

Crestwood School

Careers Education, Information, Advice and Guidance (CEIAG) Policy

2022-2023

Vision and Values:

Statutory requirements and expectations:

The school is committed to fulfilling its statutory duties set out by the Department for Education. The Government's careers strategy aims for all secondary school students to get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skill and experience, to enable young people to choose a career that is right for them. In order to achieve this aim, the Gatsby Charitable Foundation's Benchmarks will be used to develop and improve the careers provision at Crestwood.

See the eight benchmarks below:

Benchmark 1 – A stable careers programme

Every school should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

Benchmark 2 – Learning from career and labour market information

All students and parents should have access to high-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

Benchmark 3 – Addressing the needs of each pupil

Students have different careers guidance needs at different stages. Opportunities for advice and support should be tailored to each of these stages, with diversity and equality embedded in the school's careers programme.

Benchmark 4 – Linking curriculum learning to careers Benchmark

All teachers link curriculum learning with careers.

Benchmark 5 – Encounters with employers and employees

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.

Benchmark 6 – Experiences of workplaces

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

Benchmark 7 – Encounters with further and higher education

All students should understand the full range of learning opportunities that are available to them. This includes academic and vocational routes and learning in schools, colleges, universities and the workplace.

Benchmark 8 – Personal guidance

Every student should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be

available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

The Baker Clause:

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.

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.
- 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.

Should you require any further information, please contact the careers leader, Jayne Aston:

jaston@crestwood-s.dudley.sch.uk

Learner entitlement:

Every student is entitled to high quality career education and guidance as part of their overall education which prepares them for their next steps after school/ Sixth Form. See below for the career opportunities experienced by each year group:

Year 7:

Year 7 students will learn about career and employability skills for a half term in PSHE lessons. Activities focus on self-development, learning about careers and the world of work, and developing career management, employability and enterprise skills.

All students learn about apprenticeships in form time during National Apprenticeships Week and careers during form time during National Careers Week.

Other opportunities include guest speakers in assemblies, lessons, careers-related activities and visits to workplaces as part of school trips.

Year 8:

Year 8 students will also learn about career and employability skills in PSHE lessons for one half term. Activities focus on self-development, learning about careers and the world of work, and developing career management, employability and enterprise skills.

All students learn about apprenticeships in form time during National Apprenticeships Week and careers during form time during National Careers Week.

Other opportunities include guest speakers in assemblies, lessons, careers-related activities and visits to workplaces as part of school trips.

Year 9:

Year 9 students will also learn about career and employability skills in PSHE lessons once a half term. Activities focus on self-development, learning about careers and the world of work, and developing career management, employability and enterprise skills. The PSHE lessons focus on informing students about their post-16 options to help with their options choices also.

Year 9 will also take part in Aspire to HE interventions – i.e. trips/ workshops/ interventions/ mentoring ran by the Aspire to HE partnership led by the University of Wolverhampton. The interventions aim to raise aspirations and increase participation into higher education. Activities for year 9 include University experience trips and careers workshops.

A careers breakfast session is also run, where employers and employees come in to school to discuss their career pathway with students. This session is offered to students in years 9-11 (priority given to year 11). Form tutors encourage students to attend the sessions if they know that they are interested in a related career.

All students learn about apprenticeships in form time during National Apprenticeships Week and careers during form time during National Careers Week.

Other opportunities include guest speakers in assemblies, lessons, careers-related activities and visits to workplaces as part of school trips.

Year 10:

Year 10 students will also learn about career and employability skills in PSHE for one half term. Activities focus on self-development, learning about careers and the world of work, and developing career management, employability and enterprise skills. In these PSHE lessons, there will be increased focused on ensuring that students are aware of all of their post-16 options.

Year 10 will also take part in Aspire to HE interventions – i.e. trips/ workshops/ interventions/ mentoring ran by the Aspire to HE partnership led by the University of Wolverhampton. The interventions aim to raise aspirations and increase participation into higher education. Activities for year 10 include University experience trips and visits/ workshops with guest speakers who will discuss their career pathways.

During year 10, students will also take part in work experience where they will gain an insight into at least one place of work, gaining contact with employees and employers also.

Students in this year group will also have the opportunity to attend a careers fair, attended by local Further Education and Higher Education institutions, as well as independent training providers.

A careers breakfast session is also run where employers and employees come in to school to discuss their career pathway with students. This session is offered to students in years 9-11 (priority given to year 11). Form tutors encourage students to attend the sessions if they know that they are interested in a related career.

All students learn about apprenticeships in form time during National Apprenticeships Week and careers during form time during National Careers Week.

Other opportunities include guest speakers in assemblies, lessons, careers-related activities and visits to workplaces as part of school trips.

Year 11:

Year 11 students will also learn about career and employability skills in PSHE lessons for a half term. Activities focus on self-development, learning about careers and the world of work, and developing career management, employability and enterprise skills. There will also be focus on ensuring that students are aware of, and applying for, post-16 options in these sessions.

Year 11 will also take part in Aspire to HE interventions – i.e. trips/ workshops/ interventions/ mentoring ran by the Aspire to HE partnership led by the University of Wolverhampton. The interventions aim to raise aspirations and increase participation into higher education. Activities for year 11 include University experience trips and visits/ workshops with guest speakers who will discuss revision strategies.

Students in this year group will also have the opportunity to attend a careers fair, attended by local Further Education and Higher Education institutions, as well as independent training providers.

All students in year 11 will be offered at least one personalised careers guidance meeting where they will have the opportunity to meet with a trained careers adviser to discuss their post-16 options. Form tutors will then follow up the meetings by interviewing students in form time and offering them support, to ensure that students have applied for appropriate courses for after year 11.

A careers breakfast session is also run where employers and employees come in to school to discuss their career pathway with students. This session is offered to students in years 9-11 (priority given to year 11). Form tutors encourage students to attend the sessions if they know that they are interested in a related career.

Students have a dedicated careers slot in form time (Friday morning – Future Fridays!) where students spend time learning about their career and study options and preparing for their next steps after year 11. In this time, students will utilise Unifrog.org to help them to make their applications for whatever they choose to do after year 11.

All students learn about apprenticeships in form time during National Apprenticeships Week and careers during form time during National Careers Week.

Other opportunities include guest speakers in assemblies, lessons, careers-related activities and visits to workplaces as part of school trips.

Year 12 and 13:

All students in year 12 and 13 at Crestwood will be offered at least one personalised careers guidance meeting where they will have the opportunity to meet with a trained careers adviser to discuss their post-18 options. Form tutors will then follow up the meetings by interviewing students in form time and offering them support, to ensure that students have applied for appropriate courses for after year 13.

Year 12 and 13 students will also take part in Aspire to HE interventions – i.e. trips/ workshops/ interventions/ mentoring ran by the Aspire to HE partnership led by the University of Wolverhampton. The interventions aim to raise aspirations and increase participation into higher education. Activities for year 12 and 13 students include University experience trips and visits/ workshops with guest speakers who will discuss their career pathways.

All Crestwood Sixth Form students will attend University and careers fairs where a range of options are offered to them (University, Apprenticeships, Independent training providers etc.). Students will also be encouraged to attend open days on their own. The Sixth Form will fund their transport if this is needed, to increase participation to higher education open days.

All year 12 students will complete work experience at the end of year 12 where they will gain insight into a place of work and experience of working alongside employees and employers.

All year 12 and 13 students will also have dedicated tutorial time once a week where they will receive careers education. In these sessions, students will learn about all of their options, including higher education and apprenticeships. They will also use Unifrog.org to help them to research their options and to prepare applications.

Unifrog:

All students at Crestwood School and Sixth Form have access to Unifrog, an online careers platform where students can explore future study and career options, as well as develop and record progress in relation to soft skills and employability skills. It is the world's largest database of post-16 and post-18 options and so gives students invaluable access to the wide range of options that are available to them. Furthermore, lessons from Unifrog have been utilised for teachers to use in careers form time sessions (e.g. for year 11) and in other careers-related activities.

Covid restrictions:

Should Covid restrictions disrupt any activity stated above, a Covid safe alternative will be provided (e.g. a virtual opportunity in place of an in-person opportunity).

Careers provision by subject:

Individual subjects offer a wide range of careers opportunities, including embedding careers in the curriculum, external speakers coming in to talk to students and trips to workplaces where students will experience the workplace, as well as employees and employers. See the school website for more information of how each subject links to careers.

Management and delivery:

The management of the careers programme at Crestwood is the responsibility of the Careers leader (see email address below). The delivery of the careers programme at Crestwood is the responsibility of all staff.

Roles and responsibilities:

Careers leader:

Jayne Aston: jaston@crestwood-s.dudley.sch.uk

Senior leadership link:

Adam Thompson: athompson4@crestwood-s.dudley.sch.uk

Tutors and PSHE teachers:

All tutors play a role in promoting careers across the school but year 11, 12 and 13 tutors in particular play a significant role in promoting careers and ensuring that students are fully prepared for their next steps after school/ Sixth Form.

All PSHE teachers for all years will also deliver careers education to their class for one half term of the year.

Careers adviser (external):

Lorenzo Cosco: lorenzo@vwes.co.uk

Staff development:

Staff will undergo whole staff CPD on careers education once a year. Staff will also be contacted via email about careers opportunities related to their subjects and will be provided with the resources needed to fully embed careers into the curriculum.

Funding and resources:

The careers programme is funded by the school and has received funding from the Aspire to HE Innovation award (alongside other bursaries provided by Aspire to HE), in previous years.

Teaching, learning and assessment:

Careers education is taught in PSHE lessons and in form time (as well as during the other opportunities discussed above).

Information, advice and guidance:

Careers information is provided to all students in PSHE lessons and in form time (as well as during the other opportunities discussed above). Personalised one-to-one careers advice is offered to all students in years 11 – 13, by a trained careers adviser. Follow-up interviews then take place with form tutors to ensure that students are fully prepared for their next steps.

Monitoring, reviewing, evaluating and reporting:

Each careers activity/ initiative is reviewed using a student/ staff/ parent voice (typically a Google form). Feedback from this is evaluated and alterations to the careers programme are made where necessary.

Students who are Not in Education, Employment or Training (NEET) are also recorded and analysed each year, with alterations to the careers programme being made to reduce the number of students who are NEET.

Stakeholders and partners:**Parents/ carers:**

Parents and carers are contacted about careers opportunities and with resources that they may find useful, regularly via email.

Careers information is also available to parents and carers on the school website and the careers leader is contactable by email should any parents have any queries.

Careers support agencies:

Crestwood work with Aspire to HE at the University of Wolverhampton and the Black Country Consortium to assist with providing the careers education at school.

Employers, community partners and learning providers:

Crestwood have links with local employers. For example, Crestwood have worked with Doosan Babcock on a project to embed careers into the curriculum and students from Crestwood have visited local workplaces such as Jaguar Land Rover.