

# **Whickham School and Sports College**



**Careers Education, Information, Advice,  
and Guidance Policy**

## **Careers Education, Information, Advice, and Guidance Policy**

### **Rationale**

- “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.
- From January 2018 every school must ensure that pupils are provided with independent careers guidance from year 8 to Year 13 (Sections 42A, 42B and 45A of the Education Act 1997 and Section 72 of the Education and Skills Act 2008)

### **Aims and objectives**

The Whickham School & Sports College careers programme aims to:

- Encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- Ensure students’ readiness to take their next step in their learning or career.
- To inspire students to be the best they can be.

Whickham School & Sports College follows the principles of the Gatsby Charitable Foundation’s Benchmarks, working in partnership with North East LEP and our Enterprise Advisor.

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 stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation.

### **Student entitlement**

All students are entitled to be fully involved in an effective CEIAG programme.

Students are encouraged to take an active role in their own career development, so the 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 8, 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
- at least one meaningful encounter with employers per year; this could be through work experience, careers fairs, assemblies, careers talks (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- 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 Connexions careers adviser, in Year 11 and in Sixth Form.
- A minimum of one week of work experience in Year 12

### **Implementation and Management**

Mr Philip Wheatley is the nominated careers lead of Whickham School. Work experience (Year 12) is planned and implemented by Miss K Flint.

All staff contribute to CEIAG through their roles as tutors and subject teachers. The communities, partnership and fundraising officer, Mrs Debbie Ross, has a key role in supporting career-related activities and events.

### **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

## APPENDIX A – PROVIDER ACCESS POLICY

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving 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.

### Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Debbie Ross, Communities, Partnerships and Fundraising Officer. Telephone: 0191 496 0026 (Ext 308). Email: [dross@whickhamschool.org](mailto:dross@whickhamschool.org)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Examples include:

Year Group	Events
8	<ul style="list-style-type: none"><li>• Spring term - KS4 Options event</li></ul>
9	<ul style="list-style-type: none"><li>• Opportunities to get involved as part of our life skills tutorial programme.</li></ul>
10	
11	<ul style="list-style-type: none"><li>• Spring Term – Careers awareness day (Inspiration day)</li></ul>
12	<ul style="list-style-type: none"><li>• Y12 Summer Term (July) – Careers awareness day</li><li>• Y12 Summer Term (July) – Work Experience week</li><li>• Opportunities to get involved as part of our life skills tutorial programme.</li><li>• Throughout Y12/13 we are able to facilitate workshops and/or small group sessions from HE, school-leaver programmes, apprenticeships or other destinations for interested students</li></ul>
13	

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions

between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with Debbie Ross.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception. This will be made available to post-16 students through their Study area and pre-16 students through the Careers Resource Centre (part of the library), which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.