



**Weald of Kent Grammar School**  
**Policy for Careers Education, Information, Advice and Guidance (CEIAG)**  
**September 2024**

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## **Vision**

To provide every student with a career journey that develops employability skills, curiosity, understanding and meaningful connections between personal learning and work opportunities.

## **Philosophy**

At Weald of Kent Grammar School our Careers Education, Information, Advice and Guidance (CEIAG) programme is an integral part of the preparation of students for the opportunities and experiences of adult life in modern Britain. Its central concern is equipping students to manage the choices, changes and transitions affecting their future education, training, employment and life as adult members of an international society and to instil life-long learning, resilience and grit. Strategy is determined through work with careers partners.

Our careers provision must be world class to help people understand the range of opportunities available to them in today's economy and acquire the skills and qualifications they need to succeed in the workplaces of the future. Investing in the development of skills to meet the changing needs of business, increase productivity and drive growth across the whole country. Excellent careers guidance makes sure there is equality of opportunity. It unlocks potential and transforms outcomes for all students.

## **Rationale for CEIAG**

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them. Our CEIAG programme should enable students to:

- Be more self-aware about their own skills, aptitudes, values, aspirations and potential
- Have a better understanding of education, training and future career opportunities both within the UK and abroad
- Make informed choices about their own continuing education, training and future career paths.
- Develop career management skills of self-reliance, adaptability, flexibility, decision-making and problem-solving
- Be inspired and motivated to raise their aspirations and fulfil their potential
- Meet the Gatsby Benchmark requirements, specifically the Baker Clause

## **Statutory requirements and recommendations**

The careers provision at Weald of Kent Grammar School is in line with the statutory guidance developed by the Department for Education, which refers to the following legislation:

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

This states that all schools should provide independent careers guidance from Years 7-13 and that this guidance should:

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

## **Commitment and student entitlement**

Weald of Kent Grammar School is committed to providing a planned programme of CEIAG for all students in Years 7 – 13 in partnership with Unifrog, The Careers and Enterprise Company (CEC) and Bayliss Career Services and Consultancy.

All students in years 7 – 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 events, assemblies, careers fair and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses

Weald of Kent Grammar School endeavours to follow the latest statutory and best practice guidance including the Gatsby Benchmarks. The most recent statutory guidance can be found here: [Careers guidance and access for education and training providers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Careers_guidance_and_access_for_education_and_training_providers_-_GOV.UK.pdf)

### **Links with other policies**

This policy is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, PSHE, equal opportunities, health and safety, and special needs linking with the whole school improvement plan.

### **Student Needs**

The Careers Programme is designed to meet the needs of the students at Weald of Kent Grammar School regardless of race, gender, disability, sexual orientation and religion. Students are entitled to CEIAG that is impartial, without bias and prejudice. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning and development. It will be tailored as required to meet the needs of any student to be totally inclusive.

### **Implementation**

The School adopts the following approaches to the delivery of CEIAG:

- Across all key stages it is delivered as part of a separately timetabled PSHE programme. Careers lessons are part of the PSHE programme. Other focused events and lessons are provided from time to time.
- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs is available on the school website.
- It is delivered through off timetable, enrichment specific events.
- It is delivered through cross-curricular work within all school departments.
- It is delivered in partnership with CEC, Bayliss Career Services and Consultancy, local employers and other outside agencies.
- The Careers Lead and Careers Manager coordinates the careers programme and works closely with the Heads of Years and Deputy Head Teacher (Quality of Care).
- Careers information is provided in the Careers Library and is maintained by the Careers Manager.
- Impartial face-to-face, one-to-one careers advice is provided by an external Careers Advisor for students in KS4 and KS5.
- Vulnerable students are identified by tutors and Heads of Year; CEIAG is integrated through pastoral support programmes, especially in KS4 and KS5.
- CEIAG is delivered through, and closely linked to, student curriculum choices for GCSE and post-16. Students are helped to make informed decisions regarding their pathway on leaving the

school, including further learning, training, employment, apprenticeships, entrepreneurialism or other vocational routes alongside traditional A Level, college and university routes.

- The school encourages all Sixth Form students to access a range of university open days and HE exhibitions.
- The school also invites into school a range of motivational speakers, alumni and representatives of key organisations such as gap year providers, colleges, universities, InvestIN, The Education People, apprenticeships, admissions tutors and employees of local companies.
- The school uses Unifrog which introduces students to different career choices and education pathways, including technical routes and apprenticeships. It is used to record student's careers interactions and help them to make informed decisions about what to do after school.
- Virtual access to a wider range of careers partners is offered to all students.
- Work experience opportunities are encouraged by the school for those students who require this to support their future career aspirations.
- Work experience is encouraged and supported for all students in Year 12.
- A work shadow day is encouraged and supported for all students in Year 8.
- A weekly Careers Newsletter is put together by the Careers Manager. This is shared directly with students, staff, parents and carers. It is shared with KS5 form tutors to deliver the information with students during form time. The newsletter is also communicated with parents and carers each week.
- 'Career of the Week' is distributed to KS3, KS4 and KS5 form tutors to allow discussions surrounding various careers.
- Students will complete a Future Skills Questionnaire (FSQ) at various times throughout their Careers journey. The FSQ is a tool to measure students' career-readiness and supports the Careers Leader to evaluate the careers programme by gathering data on students' career knowledge and skills.
- Students in Year 10 have the opportunity to participate in the Morrisby Test which is an interactive app that assesses aptitudes, aspirations, personality and priorities through the use of psychometric tests and assessments. The information is analysed and makes career and education suggestions based on the results.

### Key Stage 3

Our Careers Programme includes modules on self-development, time management, decision-making, personal strengths for employment, and career exploration. Students also discuss GCSE Options in Year 9 and making careers choices based on GCSE options. Students have talks from a university and on apprenticeships. Students in Year 8 have the option to attend a day of work shadowing. Students in Year 9 have the opportunity to take part in the Bronze Duke of Edinburgh's Award, to help them develop employability skills such as communication, commitment, leadership and teamwork. Students

### Key Stage 4

Students will have the opportunity to take a psychometric assessment and explore their own personal skills and qualities. They will gain information on a wide range of all Post-16 qualifications, compare post-16 progression routes and then prepare and complete their Applica application. This includes CV production and writing a personal statement. They will also look at Employability Skills and listen to a talk from an external provider on employability skills. Students have access to an independent Careers Advisor. Year 10 students have the opportunity to take part in the Duke of Edinburgh's Silver Award to help them further develop life skills and equip students to recognise achievements and succeed in life.

### Key Stage 5

The programme focuses on preparation for post-18 pathways. This includes modules on subjects and careers, one-to-one careers guidance and interview skills. There is a range of visiting speakers such as ex-students, gap year providers, local colleges, admissions tutors and employees of local companies. Students are fully supported in their UCAS applications, including extensive work on how to write their Personal Statements and making appropriate choices. Students in the Sixth Form are encouraged to visit university open days, masterclasses, super-curricular events, taster course

and summer schools at a variety of universities, to develop their application profile. Students in Year 12 attend a UCAS Exhibition and Apprenticeship Fair. Students are given whole cohort advice and guidance as well as bespoke individual guidance to access school leaver programmes, apprenticeships, Further Education and Higher Education courses. Students in Year 12 undertake Work Experience in which they receive extensive application support with key opportunities advertised.

### **Provider Access**

A provider wishing to request access should contact Amanda Wehrle who is the Careers Leader at Weald of Kent Grammar School via the following email address [awehrle@wealdgs.org](mailto:awehrle@wealdgs.org). Alternatively, they can contact Sara Swanton, who is the Careers Manager, via the following email address [sswanton@wealdgs.org](mailto:sswanton@wealdgs.org).

### **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/carers, including:

- Years 7 – 13 Careers Enrichment
- Years 7 – 13 PSHE careers provision – all year
- Years 9 – 13 Careers Fair – spring term
- Years 7 – 13 career talks during National Apprenticeship Week – spring term
- Year 9 options evening, assemblies, Careers Enrichment day and PSHE lessons – autumn term
- Year 10 Employability talk by InvestIN (TBC), Careers unit on effective communication and professional conversation
- Year 12 Careers Enrichment day focused on interview preparation
- Years 7 – 13 spotlight guest speaker talks – all year
- Year group assemblies – throughout the year
- Specific vocational events are signposted by the Careers Manager to students, for example hospital events are shared with students interested in a career in medicine. Virtual opportunities are made available to students
- Years 9 – 13 students, parents and carers virtual talk regarding Apprenticeships (TBC)

### **Work Related Learning**

WRL and Enterprise is a fundamental part of a young person's education across the curriculum, enabling them to make a successful transition from school to adulthood and employment. The school offers a wide range of experiences for students to learn about the world of work, motivate them and prepare them for the opportunities, responsibilities of adulthood whilst supporting their future aims and aspirations.

The School adopts the following approaches to the delivery of WRL and Enterprise:

- Curriculum linked visits.
- Peer mentoring.
- Mock interviews/role plays.
- Taster days.
- Employer speakers and employability skills.
- Integrated into a separately timetabled PSHE programme.
- Cross-curricular work within all school departments.
- Partnership with CEC, local employers and other outside agencies.
- The Careers Manager coordinates the WRL and Enterprise programme working closely with the Heads of Year.
- Year 8 explore the work of work through direct access to different employment settings.

- Sixth Form students are encouraged to gain part-time employment and voluntary roles throughout their two-year programme, in order to gain inter-personal skills and develop responsibility whilst in the working environment.
- Students are encouraged to gain voluntary work as part of their Duke of Edinburgh Award.

### **Premises and facilities**

The school will make large spaces available, such as the main hall, for talks and discussions between the provider and students. The school will also provide AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Library, which is managed by the Careers Manager. The Careers Library is available to all students at lunch and break times. Sixth Form students can also access the Careers Library during their study periods.

### **Resources**

Funding is allocated in the annual budget planning in the context of whole school priorities.

### **Partnerships**

An annual Partnership Agreement is negotiated between the Weald of Kent Grammar School and Bayliss Career Services and Consultancy which identifies the contributions to the programme that each will make. Weald of Kent Grammar School also has partnerships with The Careers and Enterprise Company (CEC), Medic Mentors, InvestIN, Young Enterprise, North Kent College, and other local businesses.

### **Staff Development**

Staff training needs will be identified and funding is provided from school funds. The school will endeavour to meet training needs within a reasonable period of time.

### **Monitoring, Review and Evaluation**

The Partnership Agreement with Bayliss Career Services and Consultancy is reviewed annually by the Careers Manager and the Personal Advisor. Evaluations are carried out through lesson observations and through student and parent surveys. To help achieve this, students will be asked to complete surveys such as Cibyl and the Future Skills Questionnaire. There are regular meetings between Senior Leadership, the Careers Lead, Careers Manager, Careers Co-ordinator, Enterprise Co-ordinator and Enterprise Advisor.

This document can be accessed by staff, parents, carers, trustees, partners and personal advisors via the School website.

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<b>Next Review Date:</b>	November 2025	<b>Link Trustees:</b>	Quality of Care Committee and Toby Fountain as Link Careers Trustee
<b>Ratified:</b>	FTB 15 October 2024		