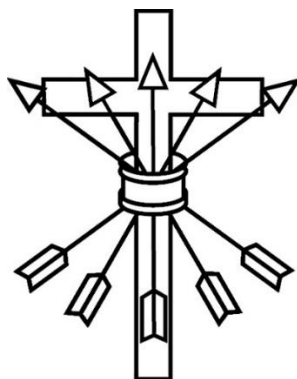


WADDES DON CHURCH OF ENGLAND SCHOOL



POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

Policy Statement:

Education in all its fullness unlocks our talents in a positive, inclusive, and welcoming environment. At the heart of what we do in secondary education is ensuring students are fully prepared for employment and further education so they can 'live life to the full' as well rounded and considerate members of society. The fullness of life is more likely to be achieved when individuals feel prepared and informed about the opportunities and experiences available to them after their time at Waddesdon. High expectations for our students are echoed in the ambition and opportunities they are encouraged to follow to ensure each individual feels able to live life after Waddesdon in all its fullness.

STATUS OF POLICY:	Statutory Policy
COMMITTEE RESPONSIBLE:	CSWB
GOVERNING BODY APPROVAL:	17.06.24
REVIEW DATE:	Summer Term 2025

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

1. Aims

The school's careers programme is committed to the education and development of students from their entry in Year 7 until departure from school and sees careers information, advice and education guidance as the responsibility of all staff. We aim to prepare our students to progress to further or higher education or skilled employment and enable them to make a significant contribution to society.

While qualifications remain very important, we recognise that employability or work-readiness is increasingly valued by potential employers looking to fill vacancies. We do everything we can to ensure Waddesdon students develop these skills and attributes so valued in the workplace.

Using the Gatsby Benchmarks as the framework for high-quality careers education, and within the scope of an effective CEIAG programme, the school seeks to provide the following entitlements and support for its students:

- Individual and **impartial guidance** from well-informed staff who are supported by professionally qualified careers advisers including information on apprenticeships, as well as ensuring that students understand how they will be able to apply the skills and knowledge gained in school to the world of work
- Provision of **personal guidance for career plans**, in consultation with professional advisers, appropriate to students' interests and potential, indicating steps to be taken, and updated at key transition points, ensuring the guidance **addresses the needs of each student**
- Provision of information on a full range of learning opportunities available to students, including both academic and vocational routes, as well as ensuring they have **encounters with further and higher education**
- Opportunities, via **meaningful encounters with employers** and **experiences of workplaces**, to encounter a range of industries and occupations and understand the changes that are taking place in a modern technological society. Some of these will be with science, technology, engineering, and mathematics (STEM) employers

- Provision of access to a **stable, high quality careers programme** appropriate to students of different ages and abilities. Students get opportunities to acquire the necessary skills to research, analyse and interpret information within a planned programme of careers, integral to the curriculum
- **Curriculum learning linked to careers**
- Supporting opportunities for Sixth Form students to gain **experiences of workplaces**
- Careers provision which aims to increase **motivation, aspiration, and achievement** amongst all students
- Students and parents have access to **information about career paths and the labour market** to inform decisions on study options.

2. Statutory requirements and recommendations

The careers provision at Waddesdon School is in line with the statutory guidance outlined in the Department of Education Document '**Careers guidance and access for education and training providers; statutory guidance for governing bodies, school leaders, and school staff**' published in January 2023, replacing the 2018 version.

This policy is also in line with [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find in Appendix 1.

This guidance states that all schools should provide independent careers guidance from Year 7-13 and that this guidance should act in line with our statutory duty under the 'Baker Clause' to:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to meet the needs of the student

The school is also compliant with the careers guidance that the Government set out for delivery from 5 January 2018, stating that all academies must allow education and training providers

opportunities to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is in Appendix 1, Provider Access.

3. Commitment

Careers Education and Guidance (CEG) is an important component of the 14-19 curriculum. We fully support the statutory requirement for a programme of careers education from Year 7 through to Year 13. To achieve these aims, careers education at Waddesdon uses the **Gatsby Charitable Foundation's Benchmarks** to embed, develop, and improve careers provision.

Adopting these benchmarks will ensure Waddesdon fulfils the legal duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education in qualifications or apprenticeships. Waddesdon achieved the benchmarks in July 2021 and continues to maintain the benchmarks using the Compass online self-evaluation tool.

https://www.careersandenterprise.co.uk/sites/default/files/uploaded/compass_tool.pdf),

Tracking progress towards the benchmarks is via the Compass Audit tool and subsequent action points get followed up by the Careers Adviser, line manager, and the school leadership team and via the involvement of support agencies and other relevant stakeholders.

The Roles and responsibilities towards this are as follows:

Careers leader:

Our careers leader will work closely with the leadership and management team (LMT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with

special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans

- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
- Make sure they know which pupils are in care or are care leavers
- Understand their additional support needs
- Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board
- Be qualified to Level 6 Careers Leadership

Leadership and Management Team

Our LMT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

The Governing Body

The governing body will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils

- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4. Careers Programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

- PSHE lessons
- Form time
- Assemblies
- Activity sessions
- Discrete timetabled lessons

Essential to the development of careers education and guidance is a close liaison with external careers support, whose advisers assist and support in the annual monitoring and evaluation of CEIAG.

Key Stage 3

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

- Career-related assemblies/activities
- Year 7 PSHE Careers sessions
- Year 8 PSHE Careers sessions
- Year 8 Successful learning sessions focusing on options and preparing for GCSE
- Year 8 Subject Conference and Year 8 Options Evening
- Careers fair
- Opportunities for meaningful encounters with employers

Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

- Career-related assemblies/activities
- Opportunities for meaningful encounters with employers
- Year 9 PSHE Careers sessions
- Year 10 PSHE Careers sessions
- Year 9/10/11 University visit – Beacon group
- Year 10/11 University, college and apprenticeship workshops by local providers
- Year 11 PSHE Careers sessions
- Year 11 Subject Conference and Sixth Form Open evening
- Careers fair

Key Stage 5

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

YEAR 12

Autumn Term	Introduction to all post-18 pathways, labour market information and initial advice Introduction to Unifrog (our school's careers platform)
Spring Term	University Presentation – benefits of a university education and advice for choosing your degree course
	Presentation about Degree Apprenticeships – benefits of a degree apprenticeship, the opportunities available and how to apply
	Gap Year presentation – advantages of taking a Gap Year and an introduction to the many opportunities on offer
	Opportunities advertised daily in form time/assembly (virtual and in person)
	Work Experience Launch Guided independent research through recommended websites
February	Waddesdon CE School Careers Fair – with many universities, apprenticeship providers, local companies and gap year organisations in attendance
May half term	Super-Curricular Challenge Reminder – activities which make applications shine
Summer Term	Presentation on Personal Statements, with time to start drafting Presentation on Student Finance Workshop to register for UCAS and start applications (no decisions need to be made about courses or universities at this point) Oxbridge workshop LinkedIn Profile Form Time Workshop on CV writing for apprenticeship and employment applications Work Experience – two days in term time
End of Year 12	Students submit first draft of Personal Statement via Unifrog Employability Awards presentations

YEAR 13

September	Feedback on personal statement from the Sixth Form Team via Unifrog
Early October	Confirmation of predicted grades
Autumn Term	One to one support with personal statements (drafting and redrafting)
October to December	One to one support with checking of application forms and submission to UCAS
January	Presentation on how to make the best impression at interview with one-to-one support as necessary
January to April	Workshops on Higher/ Degree Apprenticeships and Gap Years with one-to-one support on advice and applications; Gap Year workshop Lunchtime workshops with local employers keen to recruit Waddesdon students: Everitt Kerr Accountancy; Richardsons' Accountancy; Nielsen; Waddesdon Manor/Estate; ITS Construction Assemblies and form times about independent living and financial wellbeing
February	Student Finance Presentation in assembly Waddesdon CE School Careers Fair
April	Assembly on Firm and Insurance choices with advice on Adjustment and Clearing
August Results' Day	One-to-one clinics to support students with advice and options
Gap Year	Continued support for students with applications as needed

Students with special Educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Access to our careers programme information

A summary of our school's careers programme, the statement of entitlement is published on our school website and in appendix 2. This includes details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting the Careers Advisor.

6. Monitoring, Evaluation, and Review

As a school, we measure the impact of our CEIAG programme through student destinations, student feedback, including individual and group discussions, subject monitoring and teacher evaluation, parent questionnaires, and consultation with external CEIAG providers. The school will continue to ensure a high-quality CEIAG programme is in place to meet in full the 8 Gatsby benchmarks.

Careers education is monitored and evaluated annually via the Performance Management System and the Departmental SEF. Careers guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Careers Adviser's Line Manager.

The Careers Education programme is reviewed annually by the Careers Adviser the Leadership Team Line Manager. Changes and improvements to the programme are entered into the School Development Plan (SDP) along with timescales for completion. When reviewing the programme, the SDP is used to ensure that the Careers Department is fully supporting whole-school aims. This is also reviewed annually by the Governing Body, and will be monitored by the Curriculum and Student Wellbeing Committee.

Exit Interviews July 2024			
17-Jul	12:50 - 1:20	Carlos Fernandez Gonzalez	Confirmed
	1:20 - 1:50	Leah Paterson	Confirmed
	2:10 - 2:40	Chris Dowrick	Confirmed
	2:40 - 3:10		
	3:10 - 3:40	Iain Trafford	Confirmed
19-Jul	10:05 - 10:35		
	10:30 - 11:00	Johnny Lee	Confirmed
	11:05 - 11:40	Tamsin McKenzie	Confirmed
	11:45 - 12:15	Sarah Davis	Confirmed
	12:15 - 12:45		

APPENDIX 1

Provider Access Statement:

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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.

Student entitlement

Students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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

A provider wishing to request access should contact *Bonita Bridges, Careers Adviser*.

Telephone: 01296 651382; Email: bbridges@waddesdonschool.com

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 7	PSHE lessons – Jobs and Money	PSHE lessons – Jobs and Money Careers Fair	PSHE lessons – Jobs and Money Assemblies

	Autumn Term	Spring Term	Summer Term
	Living out our Values week Assemblies	Careers week Apprenticeship Week Assemblies	
Year 8	Life skills – assembly and tutor group opportunities PSHE lessons Living out our Values week Assemblies	Careers Fair GCSE options and choices activities / sessions PSHE lessons – Unifrog Careers week Apprenticeship Week Assemblies	Life skills – assembly and tutor group opportunities PSHE lessons Assemblies
Year 9	Life skills – assembly and tutor group opportunities PSHE lessons Living out our Values week Assemblies	Careers Fair Life skills – assembly and tutor group opportunities PSHE lessons - Unifrog Careers week Apprenticeship Week Assemblies	Life skills – assembly and tutor group opportunities PSHE lessons Assemblies
Year 10	Life skills – assembly and tutor group opportunities PSHE lessons – Unifrog Living out our Values week Assemblies	Careers Fair World of Work sessions in PSHE – Unifrog Careers week Apprenticeship Week Assemblies	Life skills – assembly and tutor group opportunities World of Work sessions in PSHE – Unifrog Assemblies
Year 11	Life skills – assembly on opportunities at 16 PSHE lessons	Careers Fair Year 11 Conference Post-16 evening Post-16 taster sessions	Post-16 taster sessions Small group sessions: future education, training and employment options

	Autumn Term	Spring Term	Summer Term
	Living out our Values week Assemblies	Careers week Apprenticeship Week Assemblies	Assemblies
Year 12	Introduction assemblies to Post-18 options Living out our Values week Assemblies	Careers Fair Extension Studies presentations from a university, an apprenticeship provider and a gap year company Unifrog Work experience launch Careers week Apprenticeship Week Assemblies	Weekly careers programme, including support with personal statements, CVs and interview technique Year group university visit Life after Waddesdon evening for students and parents Work experience y Assemblies
Year 13	Workshops – HE and higher apprenticeship applications Living out our Values week Assemblies	Careers Fair Apprenticeship and gap year workshops Employer, apprenticeship and gap year assemblies and workshops Careers week Apprenticeship Week Assemblies	Final one-to-one support and advice on making decisions Assemblies

Please speak to the Careers Adviser to identify the most suitable opportunity for you.

The school policy on safeguarding which is available on the school's website <https://waddesdonschool.com/> sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Adviser or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Careers Resource Centre is available to all students at lunch and break times.

APPENDIX 2 – CEIAG Statement on school website

<https://www.waddesdonschool.com/careers/>

Aims and objectives of the Waddesdon careers programme

The school is committed to the education and development of its students from their entry in Year 7 until their departure from school, and sees careers information, advice and education guidance as the responsibility of all staff.

We aim to prepare our students to go on to further or higher education or skilled employment and enable them to make a significant contribution to society.

Whilst qualifications remain very important, we recognise that employability or work-readiness is becoming more and more important to potential employers looking to fill vacancies. We do everything we can to ensure Waddesdon students develop these skills and attributes in order to get ahead in the workplace.

Using the Gatsby Benchmarks as framework for high-quality careers education, and within the scope of an effective CIAEG programme, the school seeks to provide the following entitlements and support for its students:

Careers (Incorporating Provider Access) Policy

- Individual and impartial guidance from well informed staff who are supported by professionally qualified careers advisers, including information on apprenticeships, as well as ensuring that students understand how they will be able to apply the skills and knowledge gained in school to the world of work
- Provision of personal guidance for career plans, in consultation with professional advisers, appropriate to students' interests and potential, indicating steps to be taken, and updated at key transition points. This will ensure the guidance addresses the needs of each student
- Provision of information on a full range of learning opportunities available to students, including both academic and vocational routes, as well as ensuring they have encounters with further and higher education
- Opportunities, via meaningful encounters with employers and experiences of workplaces, to encounter a range of industries and occupations and understand the

changes that are taking place in a modern technological society. Some of these will be with science, technology, engineering, and mathematics (STEM) employers

- Provision of access to a stable, high quality careers programme appropriate to students of different ages and abilities. Students are given opportunities to acquire the necessary skills to research, analyse and interpret information within a planned programme of careers, integral to the curriculum
- Curriculum learning linked to careers
- Supporting opportunities for Sixth Form students to gain experiences of workplaces
- Careers provision which aims to increase motivation, aspiration and achievement amongst all students
- Students and parents have access to information about career paths and the labour market to inform decisions on study options.

Careers education programme:

This is a structured careers education guidance programme operating throughout Years 7-13, that is geared to the needs of students and is clearly understood by students, parents and teachers. The aims of this programme are to:

- Assist our young people to make informed decisions about their future
- Help our students become aware of their strengths, weaknesses and personal qualities
- Increase awareness of the demands of work and how this is organised
- Foster attitudes of self-reliance, initiative, reliability and confidence in order for students to cope with the changes that occur at various stages in their lives
- Ensure all students are aware of the value of qualifications, and the opportunities available to them in employment, further/higher education and training.

The programme is delivered through PSHE lessons, form time, assemblies, activity sessions and discrete timetabled lessons across Years 7-13.

Essential to the development of careers education and guidance is a close liaison with external careers support, whose advisers assist and support in the annual monitoring and evaluation of CIAEG.

Students can access information about careers via –

- a careers education programme (see above)
- opportunities for students and their parents, throughout Years 7-13, to consult teachers and careers advisers about career plans and option choices
- opportunities to access external careers support and advice
- careers seminars and school assemblies
- opportunities to work with local business mentors, meet potential employers and advisers and listen to external career-related speakers
- opportunities to encourage students at key stages to access work experience/work shadowing opportunities
- an annual careers fair, which includes information from universities, gap year providers, the Armed Forces, STEM, Apprenticeship Service, local and specialist colleges and local businesses
- opportunities to visit open days
- school trips linked to related careers
- guidance on how to write effective curriculum vitae and personal statements, interview training and mock interviews
- access to a careers library with relevant publications and on-line software

Parents can access information about the careers programme via –

- parent consultation evenings
- school's Careers Leader
- school information events e.g options meetings, Sixth Form Open Evening
- regular correspondence from the school
- careers fair event
- website information and useful links
- access to careers library.

Employers can access information about the careers programme via –

- school website
- school's Careers Leader
- CIAEG External Provider Contract

Measuring the impact of the careers programme on students

As a school, we measure the impact of our CIAEG programme through student destinations, student feedback, including individual and group discussions, subject monitoring and teacher evaluation, parent questionnaires, and consultation with external CIAEG providers.