



**SHENFIELD
HIGH SCHOOL**

CEIAG and Work Related Learning Policy

October 2018

Ratified by Governing Body on:	November 2018
Review Date :	August 2020

Rationale for CEIAG and WRL

CEIAG (Careers Education, Information, Advice and Guidance) and WRL (Work Related Learning) are an integral part of the curriculum for all students. At Shenfield High School, we believe a strong programme of CEIAG and WRL:

- Makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life
- Supports young people to achieve their full potential
- Empowers young people to plan and manage their own futures
- Provides information which is a key determinant of career choice highlighting the importance of providing comprehensive information on all options
- Raises aspirations
- Promotes equality, diversity, social mobility and challenges stereotypes
- Supports young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Development of CEIAG and Work Related Learning Policy

The policy was primarily developed by Ayda Kadem (Team Leader Careers and Work Related Learning) following review of feedback from students, staff, parents and external providers. This policy will be reviewed on a two-yearly basis.

Commitment & Vision Statement

Shenfield High School:

- Is committed to preparing their students to manage their future education and career path throughout adult life through a planned programme of CEIAG and Work Related Learning throughout their school career (see curriculum plan detailing the CEIAG and WRL opportunities students receive from Year 7 – 13).
- Is committed to maximising the benefits for students using a whole school approach which involves parents, carers, external IAG providers, employers and other local agencies.
- Recognises our statutory duties to secure independent, impartial face to face careers guidance for pupils in years 8 – 13
- Will ensure that all students have equity of access to impartial careers advice and guidance from external sources
- Is committed to achieving excellence in this area of the curriculum demonstrated through accreditation from ROQA for quality CEIAG and WRL.

Management

Mr Andy Williams – Governors - Link Governor for CEIAG and WRL

Mrs Jenny Comerford – Deputy Headteacher – Senior Manager in charge of CEIAG and WRL, Line Manager of Ayda Kadem

Miss Ayda Kadem – Team Leader Careers and Work Related Learning – Manager and co-ordinator of CEIAG and WRL. Key responsibilities include:

- Development and management of CEIAG and WRL provision within Citizenship lessons, Tutor Time, collapsed timetabled days, and whole school events.
- Liaison with external providers who contribute to CEIAG and WRL including parents and carers, FE Colleges, Training Providers, employers, external IAG provider, any other local agencies
- Liaison with subject leaders to establish how their subject contributes to CEIAG and WRL, including contributing to students' knowledge and understanding of the opportunities opened up by the subject.
- Review and evaluation of provision with all stakeholders including young people and external IAG provider.

Mrs Lisa Utton – CEIAG and WRL Administrator – Assists AXK in above responsibilities and maintains and develops links with external providers who contribute to CEIAG and WRL.

Curriculum Provision

Please see attached curriculum plan which gives a detailed overview of the CEIAG and WRL opportunities for each year group from Year 7-13.

Personal Provision

All students at Shenfield High School are entitled to receive all CEIAG and WRL opportunities relevant to their year group as outlined in the attached Curriculum Plan. All students in Years 7 – 13 are entitled to access to Impartial IAG provided by our external IAG provider (Directions). The following systems are used to prioritise and co-ordinate access to Impartial IAG:

- Referral of students most at risk of being NEET (not in employment, education or training) based on factors such as PP, SEN, attendance and exclusion patterns
- Referrals made by the Pastoral Team or Form Tutors
- All students are made aware of their right to access impartial IAG and can make requests for an appointment via their form tutor, Careers Administrator or Team Leader Careers and Work Related Learning
- Priority is given to those students at key transition points – Years 9, 11, 12 and 13.

Resources

Staffing

- Miss Ayda Kadem – Team Leader Careers and Work Related Learning
- Mrs Lisa Utton – CEIAG and WRL Administrator
- Citizenship Department – deliver key aspects of curriculum for CEIAG and WRL – all fully trained in key areas of CEIAG and WRL
- Form Tutors – deliver key aspects of curriculum for CEIAG and WRL relevant to the year group they work with – bespoke training provided to each Year Team where needed

External Impartial IAG Provider

Shenfield High School commissions the services of Directions for external, impartial IAG. Directions provide the services of Emma Verrell – Careers Advisor – for 55 full days per academic year. The terms of our contract with Directions confirm that Emma Verrell is qualified to Level 6 and receives regular CPD. Furthermore, Directions are

have achieved the Matrix quality standard accreditation for careers advice, information and guidance services.

Careers Library

Shenfield High School has a dedicated Careers Library which holds relevant, up-to-date literature relating to CEIAG and WRL.

Funding

There is a separate budget for CEIAG and WRL (amount determined on an annual basis). This budget covers funding for external impartial IAG provider, general administrative expenses, and costs relating to careers events.

Staff Development and CPD

There are regular opportunities for staff development and CPD for all staff involved in the delivery of CEIAG and WRL, including the following:

- CEIAG and WRL is included in the induction for all new staff who will be involved in the delivery of CEIAG or WRL
- Updates for all staff on matters of CEIAG and WRL
- Development of Year Team knowledge in areas relevant to the year group
- Specific training for staff involved in delivery of CEIAG through INSET and Department Meetings
- Specific training and CPD for Team Leader Careers and Work Related Learning through attendance at external courses and IAG Steering Group.

Monitoring, Review and Evaluation of Programme and Delivery

All aspects of CEIAG and WRL are continually monitored and reviewed. This takes several forms including:

- Feedback from students via evaluation surveys and open comments
- Feedback from external contributors to CEIAG and WRL events
- Feedback from parents via evaluation surveys and open comments
- Feedback from staff involved in delivering CEIAG and WRL curriculum and those involved in CEIAG and WRL events
- Lesson and Tutor Time observations by Team Leader Careers and Work Related Learning

The findings from the activities above are evaluated on a yearly basis and developmental aims are included in the CEIAG and WRL Development Plan and implemented the following academic year.

August 2016

Subject : Careers and Work Related Learning- Curriculum Plan Year 7-13

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Y7	What is Citizenship? Brief introduction in Careers Education			In Citizenship lessons - Introduction to skills for life and skills for the workplace		
Y8	October – Careers Fair – for all students from Years 8-13					
Y9	October – Careers Fair – for all students from Years 8-13		In Citizenship lessons – Careers and Decision- making unit in preparation for taking Key Stage 4 Options		In Citizenship Lessons – Personal Finance and Money Management Unit	
Y10	October – Careers Fair – for all students from Years 8-13 Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10- 13 In Social Sciences lessons – First impressions –	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	In Social Sciences lessons – Careers unit focusing on CV writing, interview skills and work related learning	June/July – Employer Engagement Day – students experience activities and careers information from 2 industries of their choice July – Practice Interview Day – students take part in a carousel of 3 activities – a mock interview, an enterprising and

	psychology unit linking to careers and interviews					work-related learning activity and the Your Futures conference In Social Sciences lessons – Careers unit focusing on CV writing, interview skills and work related learning
Y11	October – Careers Fair – for all students from Years 8-13 Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Destination surveys – information collected from students regarding post-16 intended destinations Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13 Apprenticeship Roadshow for those who are interested in apprenticeships (Years 11-13)	Tracking of post-16 choices – support and advice for students in making post-16 applications Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13 Year 11 Conference in preparation for Post-16 applications	Tracking of post-16 choices – support and advice for students in making post-16 applications Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Tracking of post-16 choices – support and advice for students in making post-16 applications	
Y12	October – Careers Fair – for all students from Years 8-13 Optional careers	Optional careers talks on specific industries run on through Autumn and Spring term for students in	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	June – Higher Education Fair	July - 2 weeks work experience placement

	talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Years 10-13 Apprenticeship Roadshow for those who are interested in apprenticeships (Years 11-13)				
Y13	October – Careers Fair – for all students from Years 8-13 Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13 Apprenticeship Roadshow for those who are interested in apprenticeships (Years 11-13)	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13	Optional careers talks on specific industries run on through Autumn and Spring term for students in Years 10-13		