



Careers Education, Advice, Information & Guidance at Westborough High School

Rationale

Careers Education, Advice & Guidance begins the moment Year 7 begin their 'time' with us at Westborough.

Specialist careers input comes from our Careers staff, the Connexions Service and students using the Careers resource Centre. The rest of the programme depends very much on us as staff, both as tutors and subject teachers. Much of what good guidance entails is already done in school, through PSHCE, the process of reviewing and writing ROA, some work in subject areas and informal chats between staff and pupils.

Through the CEAIG programme students should be able to learn more about themselves, learn what is required to plan for their future and what resources are available for them to do this effectively. Students need to be able to make informed choices about their own education, training and career paths as well as being able to manage transitions into new situations.

In order for them to do these things we must help them to develop their awareness of the following:

- Themselves – to help students to assess their own strengths, interests, skills, aspirations and values as well as motivate them to achieve their full potential. To encourage students to value themselves and appreciate their place within the community and the workforce at large.
- Choices – to make students aware of the opportunities available in education, training, work or a combination of them.
- Work – to promote an understanding of the world of work and employment trends.
- Career – to develop a student's skills for making realistic, considered and informed decisions about possible future careers.
- Transition – to develop the communication skills and flexible attitudes required in new roles and situations.



General objectives of CEAIG at Westborough

- To make students think about their future.
- To help them find out what is available.
- To enable them to make informed decisions about their future.
- To enable them to plan for their future.
- To enable and support them in the application process for post-16 opportunities

Which students have CEAIG?

- ALL students in every year have some form of guidance. However the core CEAIG is delivered in Years 9, 10 and 11.

What does each year group get?

- Years 7 and 8. Pupils are given general information regarding CEAIG and what help and support is available. This is delivered through PSHCE.
- Year 9. Students use the Directions booklet to aid in the Options process. Students receive Options talks as well as having the opportunity to attend an Options Evening with their parents. During Jan/Feb each Year 9 form is invited to the Connexions resource library for an 'intro to careers' session. During these sessions pupils learn how to access careers resources as well as have the opportunity to order information in line with their options and career ideas. All students have the opportunity to attend a lunch-time drop-in session prior to choosing their options in order to discuss their ideas further.
- Year 10. Get The Edge. A rolling programme of careers related events that take place over an 8-week period during PSHCE. The programme includes Post-16 option sessions, visiting speakers, visits top college and KUDOS sessions. During the year students also receive workshops on developing interview skills and on CV design. They also begin Work Experience preparation.
- Year 11. All students undertake a 1-week work experience placement. Each student receives 1-1 guidance interviews (individual and group based), apprenticeship application sessions as well as regular lunch-time drop-in sessions. There is continuous follow up until October after they have left when destinations are then confirmed.

Where and how is CEAIG delivered?

- Mainly in the PSHCE programme.
- By the tutors.
- By the Careers Co-ordinator.
- By the Careers Adviser.
- By external agencies and individuals
- In the Careers Library, LRC, Main hall, PA Block and classrooms.
- Off-site at specific locations e.g. Kirklees College



Post 16 links

- Strong links with Kirklees and New College
- Visits to and from many 16+ providers from all over Kirklees.
- Visiting speakers into school during years 10 & 11.

WORKING WITH PARENTS

Parents/guardians play a vital role in the guidance of their children it is therefore essential that parents know what is going on in school.

Information to parents.

- Statement of entitlement is in the school prospectus.
- The Careers Adviser attends every year 9, 10 and 11 parents evening.
- The Careers Service sends information direct to parents.
- Kirklees College has been attending year 9, 10 & 11 parents' evenings since 1999.
- Other colleges have been attending year 11 parents evening since 2000

Year 9

Our Careers Adviser from the Partnership attends parents' evening, and parents have the opportunity to talk to him throughout the evening.

Kirklees College has also attended year 9 parents' evening for the past 2 years and this has proved very successful for all concerned.

Year 10

Our Careers Adviser from the Partnership attends parents' evening, and parents have the opportunity to talk to him throughout the evening.

Kirklees College has also attended year 10 parents' evening for the past 2 years and this has proved very successful for all concerned.

Year 11

Our Careers Adviser from the Partnership attends parents' evening, and parents have the opportunity to talk to him throughout the evening.

Kirklees College has also attended year 11 parents' evening for the past 4 years and this has proved very successful for all concerned.

For the past 3 years other local colleges were also present and again this was very successful. Next year I am hoping to invite other post 16 providers so that parents are aware of the opportunities other than college.



CEAIG across Westborough High School

CEAIG plays an important part in the life of Westborough. The following list (not in order of importance) shows just how important it is.

- It is an important part of the PSHCE programme.
- For many students (especially those in year 11) it acts as a motivator because it shows them what is needed when they leave us.
- For the majority of students, CEAIG and work experience also help to boost their confidence showing them 'hidden talents' and making them realise what they are capable of.
- It puts most of the school policies into practice.
- Units of work in the PSHCE programme deal with equality and stereotyping. They look at how these things take place in the real world outside of Westborough. They also have the opportunity through visits, work experience and outside speakers to at times maybe confront these issues "head on"
- Subject teachers deal where appropriate with CEAIG in their lessons. This is still an area where we could develop and increase our input.
- It provides many 'talking points' for all staff and their students, especially in year 9-11.
- The CEAIG parts of the PSHCE programme help our students develop all their key skills. This is in line with what all faculties are doing in school. It is very important that CEAIG is part of the academic process of our students. It also contributes to the important 'cross-curricular message, we are giving to our students.
- CEAIG also plays an important part in developing the social and communication skills of our students. This is done in many ways, starting with reviewing in Year 7 and progressing to visits and interviews in year 10 & 11. Discussion work teaches them to respect others and their opinions. They have the chance through outside visits and visiting speakers to meet new people, to talk to them and to learn the importance of respect and good manners.
- The very nature of the CEAIG programme and the fact that it is delivered largely by form tutors means it plays an extremely important part in the school's pastoral programme. It provides endless opportunities for tutors and students to talk to each other.

CEAIG staff CPD

- All staff involved in the delivery of CEAIG have access to training opportunities. This includes both internal training and external opportunities provided by C&K Careers.
- This policy of access to specific CEAIG CPD for all staff is in line with Westborough's whole-school CPD policy.
- Funding, if necessary, will be provided through one of the following:
 - Careers budget
 - Whole-school CPD budget
 - Standards fund for Enterprise & WRL
- Training needs are identified annually as part of the overall CEAIG provision review.