



Woodlawn
School

Careers Policy

Revised – October 2018

Careers Education, Information, Advice & Guidance Policy

Rationale

CEIAG has an important contribution to make to the education of all pupils/young persons in order to make an effective transition from school to adulthood and employment. The school will provide a range of opportunities for pupils to learn about work, the world of work, the skills required for work and the Qualification Pathways available to them. Well thought-through decisions about learning and work informed by effective CEIAG can increase participation in learning and, in turn, raise attainment and support further progression.

Purposes & Aims

The main purpose of CEIAG is to provide pupils/young persons with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for pupils' individual needs. The school is committed to not just fulfilling its statutory requirements in this area but providing for pupils/young person's exceptional support and guidance throughout their time at Woodlawn School.

The aim of CEIAG is to enhance the provision made to prepare pupils/young persons for the transition to the next stage of education or employment through:

- Contexts that help raise motivation and achievement
- Helping pupils/young persons to follow courses that are appropriate to their needs
- Improving understanding of the world of work
- Ensuring appropriate provision and guidance
- Successful transition to the next stage of education and employment
- Empowering pupils/young persons to plan and manage their own futures
- Offering a responsive service that allows time for face to face guidance
- Providing comprehensive and unbiased advice and guidance
- Actively promoting equality and challenging gender stereotypes

Methods

The methods by which the CEIAG team will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum (Enterprise projects, PSD curriculum, annual Metro Arena Careers exhibition, Visits to Colleges/Taster Days)
- Promoting awareness of the world of work (Visitors from business, annual Work Experience – through Connexions Hub where pupils gain at least the equivalent of 5 days experience per year)
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (Career talks within school)
- Promoting awareness and understanding of work, industry, the economy and community (Dedicated PSD lessons, 1:1 meetings with Connexions service)
- Relating skills, attitudes and knowledge learned in school to the wider world

- Working in partnership with LEP on specific projects
- Developing pupils' personal and social skills to relate to the world of work
- Providing informed and impartial guidance (Connexion service 1:1 and group meetings, College Visits)
- Enabling pupils' to make considered decisions in regard to future choices
- Maintaining and developing effective links with key partners including the guidance service (Connexions), Enterprise Organisations, local Colleges and local industry and business leaders
- To prepare pupils' for transition to Further Education or employment with training

Specifically, impartial and independent IAG is provided to students through a number of ongoing delivery methods:

- Face to Face guidance with Connexions
- College tasters
- Industry specific talks and presentations when applicable
- Curriculum coverage

Management

CEIAG is currently led and managed by a member of SLT and the Careers Lead:

- The management and co-ordination of the various aspects of CEIAG
- The curriculum coverage with Post 16/secondary
- Monitoring/evaluation
- Liaison (Governing Body, Partners + LEP)
- Action Planning for Gatsby Benchmarking

The team is line managed by the Assistant Head Teacher (Glen Whalley) and supported by a link governor (Professor Mary Dunning). Subject staff are responsible for identification of work related learning elements within schemes/plans and implementation of work related elements.

Review

Each academic year the team will write and review (at least three times a year) a Development plan that will incorporate CEIAG.