



## **Careers Education Information Advice and Guidance (CEIAG) Policy and Provider Access Agreement**

### **Implementation of Careers Education, Information, Advice and Guidance**

Wellacre is committed to Careers Education as a vital means of giving all students the skills, knowledge and understanding, to manage their own lifelong learning and career development. Careers Education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment, as well as the challenges of adult life. It will both compliment and integrate with our PSHE curriculum. Students receive clear and impartial careers advice and guidance, and we fulfil our responsibilities There is support from Trafford Connexions Career Services to enable this. All students will receive a tailored approach to CEIAG, which will be determined by year group and need.

Our provider access statement can be found on the school website.

Our PHSE curriculum has been designed to incorporate and deliver CEIAG within timetabled lessons via the Achievement Tutor, in order to maximise the personalisation of the lesson time and content.

We aim to:

- Prepare students for life in modern Britain;
- contribute to strategies to raise achievement;
- support students to be work ready;
- support inclusion, challenge stereotyping and promote equality of opportunity;
- encourage participation in continued learning;
- develop enterprise and employment skills;
- contribute to the economic prosperity of communities;
- meet the needs of all students through appropriate adaptations and support;
- focus students on their future aspirations;
- involve parents and carers.

All students, parents and carers are able to engage with the Xello platform. The software puts the student at the centre of their career planning experience. Students build self-knowledge, explore post-secondary options, create plans, and continually reassess as they take in new knowledge, skills, and experiences. Staff will use Xello within lessons to bring their learning to life - linking curriculum with careers. Staff will incorporate careers learning and employability skills development at the heart of learning, giving our students the opportunity to interact with employers through encounters and work experience, and having the opportunity to put what they are learning in the classroom into a practical context. It's about ensuring that students understand the skills and needs of employers, so that they become more employable in the future, and to help them understand the opportunities available to them in further and higher education, so they can make informed decisions about their career.

We celebrate National Apprenticeship week every February and National Careers week every March and our students participate in a range of activities, to support their future choices. External partners enhance pupil learning within lessons ensuring students receive meaningful encounters with employers and Post 16 providers.

## Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up-to-date with careers related information through letters, social media, parents' evenings and via Connexions Service. **The school website also has an informative parent section which details all the career options available.**

## Partnerships

Key to the success of our policy is strong partnerships built over time with our education and employer links. They play a vital role in boosting student aspiration and employability skills. Wellacre continues to develop a range of partnerships with Businesses, Training, HE and FE providers. The Leader of Careers Information, Education, Advice and Guidance (CEIAG) and Head of Year 11, is one of 10 newly recruited Specialist Leader of Education (SLE) in an exciting partnership between Bright Futures and Greater Manchester Combined Authority (GMCA). Funded by GMCA and the Careers and Enterprise Company Careers Hub, he will be trained and deployed in Greater Manchester schools and colleges. The remit will be to work with senior leaders to improve the quality and provision of Careers Education, ensuring that all young people leave school inspired, ready for their life ahead and equipped for work and lifelong learning. We also work with the Urmston Partnership and have created the World of Work project which creates further opportunities for students to gain meaningful experiences with employers.

## Work Experience

The DfE have defined work experience as:

'A placement on an employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the experience.'

At Wellacre:

- Year 10 students engage with the Work Experience Programme.
- Placements occur on employers' premises.
- Placements can vary, but most are for a minimum of one week.

- Year 7, Year 8 and Year 9 are given the opportunity to attend their parent's place of work for one day to experience the World of Work. An alternative provision is in place for those students not able to take part in this day.

Work Experience is, for many young people, the first opportunity they have, to experience first-hand, what it is like to be in the workplace. It is a valuable and essential part of their education and provides opportunities to learn about skills, work structures, duties and responsibilities that exist within organisations.

Work Experience is a part of our PSHE curriculum within Wellacre.

Employers value work experience because it helps young people develop interpersonal and employability skills and become more aware of how businesses work. The value of a work placement is that by putting students into real business situations, they start to have an awareness of many aspects of working life, which can be extremely difficult to convey in a classroom setting. Many of the skills that employers want from their employees can be developed, refined and evaluated, during a work experience placement. These skills are common to nearly all sectors of the economy and include being:

- Good at communicating, able to work with others, able to solve problems, good planning and organisation, able to use their own judgement, self-starters who show initiative, able to complete a task on time and within budget, I.T. literate, competent at working with numbers, data and information.

## **Teaching and Learning Approaches to Careers Education**

Staff training needs are identified as part of the appraisal process and during pastoral meetings with Heads of Houses and the Progress Lead for Year 11. The Careers Leader has created well structured and engaging career lessons for tutors to use and follow.

### **The Careers Education will be delivered through:**

1. RESPECT lessons in Years 7-11. Emphasis here will be on broadening horizons, raising aspirations and challenging misconceptions and includes aspects of developing self-awareness and decision making, especially prior to choice of options in Year 9 and Year 11.
  - (i) Year 7 to 11 receive Career Guidance to enhance their understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations) – students receive appropriate advice and guidance on post 14 choices.
  - (ii) All students use Xello, an on-line careers platform which allows students to follow structured and progressive activities. The platform caters for all students helping them to make more informed decisions about future study and career options at the right time and in good time.
2. Focused lessons in Years 10 and 11. Emphasis here will be on building a CV, practice in writing letters of application and preparing for interviews.
3. The use of Connexions advisors, providing important careers, information, advice and guidance

4. Supplementary career sessions will be offered at particular times of the year such as prior to GCSE Options choices in Year 9 and 16+ choices in Year 11.
5. The Careers Café at the Careers Library is open each Wednesday to offer a supportive drop-in lunch time session.
6. Through Careers Conventions and Opportunity Fairs in all years and also visits to the school by staff from local sixth forms, colleges, universities and apprenticeship providers. Students will also be encouraged to attend sixth form and college open days and will be advertised via RESPECT lessons, the careers notice board and their Achievement Tutors.
7. All faculties have a careers pledge which they will do as part of our continued commitment to careers education within subjects. Each faculty also has a careers lead who is responsible for ensuring their curriculum links to careers education.

### **Monitoring, Review and Evaluation**

The CEIAG programme is reviewed by the Careers Leader and Assistant Principal. Reports are submitted to the Academy Leadership Team and Governors. The effectiveness of the careers programme will be measured by the Career Development Institute Framework and the Gatsby Benchmarks, student and parent voice, the attainment of students and their post 16 destinations.

Impartial and independent careers guidance will be monitored and evaluated annually, through discussion with key staff and students. The SLA is reviewed annually.

### **Communication**

The Xello careers platform provides parents with the access to the same information so that they can better support their son in giving career advice. It also enables parents to view their son's interactions with careers such as encounters with employers.

## Wellacre Academy CEIAG Provider Access Statement

### Introduction

This statement sets out the school's arrangements for managing the access of providers to students 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. This should be read in conjunction with the school's CEIAG Policy.

### Student entitlement

All students in years 7-11 are entitled to:

- find out about technical education qualifications (T Levels) 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;
- 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;
- understand how to make applications for the full range of academic and technical courses including UTC routes.

### As a minimum we offer:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact:

James Duffy, Leader of Futures

Telephone: 0161 748 5011

Email: [jduffy@wellacre.org](mailto:jduffy@wellacre.org)

Address: Irlam Road, Flixton, Manchester, M41 6AP

### 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 students and/or their parents/carers:

Please speak to Mr Duffy to identify the most suitable opportunity for you.

### **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 the Director of Futures or a member of the Leadership team. As a provider we also accept and welcome virtual encounters through live zoom sessions.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Resource Centre, which is managed by the Leader of English. The Resource Centre is available to all students at lunch and break times.

### **Examples of providers that have previously been invited in include but exclusive to:**

**General Further Education (FE) Colleges** offer a range of qualifications and training including apprenticeships, traineeships, T levels, HTQs, technical qualifications and higher education. Some offer programmes for 14- to- 16- year-olds who would benefit from education in a college environment. Most general and specialist FE colleges in England provide some higher education, much of which is vocationally orientated.

**Independent Training Providers (ITPs)** provide vocational and technical education with learning and training in classrooms on the provider's premises, in workplaces or a mix of both.

**Institutes of Technology (IoTs)** are collaborations between existing FE colleges, universities and leading employers. IoTs offer a wide range of technical courses specialising in Level 4 & 5 across sectors such as digital, advanced manufacturing, engineering and construction including higher apprenticeships, HTQs, degrees and T Levels.

- GM Higher
- Salford College
- Trafford College
- Skills Centre Trafford Park
- Marginal Gains
- Sheffield University

### **Complaints procedure**

Any complaints with regards to provider access can be raised following the school complaints procedure emailing in the first instance [admin@wellacre.org](mailto:admin@wellacre.org) .

## APPENDIX - Careers Entitlement Plan

GATSBY BENCHMARKS	Year 7	Year 8	Year 9	Year 10	Year 11
A stable Careers programme	Guest speakers				
	Tutorial work in RESPECT				
	Faculty CEAIG tutorials and visits				
	Bespoke Careers lessons				
Learning from career and labour market information	Assemblies				
	Tutorial work in RESPECT				
	Bespoke Careers lessons				
Addressing the needs of each student	Xello				
	Pastoral bespoke careers intervention				
	Bespoke Careers lessons				
	Subject specific events and activities throughout the year				
	Careers with RESPECT and SMSC programme	Careers with RESPECT and SMSC programme	Careers with RESPECT and SMSC programme	Careers with RESPECT and SMSC programme	Careers with RESPECT and SMSC programme
	National Apprenticeship Week	Brilliant Club	Mission HE	Career Day workshops	1-to-1 Connexions
	National Careers Week	National Apprenticeship Week	Ask Us	National Apprenticeship Service seminar/ registration	National Citizen Service
		National Careers Week	National Apprenticeship Week	Mission HE	2 Years Project
			National Careers Week	Skills 4 Life	Skills 4 Life
				Interview Skills	Anti-Fragility Project

<b>GATSBY BENCHMARKS</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
				Why HE?	Life Readiness
				Work Experience	National Apprenticeship Week
				National Apprenticeship Week	National Careers Week
				National Careers Week	
Linking curriculum learning to Careers	Xello				
	Careers lead within each faculty				
	Faculty Careers Pledge				
	Bespoke Careers lessons				
Encounters with employers and employees	Curriculum meaningful encounters				
	Industry visits and guest speakers				
	Bespoke Careers lessons				
	Take Your Son to Work Day	Take Your Son to Work Day	Take Your Son to Work Day	Mock interviews—skills and practice	
Experiences of workplaces	Links with local charities i.e. De Brook Lodge, to create community volunteering opportunities				
	Duke of Edinburgh Award/CCF Navy Unit				
	Bespoke Careers lessons				
	Take Your Son to Work Day	Take Your Son to Work Day	Take Your Son to Work Day	Work Experience	
Encounters with further and higher education	University visits and guest speakers	University visits and guest speakers	University visits and guest speakers	University visits and guest speakers	Faculties provide university experience
	STEM and Science Week	STEM and Science Week	STEM and Science Week	STEM and Science Week	Post-16 providers at assemblies and Parents' Evening



<b>GATSBY BENCHMARKS</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>	<b>Year 10</b>	<b>Year 11</b>
		Brilliant Club	Post-16 providers at assemblies and Parents' Evening	Post-16 providers at assemblies and Parents' Evening	2 Years Project
			Mission HE	Mission HE	Anti-Fragility Project
			Ask Us	Skills 4 Life	Skills 4 Life
			HE Uncovered	Interview skills	Life Readiness
				Why HE?	
Personal Guidance	Xello				
	Compass Plus - Destinations				
	Student Careers reports				
	Bespoke Careers information from guest speakers to specific student groups				
	Bespoke Careers lessons				
	Careers Cafe				