



TOLWORTH GIRLS' SCHOOL & SIXTH FORM

CAREERS, EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG) POLICY

Governing Body Committee: Full Governing Body

Date adopted: July 2022

Next review: July 2023

Policy Notes may be subject to review and revision at any time by the Tolworth Girls' School & Sixth Form Local Governing Body notwithstanding that the next review date has not been reached.

Review dates are for guidance only and whilst the intention is always to arrange reviews within the stated time frame all Policy Notes will remain in force until this has taken place and been formally approved by the Tolworth Girls' School & Sixth Form Governing Body.

Contents

- 1 Statement of Intent**
 - 2 Aims & Objectives**
 - 3 Implementation & Resources**
 - 4 Partnerships**
 - 5 Monitoring, Review and Evaluation of the Programme**
- Appendix 1 Work Related Learning, Careers Education and Information Advice and Guidance**
- Appendix 2 Policy Statement on Provider Access**

1. Statement of Intent

All young people are entitled to a planned programme of activities to inform them and help them choose the pathways that are right for them. (Appendix 1 shows Statement of Entitlement). Careers, Education, Information, Advice & Guidance (CEIAG) at Tolworth Girls' School & Sixth Form is delivered mainly within the tutor programme by tutors and is supported by specialist staff. It is also integrated in the whole school curriculum and is detailed in departmental curriculum maps. The programme is inclusive and differentiated to meet the needs of every student and to ensure every student leaves with a positive destination secured.

2. Aims & Objectives

This policy is written taking into account key policies and statutory guidance including:

- [Careers guidance and access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges July 2021](#)
- [Careers strategy: making the most of everyone's skills and talents \(December 2017\)](#)
- [Gatsby Benchmarks of Good Careers Guidance \(2014 and relaunched 2016\)](#)
- [CDI Framework for careers, employability and enterprise education 2020](#)
- [Education Act \(2011\)](#) and the subsequent Statutory Guidance above
- [Raising the Participation Age \(Education and Skills Act 2011\)](#)
- [The Career Development Institute \(CDI\) Code of Ethics](#)
- [Ofsted School Inspection Framework 2022](#)

The programme is co-ordinated by a Careers Leader. The Leader manages two Careers Advisers with responsibility for managing work experience, the widening participation programme and ensuring that students have impartial advice at Post-13, 16 and 18.

The aims of the CEIAG policy support, and are in line with, the aims of other academy policies:

- PSHE
- Single Equality Policy
- SEND
- Keeping Children Safe in Education

We have a statutory duty to provide impartial careers guidance from Year 8 to Year 13 to support decisions Post-16 (Gatsby Benchmark 8). We are committed to providing a comprehensive CEIAG programme (part of PSHE curriculum) to meet all the Gatsby Benchmarks.

3. Implementation & Resources

The academy is committed to providing impartial and independent careers guidance.

The academy is confident that each student will receive impartial careers advice, not only from the Careers Advisors but also from all staff involved in its delivery. The Careers Advisors manage the CEIAG programme, including work experience and widening participation programme and are responsible to the Director of Sixth Form. This area is supported by the Link Governor.

Students will receive an interview in Year 8 for GCSE options and in Year 11 for Post-16 options, with the Senior Leadership Team. In addition to the Programme there are also group sessions and 'drop in' for Year 7 - Year 13 students with the Careers advisors.

There are other additional sources of information available to our students:

- Impartial careers information is available via Teams
- The careers area of the library and careers room is available to all students
- Students are made aware of the National Careers Service contact details and website in order for them to access additional independent advice.

- Information is shared on the range of options that are available including apprenticeships and other vocational pathways.

Sixth Form students will receive a bespoke programme

- Sixth Form students will receive an interview with a Careers Advisor as well as weekly drop in clinics.
- We will publish Labour Market Information on the school website and on Teams. There is also access to events & activities offering contact with independent providers.
- All Sixth Form students will have access to the bought in software programme Morrisby (Students use Morrisby to manage their careers journey recording all activities and interviews from Year 7 to 13.)
- Students and parents/carers have access to a wide range of information resources highlighting all pathways and routes including access to Alumni through the Careers Speaker programme and at the Careers Fair.
- The budget is managed by the individual advisors and overseen by the Careers Leader

Details of the programme

The CEIAG full programme (appendix 2) is published on the school website and consists of:

- ***The whole curriculum:*** Subject co-ordinators and subject area teachers are encouraged to identify CEIAG/WRE links within their subject area (in curriculum maps) and contribute to the delivery through their schemes of work and lessons in all key stages; in particular citizenship. Where appropriate, partners are invited to support the careers and work related curriculum.
- ***Thematic events:*** Designated immersion learning events in KS3, 4 and 5 are designed to provide CEIAG and WRE. Depending on the topic, the collapsed timetable days (including whole school curriculum days) are delivered by appropriate partners and teachers.
- ***Tutorial programme:*** In KS3, KS4 and KS5, all tutors are actively involved in delivering the careers tutorial programme. This includes an introduction to careers, preparation and review of work experience, preparation for transition to Post-16 and Post-18 options.
- ***The Pastoral programme:*** includes targeted sessions working towards key areas of careers education.
- ***Focussed events:*** other events at strategic times throughout the year are targeted at relevant students e.g. Careers Fair, university taster days, trips and visits where a range of partners provide advice and guidance.
- ***Parents' events:*** such as parents' evenings, consultation and information evenings.
- ***Assemblies:*** targeted year group assemblies on specific themes such as Post-16 options, work experience.
- ***Work related curriculum and enterprise education*** include Careers Education and the opportunity to participate in work experience placements and experiences, during Year 8, 10 and 12.

The student entitlement (appendix 1) is available on the school website and is highlighted to parents/carers at Parents information evenings; posters are displayed in tutor rooms and these are passed to providers before events.

CPD

Staff development needs are identified through performance management reviews and the academy endeavours to meet training needs. This includes supporting staff as they embed Careers in the Curriculum. These needs are met through in-school sessions from various agencies. The Careers Advisor and Leader attends annual CPD events including The National Careers Guidance Show.

Tolworth Girls' School & Sixth Form is a member of the Careers Development Institute and is committed to their code of ethics including meeting their recommendations of 25 hours of CPD per year.

4. Partnerships

To ensure an effective career and work-related programme we continue to develop and maintain close links with a range of local, national and international employers, work-based education providers, colleges and universities. Tolworth Girls' School & Sixth Form works in partnership with **Aim higher** to deliver the relevant vocational and University preparation programmes to eligible students, as well as a wide range of higher and further education providers. In addition, wide ranges of organisations support our students in many ways including:

- workplace visits
- college taster days
- work experience
- attendance at careers fairs, events and presentations

Our Provider Access Policy available on the school website highlights our commitment for a range of education and training providers to access all students to inform them about technical educational qualifications and apprenticeships.

We are engaged with the Careers & Enterprise Company and a member of the South London Careers Hub.

5. Monitoring, Review and Evaluation of the Programme

- The CEIAG Development Plan and programme is monitored, reviewed using student forums, evaluated and amended where appropriate annually using the Career & Enterprise Company Compass tool
- CEIAG is included in the Stakeholders voice survey
- Student satisfaction surveys are collated after CEIAG events
- The intended career learning outcomes are in line with National Framework and are assessed using assessment for learning techniques
- Termly using the Compass tool to assess and maintain and develop an affective careers programme

Overall Annual Review by Careers Link Governor and Link member of the Senior Leadership Team.

Appendix 1

Work Related Learning, Careers Education and Information Advice and Guidance

Student Entitlement

At Tolworth Girls' School & Sixth Form, you are entitled to receive a programme of work related and career related learning, careers information, advice and guidance designed to help you to understand yourself, know what opportunities are available and to make plans to help you achieve your education and career goals.

At all Key Stages, you can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- help to develop your personal story of progress and success
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to be well prepared for different transitions
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- help to develop your personal network of support and to be well prepared for different transitions
- help to develop personal budgeting skills and knowledge of financial aspects to career decisions
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice
- opportunity to individual appointment with a qualified, independent, impartial careers advisor at any time in your school journey
- to not have limitations imposed on your aspirations based upon your social, economic or ethnic background

All Students will

By the end of Key Stage 3:

- begin to develop an awareness and understanding of your individual skills, motivations, strengths and preferred learning styles
- identify different ways careers develop, different kinds of work and differences between business organisations and structures
- be able to access careers resources via the Library and website
- investigate choices and opportunities open to you in the worlds of education and work
- know how you can negotiate and make plans to develop your achievements, qualifications, skills and relevant experiences
- receive careers information and on-going support from staff such as your Tutor
- take part in the Year 8 options event where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4 and provide the option of individual interviews between student, parent/carer and school leader when needed.
- start to plan your future, setting targets and goals and recognise what can affect meeting them

By the end of Key Stage 4:

- understand the qualities, attitudes and skills needed in the working world
- have been given the opportunity to speak to representatives from various sectors of the world of work
- understand the impact of how the world of work is changing and implications for your own career planning
- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter
- been given impartial advice and guidance on Post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be able to access careers information and resources via the Library and career websites
- have visited or spoken to representatives of further or higher education institutions, such as universities
- have opportunities to evaluate individual achievements e.g. rewards assemblies, enterprise activities
- review targets and know strengths & weaknesses and learn how to overcome barriers
- be given the opportunity to take part in work experience activities
- investigate opportunities and interpret information to feel confident with their planned Post-16 options

By the end of Key Stage 5:

- develop a C.V. and other strategies to improve your success in selection processes
- develop employability skills and an understanding of work during work experience
- participate in enrichment and pastoral activities focused on your personal development
- review and reflect on your earlier career and work-related learning activities and experiences and previous transitions to help you plan ahead
- investigate career pathways and university requirements to develop knowledge of Post-18 options
- opportunity to set targets and review your progress and on-going support from your tutor and subject teachers
- recognise barriers to the achievement of your plans and know how to overcome them
- develop independent research skills
- have had the opportunity to meet university representatives
- have had the opportunity to meet apprenticeship providers
- have been given the opportunity to visit universities
- have been given the opportunity to volunteer or take part in work experience
- have received regular information, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- understand the UCAS process and be able to research different universities and courses using online resources
- have information and support with financial planning for university, work and training
- have written a personal statement to be used for UCAS or other Post-18 applications
- have been mentored through the university application process or supported with job or training applications
- have access to information on how to apply for internships, sponsorships or Gap Year placements
- have been given the opportunity to take part in enterprise and challenge activities

Appendix 2 Policy Statement

This policy statement sets out the academy's arrangements for managing the access of providers to students at the academy for the purposes of giving them information about the provider's education or training offer. This complies with the academy's legal obligations under Section 42A of the Education Act 1997.

Student entitlement

Students 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

We have a number of events integrated into the academy careers programme and welcome requests from external providers to assist this.

A provider wishing to request access should contact Mr Owen Rhead, Director of Sixth Form to identify the most suitable opportunity for you.

Telephone: 020 8397 3854

Email: Owen.Rhead@tolworthgirlsschool.co.uk