

Dormers Wells High School



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

This policy includes the Provider Access Policy Statement

Revised July 2018

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1.0 Introduction:

'Opening the door to success'

Dormers Wells High school is committed to empowering students so that they are able to take control of their own future and have enhanced life chances as a result of learning at the school.

1.1 Commitment

Dormers Wells High School is committed to:

- Ensuring that the school's CIEAG programme is in line with national requirements including the 'Education Act 1997'.
- Embedding The Gatsby Benchmarks across the school.
- Working with other schools and Ealing Local Authority to drive further opportunities across the borough.
- Delivering an extensive programme of career related activities and opportunities for all students in preparation for their future.
- Providing targeted CEIAG for every student from Year 7 to Year 13.
- Providing teaching and learning opportunities relating to careers and labour markets in subjects across the curriculum.
- Ensuring students have meaningful encounters with employers, further and higher education providers.

2. Implementation

2.1 Management:

The CEIAG programme at Dormers Wells High School is monitored and evaluated by the Careers Leader who is also a member of the Senior Leadership Team. The programme is further monitored and evaluated by the Deputy Headteacher, Headteacher and the Governors.

The Careers Leader's role includes the following:

- The planning and leadership of the CEIAG programme.
- Evaluating the impact of the CEIAG programme.
- Working with external providers.
- Ensuring that the Gatsby benchmarks are embedded across the school.
- Overseeing the School Development Plan in relation to CEIAG.

2.2 Monitoring, review, evaluation, future development:

Dormers Wells High School measures the impact of careers related initiatives through audits and feedback. Departments across the school monitor, review and evaluate their area of responsibility with a Gatsby benchmark audit. This is overseen by the Careers Leader. The audits and student feedback is then used to drive future developments.

2.3 Staff:

All staff members are responsible for CEIAG in their subject area and as part of their pastoral role. Appropriate CPD is organised by the Senior Leadership Team. CEIAG is also part of the CPSHE and pastoral curriculum. A connexions advisor is also based on site to offer careers guidance.

2.4 Partnerships/ Employer engagement:

Dormers Wells High School works with a wide range of providers to offer all students careers related information and an extensive range of opportunities that will effectively equip them for the future. These include Connexions, Ealing Careers Cluster, London Enterprise Network, other schools, the Local Authority, Further and Higher Education providers and an extensive range of employers.

2.5 Equality and Diversity:

Dormers Wells High School is fully committed to promoting equality and diversity and the Careers Education, Information, Advice and Guidance Policy (CEIAG) is underpinned by the school's Equality policy.

2.6 Parents / Carers:

Dormers Wells High School places great importance on working with parents/carers to provide students with opportunities that will open doors for the future. Parents/carers have access to student entitlement, online school updates and will be informed of any external visits.

Signed by senior leader: *S. Girvan* Date: 07/2018 Review date: 07/19

Appendices:

Appendix 1: Statement of Entitlement

Student entitlement at KS3:

- The Pastoral curriculum at KS3 covers project work linked to future aspirations and student progress.
- The CPSHE curriculum in Year 8 and Year 9 focuses on goal setting from school to life and future options and careers.
- All students at KS3 have the opportunity to attend the careers conference where they can engage with a wide variety of employers and education providers.
- All Year 8 and Year 9 students will have the opportunity to attend the Options fair to support pre-GCSE and GCSE options.
- All Year 8 and Year 9 students will be offered one-to-one IAG interviews with the Leadership team.
- There are a number of 'My Future' focused events for KS3 students to attend.

Student entitlement at KS4:

- All students at KS4 have the opportunity to attend the careers conference where they can engage with a wide variety of employers and education providers.
- All Year 10 students will have the opportunity to participate in an Enterprise Challenge workshop.
- All Year 10 students will participate in a mock interview with a representative from an external employer.
- All Year 11 students will be offered one-to-one IAG interviews with the Leadership team.
- Students have the opportunity to have a one-to-one meeting with the school Careers Advisor.
- Students will receive further information about KS5 options at the Sixth Form Open Evening.
- Students will experience Post 16 study at one of the Sixth Form Taster days.
- The Pastoral curriculum at KS4 covers project work linked to future aspirations and student progress.
- The CPSHE curriculum in Year 10 prepares all students for their future and offers support with writing letters of application and CVs and preparing for mock interviews.
- The CPSHE curriculum in Year 11 includes mock interview feedback and reflection and prepares students for transition between KS4 and KS5.
- There are a number of 'My Future' focused events for KS4 students to attend.

Student entitlement at KS5:

- The Pastoral curriculum at KS5 offers students support with UCAS and apprenticeships.
- All students at KS5 have the opportunity to attend the careers conference where they can engage with a wide variety of employers and education providers.
- A number of students will take part in the Model United Nations competition, University of Oxford 'St John's Inspire Programme' and Debate Mate training each year.
- Students have the opportunity to participate in a large range of university and employer related visits and workshops.
- Students have the opportunity to study the Extended Project Qualification.
- Students are encouraged to attend university open days, further education events and holiday work placements.
- Students have the opportunity to apply to be part of the Headteacher Ambassador team.
- Students are encouraged to develop their leadership skills at both internal and external events.
- Students have the opportunity to have a one-to-one meeting with the school Careers Advisor.
- There are a number of 'My Future' focused events for KS5 students to attend.

Appendix 2: Provider Access Policy Statement

Dormers Wells High School: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 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

A provider wishing to request access should contact S. Girvan, Assistant Headteacher.

Telephone: 020 8566 6446; Email: sgirvan@dwhs.co.uk

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 pupils and/or their parents:

Year 7	Activity / Event
Autumn term	<ul style="list-style-type: none">• Y7 My Future Evening• KS3 My Future Evening
Spring term	<ul style="list-style-type: none">• Careers Conference
September - July	<ul style="list-style-type: none">• Opportunities for Providers to lead workshops / activities.• Opportunities for Providers to lead visits.

Year 8	Activity / Event
Spring term	<ul style="list-style-type: none"> • Options Fair • Careers Conference • Y8 IAG interviews • KS3 My Future evening
September - July	<ul style="list-style-type: none"> • Opportunities for Providers to lead workshops / activities. • Opportunities for Providers to lead workplace visits.

Year 9	Activity / Event
Spring term	<ul style="list-style-type: none"> • Options Fair • Careers Conference • Y9 IAG interviews • KS3 My Future Evening
September - July	<ul style="list-style-type: none"> • Opportunities for Providers to lead workshops / activities. • Opportunities for Providers to lead workplace visits.

Year 10	Activity / Event
Autumn term	<ul style="list-style-type: none"> • KS4 My Future Evening
Spring term	<ul style="list-style-type: none"> • Careers Conference
Summer term	<ul style="list-style-type: none"> • Y10 Enterprise Challenge • Mock Interviews
September - July	<ul style="list-style-type: none"> • Opportunities for Providers to lead workshops / activities. • Opportunities for Providers to lead workplace visits.

Year 11	Activity / Event
Autumn term	<ul style="list-style-type: none"> • Y11 IAG meetings • Sixth Form Open Evening
Spring term	<ul style="list-style-type: none"> • Y11 Sixth Form Taster Days • Y11 IAG meetings • KS4 My Future Evening • Careers Conference
September - July	<ul style="list-style-type: none"> • Opportunities for Providers to lead workshops / activities. • Opportunities for Providers to lead workplace visits.

Sixth Form	Activity / Event
Spring term	<ul style="list-style-type: none"> • KS5 My Future Evening • Careers Conference
September - July	<ul style="list-style-type: none"> • Opportunities for Providers to lead workshops / activities. • Opportunities for Providers to lead workplace visits.

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding is available and 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception and this will be made available to students.