



Careers Education Information Advice and Guidance (CEIAG) Policy

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 RESPECT (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 RESPECT 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 intend 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.

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 as part of a National Careers Month 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. This includes access to Unifrog, information on apprenticeships, post 16 providers and updates on activities relating to the Careers programme.**

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. We are active members of a Greater Manchester Combined Authority (GMCA) group of schools linked to the Careers and Enterprise Company Careers Hub. We also work with the Urmston Partnership, are part of the MBAcc pilot and have long established links with the local colleges, providers and 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 for five days.
- Placements occur on employers' premises.
- Placements can vary, but most are for a minimum of one week.
- Year 7, Year 8 and Year 9 will have three days of workplace experience work for three days to experience the World of Work.
- In addition, all students will participate in a range of further meaningful encounters, including workplace visits and employer engagement activities on site. This structured approach will ensure that all students receive the equivalent of 10 days of meaningful workplace experiences across their secondary education.

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 RESPECT 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 Director of Y7 Transition. The Careers Leader has created well structured and engaging career lessons for tutors to use and follow.

All staff will receive training linked to the careers curriculum, with a focus on embedding careers education within subject areas. Tutors will take an active role in supporting students and gathering data on their specific interests and aspirations, enabling a more personalised and appropriate careers programme for each individual.

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.
2. 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.
3. 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.
4. The use of Connexions advisors, providing important careers, information, advice and guidance
5. 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.
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: Personal Development. 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

We regularly communicate with parents and carers through the Principal's Update, weekly bulletin and signpost to the school website.