



**WESTFIELD HOUSE SCHOOL**

# **Careers Information Advice and Guidance (CIAG) Policy**

**January 2019 / Review date September 2019**



# WESTFIELD HOUSE SCHOOL

## Introduction

Careers education, information, advice and guidance plays a major role in preparing our young people for the opportunities, responsibilities and experiences of life after school. A planned, bespoke and progressive programme of activities is essential in supporting the pupil in choosing an appropriate 14-19 pathway that best suit their interests and abilities. It is also valuable in supporting the pupil follow a career path and sustain employability throughout their working lives.

The purpose of this policy is to ensure that we provide an effective and valuable bespoke programme of careers education, information, advice and guidance for all pupils through a combination of curriculum provision (PSHE) and whole school support. Year 11 pupils are additionally supported in exploring career opportunities, making informed choices and applying for appropriate Post 16 placements.

## Policy Objectives

- To provide impartial and independent advice and support for all pupils
- To prevent pupils becoming NEET on leaving the school
- To contribute to strategies for raising achievement through increased motivation and bespoke differentiation
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued education
- To develop enterprise and employability skills
- To reduce drop out from and course switching in Further Education and training
- To develop aspirations through opportunities to meet and work with a variety of representatives from industry, business and enterprise.
- To involve parents and carers in supporting their child/ward in raising aspirations and making appropriate career choices
- To support the raising of the participation age (RPA) and assist with positive educational destinations for all pupils post 16, 17 and 18



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## **Involving parents and carers**

Parents are kept informed of careers events and opportunities and staff communicate with parents around Post 16 choices, applications and the progress of these.

## **Links with Stakeholders**

We work closely with stakeholders including the Norfolk County Council IAG Strategy Team, the New Anglia Enterprise Advisor Network and the Norfolk NEET Prevention Programme.

## **Links with Education and Training Providers**

As part of the school's commitment to informing our pupils of the full range of learning and training routes on offer to them, the Trust welcomes all approaches from local business and training providers, vocational and technical education and apprenticeship providers to speak to pupils about future choices and opportunities in all areas of education.

Any providers who are able to support our young people by way of giving information, advice and guidance around Post 14 and 16 choices as well as support in these transitions should, in the first instance, contact our IAG Lead/Officer; Nicole May – [Nicole.may@westfieldhouseschool.co.uk](mailto:Nicole.may@westfieldhouseschool.co.uk) 01553 827848

All requests should be emailed at least 6 weeks in advance of a proposed date for the session. Requests may be refused if:

- They interrupt of pupils' preparation for public or internal exams
- They clash with other school events
- The school is unable to provide staff to support the event or rooms.



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## **Management Strategies and Implementation of the Policy**

Nicole May or the Headteacher is responsible for monitoring IAG practices and procedures and will ensure that suitable tasks and activities are being undertaken to meet all abilities and interests across KS3 and 4.

The IAG Lead oversees the careers programme and ensures that each pupil has a Post 16 plan on leaving the school or that additional support is in place in order to prevent pupils from becoming NEET. The IAG Lead works with an allocated member of staff in school so that support is available as pupils need it.

## **Monitoring & Review**

Careers guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the IAG Lead's line manager.

The data is monitored half termly in each base/school. The IAG Lead plans to meet with pupils and has ongoing communication with the allocated staff in the school who support with IAG.

Data from NCC is analysed to ensure young people are making sustainable and appropriate transitions.