



# The WASP Centre

## Careers and IAG Policy

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## **1. Principles and Background**

Careers Education Information Advice and Guidance (CEIAG) has an important contribution to make to the education of all our students in ensuring they make a successful transition from school to further education or employment with training. The governing body is required to ensure that all registered students at The WASP Centre are provided with independent careers guidance.

The governing body must ensure that the CEIAG provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given?

This policy document is in line with the guidance issued by the DfE, which relates to Sections 42A and 45A of the Education Act 1997. The WASP Centre also follows the Career Development Institute (CDI) Framework for careers, employability, and enterprise education (2015) for Pupil Referral Units (PRU's) and Special Educational Needs (SEN).

This policy is available on the school website, the shared staff area and on request from the Head of Centre or the Deputy Head of Centre in hard copy format. It should be read in conjunction with the following policies and resources:

- Child Protection and Safeguarding Policy
- Equality Policy
- Special Educational Needs Policy
- Vision & Ethos
- Centre Development Plan

## **2. Purpose**

CEIAG makes a major contribution to preparing young people for the opportunities, responsibilities, and experiences of life. A planned progressive programme of activities supports them in choosing Post 16 pathways that suit their interests and abilities, help them to follow a career path, and sustain employability throughout their working lives. A robust CEIAG programme enables students to develop personal insight, career knowledge, and career planning and management skills. It offers information and advice that is personalised, comprehensive and impartial.

The WASP Centre is committed to providing a planned programme of CEIAG for all students in years 9-11. WASP will endeavour to follow the National CDI Framework alongside the Gatsby Career Benchmarks to deliver an accurate, well-planned, and structured, up-to-date careers guidance to all our students. This document is a statement of the aims, principles and strategies regarding the management, delivery and monitoring of CEIAG.

WASP governors and staff alike have high expectations and great ambition for every one of our students and we are committed to the formation of character that will enable our students to fulfil their potential. These values centre on developing a responsible character. The Careers Education programme is defined to prepare students for adult life by providing them with a better understanding of the world of work. It provides opportunities for students to learn from direct experience of work through Work Experience, it provides career events, enterprise activities and a broad differentiated curriculum enabling students to develop knowledge and understanding of the opportunities available to them.

Working alongside independent careers advisors, colleges, employers and outside agencies, The WASP Centre is committed to providing a planned programme of CEIAG for all students in years 9-11.

### **3. Objectives**

#### **3.1 Aims of CEIAG**

The CEIAG delivery is designed to meet the the needs of all students. To achieve this The WASP Centre aims to develop and improve the careers provision by embedding the Eight Gatsby Benchmarks.

1. A stable careers programme
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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Careers Education forms an integral part of our curriculum. The three main areas of careers learning are:

- Self-Development – Understanding themselves and their influences
- Career Management – Identifying choices and opportunities to prepare them for employability
- Career Exploration – Investigating opportunities in learning and work

The WASP Centre CEIAG Policy has the following aims: -

- To contribute to strategies for raising achievement by increasing motivation and attainment for all pupils
- To develop enterprise and employment skills, relating these skills, attitudes, concepts, and knowledge learned in school to applications in the wider world which is presented in an impartial manner
- To increase access for all pupils enabling them to make informed choices about the broad range of career options
- To meet the needs of pupils through appropriate differentiation encouraging them to fulfil their potential
- To focus pupils on their future aspirations improving employability through developing effective links with external partners.
- To be aware of career opportunities available to them as individuals
- To have completed a Work Experience Placement

#### **3.2 Entitlement**

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial, and confidential. It will be integrated into students' experience of whole curriculum and be based on a partnership with students and their parents and carers. The programme will raise aspirations, challenge stereotyping, and promote equality and diversity, and promote equality of opportunity, inclusion and anti-racism.

## **4. Implementation**

### **4.1 Staffing**

Responsibility for CEIAG within The WASP Centre is in partnership between the teaching staff, designated Careers Co-ordinator, Pastoral Team, and the Independent Careers Adviser who are responsible to the Deputy Head. Work experience is planned and implemented by the Careers Co-ordinator.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the Careers Co-ordinator, complemented by external providers. The careers programme is planned, monitored, and evaluated by the Careers Co-ordinator and overseen by the Deputy Head. The independent Careers Adviser provides specialist careers guidance.

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, newsletters and at open evenings.

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills, and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

### **4.2 Curriculum Delivery**

Our designated, in-house Careers Co-ordinator works alongside an independent Careers Adviser to conduct 1:1 interviews with all students in KS4 with the emphasis on our Y11 students. We recognise the key role that parents/carers play in career choices and WASP continue to welcome them with an 'open-door' policy to attend these interviews with their children. The Careers Adviser also leads group work sessions with students and is able to attend careers events, planning events, curriculum, and parents' evenings. The work she does with the pupils is documented and pupils are tracked through the school to ensure that they make well informed choices post 16 and manage that transition successfully.

Careers education is delivered through a stand-alone CEIAG programme of study alongside The Princes Trust 'Achieve' Programme and PSHE. The delivery is both formal and informal and permeates the whole curriculum. Additionally, Careers education is delivered through assemblies, seminars, tutorials, local businesses involvement and 1:1 sessions.

We resource careers information within the school website. Computers are also readily available, and students are encouraged to utilise them to access recommended online resources. Paper based materials including information leaflets and prospectuses are available from the careers resource area. This is freely accessible to all students and to parents/carers on request.

## **5. Monitoring, Review & Evaluation**

Careers Education is monitored and evaluated annually by the Careers Co-ordinator and Careers Adviser using the CDI (2015) Framework. When reviewing the programme, the Centre Development Plan is used to ensure that the careers department is fully supporting the whole school objectives. The Careers Co-ordinator works with the programme tutors to evaluate the current programme and plan the next one. All trips and activities are evaluated by both the facilitator and pupils through questionnaires which are analysed, and the results form a part of the annual review. These outcomes identify areas for development, set goals and agree strategies to ensure they are effective.

Year 11 progression data is used to monitor the effectiveness of the both careers education and careers guidance. This is also taken into consideration when reviewing the careers education programme.