activities and assemblies
- Employer talks and workshops
- Visits to further and higher education establishments and careers fairs.

Other focused events that take place on an annual basis include; -

- Year 10 and 11 Information Evening in Term 1
- Year 9 KS3 -4 Curriculum Pathway Evening in term 3
- Involvement in the 'Widening Participation' scheme
- Access to College taster sessions in term 6
- Year 10 Aspiration Week in term 5 and Year 11 Mock interview day.

We also annually attend the biggest local careers fair 'The Big Futures Show.' We have long-established links with the University of Brighton and work with them on their First Generation Scholar scheme. To raise aspirations, we work closely with Uni Connect and The Girls Network, have a dedicated Enterprise Advisor and work closely with the Enterprise Coordinators and the CEIAG Hub.

## Resources

Careers lessons are based around the 'Steps Programme' and our school library has relevant, up to date information in a range of formats. Students have supervised access to IT facilities, including Careers software – START and the internet. Specialist support is available for individuals with learning difficulties and/or disabilities.

## Guidance

Guidance is provided by our school Careers Adviser, Sarah Rooney \* and other external level 6 providers where appropriate. We have strong links with the Youth Employability Service (YES) to identify potential NEETs early and support them pre-emptively. All guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality. Students can also access guidance through a range of websites and books provided. In addition to this, Mrs Rooney has 'careers drop in' sessions which can be booked with her directly, for any student who requires careers advice.

National websites for guidance:-National Careers Website <https://nationalcareers.service.gov.uk/> National Apprenticeships Website <https://www.gov.uk/apply-apprenticeship>

## Training.

Training needs are identified through the annual needs assessment and appropriate arrangements made, often with support from local colleges.

The Careers Leader regularly attends Careers Hub and Training meetings for career updates as necessary. Information is then brought back into the school and shared with other staff members.

### Monitoring, review and evaluation

All programme activities are monitored, reviewed and evaluated with active involvement from students, parents, staff, senior management and governors.

It is reviewed annually and findings are used to steer the school's improvement plan.

\*As of July 2021 S Rooney is undertaking the OCR Level 6 Diploma in Career Guidance and Development (QCF) (2011) with an estimated completion date of December 2021.

Alison Borrell

Director of Learning Technology & Enterprise, Careers Leader, Associate

Assistant Head

Review Date:

Signature:

July 2022

