



Westhoughton
HIGH SCHOOL

**Careers Education,
Information,
Advice & Guidance**

November 2018
Review November 2020

Rationale

At Westhoughton High School we **LEARN**:

Look after each other

Enjoy our school

Aim high

Respect each other

Never stop learning

As a community committed to Learning, we believe that:

“All students have a right to learn and all teachers have a right to teach”.

Careers Education, Information, Advice & Guidance / Work Related Learning Rationale

A young person's career is the progress they make in learning and work. All young people are given a planned programme of activities published on the school website to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. We carry out our statutory requirement to provide careers education in Years 7-11 and to give students access to careers information and impartial guidance.

- As part of the school's overall commitment to 'Every Child Matters' we ensure we provide a planned programme of careers education and information, advice and guidance (CEIAG) for all students in years 7-11 in partnership with the Bolton Traded Schools Careers Service.
- The school endeavours to follow the statutory obligations outlined in the Department for Education Careers guidance and access for education and training providers published in January 2018.
- Westhoughton High School is committed to follow the Government's Career Strategy and work towards meeting the eight Gatsby Benchmarks by the end of 2020.
- This policy has been developed and will be reviewed biennially in discussion with teaching staff, the school's careers adviser, students, parents and Governors.
- The CEIAG Policy supports and is itself underpinned by a range of key school policies including Safeguarding.
- The CEIAG programme is designed to meet the needs of students at Westhoughton High School. It is differentiated and personalised to ensure progression through activities which are appropriate to students' stages of career learning, planning and development. It takes into account diversity, equal opportunities, SEN etc.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It is integrated into students' experience of the whole curriculum and will be based on a partnership with students and their parents/carers. Students will receive CEIAG which supports the fundamental principles of the Every Child Matters Agenda. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. All participants in the CEIAG programme will abide by the School's Safeguarding Policy.

- The CEIAG Leader will co-ordinate the careers programme and is responsible to a designated member of senior management. This area is supported by a link Governor. The CEIAG Leader of Learning helps to plan and implement all aspects of CEIAG within school.

Staff contribute to CEIAG through their roles as Form Tutors and subject teachers. Staff are expected to link the curriculum they teach to careers when appropriate opportunities arise Specialist sessions are delivered by a careers adviser and external providers. The CEIAG programme is planned,

monitored and evaluated by the CEIAG Leader of Learning in consultation with the school's careers adviser staff, students and parents. Careers information is available in the Careers Office in the Library and will be maintained by careers staff.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities and individual learning planning activities. Careers lessons form part of the school's Religion, Society and Welfare programme and are also delivered within Form Tutor periods and enrichment days. Other focused events such as visits to school by post 16 providers and employers, visits to local higher education institutions, further education institutions and employers and annual events such as the School's Post 16 Progression Evening, and Your Futures Day Event are also provided.

Students will be actively involved in the planning, delivery and evaluation of CEIAG activities through Student Voice and School Council meetings.

- An annual Delivery Plan is negotiated between the school and the Bolton Traded Connexions Service which identifies the contributions to the programme that each will make. Other links include local 14-19 partners.
- Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the CEIAG curriculum area.
- The school will endeavour to meet training needs within a reasonable period of time through performance management.
- The annual Delivery Plan with the Bolton Traded Connexions Service is reviewed annually, using the local quality standards for CEIAG to identify areas for improvement. A report is submitted to the Strategic Leadership Team and Governors.
- We actively encourage access to providers of further and higher education, technical education and apprenticeships to contribute to the CEIAG programme. Arrangements for provider access is outlined in the school's policy document on provider access which is reviewed annually.

Signed: Mr John Hayes

Position: Chair of Governors

Date: 21st November 2018

Approved by Governors on 21st November 2018

To be reviewed in November 2020