



## **Careers Education Information Advice & Guidance Policy**

### **Introduction**

The Careers Education Information, Advice and Guidance Policy at Woodside Academy is in place to support the aims of the school and recent initiatives in careers education. The planned programme of study helps our students to understand their interests, strengths and weaknesses in relation to the world of work and lifelong education. Students also learn about different careers and opportunities for training, apprenticeships and volunteering.

### **Aims**

The implementation of Careers Education and Guidance is raising aspirations and equipping students with knowledge and understanding, skills and attitudes as a foundation for managing their lifelong career, learning, and supporting preparation for adulthood (PFA).

### **Links with other Policies/documentation.**

This policy is underpinned by the school's policies for Teaching, Learning & Assessment, Equal Opportunities, Health and Safety, EHC Plans, individual Positive Behaviour Support plans (PBS) and Personal Learning Plans (PLP's).

### **Roles & Responsibilities**

A team that consists of the careers/WEX lead, KS4 Middle Leader and the Head of School, manages the careers education programme. The team also works closely with Prospects, with all staff contributing in some way to the careers education programme, through their varied roles as tutors, subject teachers or members of the support staff team.

### **Curriculum**

The careers lead manages the careers education programme and is directly responsible to the KS4 Middle Leader and Head of School.

### **Careers Education and Guidance comprises five components:**

- Careers education within the curriculum
- Planning and recording of achievements and work-related activities
- Work experience (internal and external)
- Access to individual guidance and support
- Access to careers information



**The programme includes:**

Careers education lessons, Careers guidance (individual planning and interviews, information and research activities) action planning and recording achievements. Mock interviews, raising aspirations activities, vocational taster sessions and College visits to Bexley College.

**Work Experience**

Work Experience is an important part of the educational entitlement of every pupil at Woodside Academy. All pupils at Woodside Academy are given the opportunity to participate in work experience, provided internally, via job vacancies advertised on the “Workers of Woodside” notice board, or externally where appropriate. Work experience placements are planned and monitored by the Post 16 tutor and work experience coordinator. It is designed in such a way to take full account of the needs of the pupils and to give pupils an insight into the world of work. When pupils return from work experience, the whole process is discussed and evaluated by staff and pupils alike. The Post 16 tutor visits all pupils and reports back to relevant staff. Employers also evaluate the process and feedback to the Post 16 tutor and work experience coordinator. Other focused events include whole school and class enterprise activities, coffee mornings, attendance at markets, trade events and careers fairs. Work Experience preparation and follow-up (including health and safety) responsibility takes place in tutor groups, careers sessions and other appropriate parts of the curriculum. The careers programme at Woodside Academy aims to meet the needs of all students in school and is differentiated in terms of support, outcomes, resources and learning styles to ensure that it is appropriate to students’ stages of career learning and development.

**Monitoring, Review and Evaluation**

An important part of the CEIAG programme is evaluation. It is mainly through evaluation that this policy will develop whilst keeping abreast of national changes to CEIAG. Evaluations take place after career-related events so it can be assessed whether or not career outcomes have been met. Students access to careers related activities are tracked electronically by the careers lead and are regularly monitored. Assessment takes place through verbal feedback/assessment observation, written evaluations and student and employer feedback. The process of regularly completing and monitoring the Gatsby Benchmark Compass Tool has given us the opportunity to review and evaluate the whole CEIAG programme.

**Partnerships**

Woodside Academy is part of the London South East Academies Trust, with internal links to Bexley College. Other firm links exist with Prospects careers support, Bexley LA special schools and resource provisions, The Department for Work and Pensions, Talentino Careers Advice Support and Development



**Resources**

Funding for careers education is allocated in the annual budget in the context of whole school priorities.

**Staff Development**

Staff training needs are identified yearly. Funding will come from the CPD budget.

**Parents/Carers**

Parents play an integral part in pupils' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, transition planning, work experience and EHC Plan review.

This policy was developed and is being reviewed annually through discussions with staff; students, parents, governors and other external agencies.

Review Date: March 2022