



Sept 2024
Review Sept 2025

Note to Governors: No changes to existing policy

Rationale

At Westhoughton High School we **LEARN**:

Look after each other

Enjoy our school

Aim high

Respect each other

Never stop learning

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 Connexions Careers Service.
- The school endeavours to follow the statutory obligations outlined in the Department for Education Careers Guidance, 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 to ensure high quality CEIAG provision for students.
- This policy has been developed and will be reviewed annually in discussion with teaching staff, the school's careers adviser, students, parents and governors.
- The CEIAG Policy supports the School Improvement Plan and has an integral part in raising student aspirations, standards and outcomes.
- The CEIAG programme is designed to meet the needs of students (notably vulnerable cohorts) 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 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 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 leadership. This area is supported by a link governor. The CEIAG champions within departments help to plan and implement aspects of CEIAG within school and across departments.
- 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, through the delivery of departmental schemes of learning. Specialist sessions are delivered by a careers adviser and external providers. The Careers Programme has a detailed account of the CEIAG activity that is delivered to each year group throughout the course of the academic year. The programme captures the curriculum and enrichment CEIAG activities that contribute to the careers provision that students receive. The CEIAG programme is planned, monitored and evaluated by the CEIAG Leader in consultation with the school's careers adviser staff, students and parents.

- The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information/research activities and individual learning 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 events, and 'Your Futures' Day event are also provided.
- The school measures its impact around the delivery of CEIAG using the Compass Evaluation Tool. This measures the school progress against the Gatsby benchmarks. The school monitor, track and evaluate the CEIAG activity through staff, parent and student voice. This monitoring and evaluating helps support the review of the CEIAG programme of delivery. Additionally, Destination Data for post-16 provision maps the impact of CEIAG delivery (via Connections Service).
- An annual Delivery Plan is negotiated between the school and the Bolton 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 budget to support planning the whole school priorities and particular needs in the CEIAG curriculum.
- 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: _____

Position: *Chair of Governors*

Date: _____

Approved by Governors on _____

To be reviewed in _____

Reviewed June 2024