Careers, Information, Advice and Guidance (CIAG) Policy Statement

South Wirral High School

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 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 and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests procedure

A provider wishing to request access should contact the nominated CIAG Co-ordinator: Mrs E Woolham or Mr D Harrison, Associate Assistant Headteacher.

Telephone: 0151 327 3213; Email: schooloffice@southwirral.wirral.sch.uk

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 pupils and/or their parents/carers:

This could be integrated into a wider careers plan or strategy for the school. See over for our programme of events in school.

Please speak to our CIAG Co-ordinator to identify the most suitable opportunity for you.

Year Group	Autumn Term	Spring Term	Summer Term
Year 7 - Exposure	Life studies: Unit 1:	STEM day 2 and 3	University visit
	Transitions		Careers event day.
Outcome – To expose	Introduction to START		STEM day 4
students to different	Profile		
career pathways	STEM day 1		
	Careers convention		
Gatsby Measure	4,5,7	4,5,7	4,5,7
Year 8 - Exposure	Life studies: Unit 2:	Y8 Stem day	Careers event day.
•	Careers exploration.	,	,
Outcome – To expose	START profile session		
students to different	Careers convention		
career pathways			
Gatsby Measure	4,5,7	4,5,7	5,7
Year 9 - Educate	Careers convention	KS4 Options evening	-
		Careers event day.	
Outcomes- To educate		Life studies: Unit 3:	
students on		Careers exploration	
apprenticeships and		START Profile session	
university life and			
make correct GCSE			
options choices			
Gatsby Measure	5,7	3,4,5,7	
Year 10 – Encounters	Careers convention	Attend What Career	Post – 16 taster
		Live? What University	sessions.
Outcomes – To		live?	Sixth form/College
provide students with		Careers event day	options: Information
work place visit or		,	on alternative
encounter with			provisions
employer			World of Work day
			University visits
			Careers interviews
			Work experience
			week
			1-2-1 SEN interviews
Gatsby Measure	5,7	5,7	2,3,5,6,7,8
Year 11 –	Sixth form open	Careers interviews	Careers interviews
Employability	evening	1-2-1 Destinations	1-2-1 Destinations
	Careers interviews	interviews	interviews
Outcomes – positive	Y11 Health day	Y11 careers day	
destination, CV for	Careers convention		
students and inform			
of LMI			
Gatsby Measure	3,7,8	2,3,5,7,8	3,8
Year 12 –	Attend UK	Workshops/ Speakers:	Workshops for UCAS
Employability	Apprenticeship and	Future education,	applications
	University Fair	labour market	Careers interviews
	· ·		
Outcome-Experiences	START Profile	information, training	Work experience
Outcome-Experiences of the workplace	· ·	information, training and employment	Work experience week

		Attend What Career Live? What University live? Careers interviews CV writing workshops	University Open Day visits
Gatsby Measure	3,5,7	2,3,4,5,7,8	3,5,6,7,8
Year 13 –	Attend UK	Workshops/ Speakers:	1-2-1 Destinations
Employability	Apprenticeship and	Future education,	interviews
	University Fair	labour market	Careers interviews
Outcomes – University		information, training	
place secured, work or	START Profile	and employment	
apprenticeship ready,		options, and for HE	
positive destination	Workshops for UCAS	and apprenticeship	
for all students.	applications	applications	
	Careers interviews		
	Careers convention	Attend What Career	
		Live? What University	
		live?	
		Careers interviews	
		Apprenticeship	
		seeking workshops	
Gatsby Measure	3,4,5,7,8	2,3,4,5,7,8	3,8

Year Group	Autumn Term	Spring Term	Summer Term
Year 7 - Exposure	Life studies: Unit 1:	STEM day 2 and 3	University visit
	Transitions	Careers convention	Careers event day.
Outcome – To expose	Introduction to START		STEM day 4
students to different	Profile		··-···
career pathways	STEM day 1		
Gatsby Measure	4,5,7	4,5,7	4,5,7
Year 8 - Exposure	Life studies: Unit 2:	Careers convention	Careers event day.
•	Careers exploration.	Y8 Stem day	,
Outcome – To expose	START profile session	,	
students to different	•		
career pathways			
Gatsby Measure	4,5,7	4,5,7	5,7
Year 9 - Educate		KS4 Options evening	
		Careers event day.	
Outcomes- To educate		Life studies: Unit 3:	
students on		Careers exploration	
apprenticeships and		START Profile session	
university life and		Careers convention	
make correct GCSE			
options choices			
Gatsby Measure		3,4,5,7	
Year 10 – Encounters		Attend What Career	Post – 16 taster
		Live? What University	sessions.
Outcomes – To		live?	Sixth form/College
provide students with		Careers event day	options: Information
work place visit or		Careers convention	on alternative
encounter with			provisions
employer			World of Work day
			University visits
			Careers interviews
			Work experience
			week
			1-2-1 SEN interviews
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Gatsby Measure Year 11 –	Sixth form open	5,7 Careers interviews	2,3,5,6,7,8 Careers interviews
Employability	evening	1-2-1 Destinations	1-2-1 Destinations
Linpioyability	Careers interviews	interviews	interviews
Outcomes – positive	Y11 Health day	Y11 careers day	
destination, CV for	111 Health uay	Careers convention	
students and inform			
of LMI			
Gatsby Measure	3,7,8	2,3,5,7,8	3,8
Year 12 –	Attend VIRTUAL UK	Careers convention	Workshops for UCAS
Employability	Apprenticeship and		applications
	University Fair	Workshops/ Speakers:	Careers interviews
Outcome-Experiences	START Profile	Future education,	Work experience
of the workplace		labour market	week
		information, training	University Open Day
			visits

	1		
		and employment	
		options	
		Attend What Career	
		Live? What University	
		live?	
		Careers interviews	
		CV writing workshops	
Gatsby Measure	3,5,7	2,3,4,5,7,8	3,5,6,7,8
Year 13 –	Attend VIRTUAL UK	Careers convention	1-2-1 Destinations
Employability	Apprenticeship and		interviews
	University Fair	Workshops/ Speakers:	Careers interviews
Outcomes – University	,	Future education,	
place secured, work or	START Profile	labour market	
apprenticeship ready,		information, training	
positive destination	Workshops for UCAS	and employment	
for all students.	applications	options, and for HE	
	Careers interviews	and apprenticeship	
		applications	
		applications	
		Attend What Career	
		Live? What University	
		live?	
		Careers interviews	
		Apprenticeship	
Gatsby Measure	34578	seeking workshops	3.8
Gatsby Measure	3,4,5,7,8	seeking workshops 2,3,4,5,7,8	3,8 Summer Term
Year Group	Autumn Term	seeking workshops 2,3,4,5,7,8 Spring Term	Summer Term
•	Autumn Term Life studies: Unit 1:	seeking workshops 2,3,4,5,7,8	Summer Term University visit
Year Group Year 7 - Exposure	Autumn Term Life studies: Unit 1: Transitions	seeking workshops 2,3,4,5,7,8 Spring Term	Summer Term University visit Careers event day.
Year Group Year 7 - Exposure Outcome – To expose	Autumn Term Life studies: Unit 1: Transitions Introduction to START	seeking workshops 2,3,4,5,7,8 Spring Term	Summer Term University visit
Year Group Year 7 - Exposure Outcome – To expose students to different	Autumn Term Life studies: Unit 1: Transitions Introduction to START Profile	seeking workshops 2,3,4,5,7,8 Spring Term	Summer Term University visit Careers event day.
Year Group Year 7 - Exposure Outcome – To expose	Autumn Term Life studies: Unit 1: Transitions Introduction to START Profile STEM day 1	seeking workshops 2,3,4,5,7,8 Spring Term	Summer Term University visit Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways	Autumn Term Life studies: Unit 1: Transitions Introduction to START Profile STEM day 1 Careers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3	Summer Term University visit Careers event day. STEM day 4
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure	Autumn Term Life studies: Unit 1: Transitions Introduction to START Profile STEM day 1 Careers convention 4,5,7	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7	Summer Term University visit Careers event day. STEM day 4 4,5,7
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3	Summer Term University visit Careers event day. STEM day 4
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7	Summer Term University visit Careers event day. STEM day 4 4,5,7
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile session	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7	Summer Term University visit Careers event day. STEM day 4 4,5,7
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7	Summer Term University visit Careers event day. STEM day 4 4,5,7
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7	Summer Term University visit Careers event day. STEM day 4 4,5,7
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day.	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate Outcomes- To educate	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day. Life studies: Unit 3:	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate Outcomes- To educate students on	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day. Life studies: Unit 3: Careers exploration	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate Outcomes- To educate students on apprenticeships and	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day. Life studies: Unit 3:	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate Outcomes- To educate students on apprenticeships and university life and	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day. Life studies: Unit 3: Careers exploration	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate Outcomes- To educate students on apprenticeships and university life and make correct GCSE	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day. Life studies: Unit 3: Careers exploration	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.
Year Group Year 7 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 8 - Exposure Outcome – To expose students to different career pathways Gatsby Measure Year 9 - Educate Outcomes- To educate students on apprenticeships and university life and	Autumn TermLife studies: Unit 1:TransitionsIntroduction to STARTProfileSTEM day 1Careers convention4,5,7Life studies: Unit 2:Careers exploration.START profile sessionCareers convention	seeking workshops 2,3,4,5,7,8 Spring Term STEM day 2 and 3 4,5,7 Y8 Stem day 4,5,7 KS4 Options evening Careers event day. Life studies: Unit 3: Careers exploration	Summer Term University visit Careers event day. STEM day 4 4,5,7 Careers event day.

Outcomes – To		Live? What University live?	sessions. Sixth form/College
provide students with		Careers event day	options: Information
work place visit or			on alternative
encounter with employer			provisions World of Work day
employer			University visits
			Careers interviews
			Work experience
			week
			1-2-1 SEN interviews
Gatsby Measure		5,7	2,3,5,6,7,8
Year 11 –	Sixth form open	Careers interviews	Careers interviews
Employability	evening Careers interviews	1-2-1 Destinations interviews	1-2-1 Destinations interviews
Outcomes – positive	Y11 Health day	Y11 careers day	
destination, CV for	Careers convention	,	
students and inform			
of LMI	270	22570	2.0
Gatsby Measure Year 12 –	3,7,8 Attend UK	2,3,5,7,8 Workshops/ Speakers:	3,8 Workshops for UCAS
Employability	Apprenticeship and	Future education,	applications
	University Fair	labour market	Careers interviews
Outcome-Experiences	START Profile	information, training	Work experience
of the workplace	Careers convention	and employment	week
		options	University Open Day visits
		Attend What Career	
		Attend What Career Live? What University	
		Live? What University live?	
		Live? What University live? Careers interviews	
Gatsby Measure	3.5.7	Live? What University live? Careers interviews CV writing workshops	3.5.6.7.8
Gatsby Measure Year 13 –	3,5,7 Attend UK	Live? What University live? Careers interviews	3,5,6,7,8 1-2-1 Destinations
	Attend UK Apprenticeship and	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education,	1-2-1 Destinations interviews
Year 13 – Employability	Attend UK	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market	1-2-1 Destinations
Year 13 – Employability Outcomes – University	Attend UK Apprenticeship and University Fair	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or	Attend UK Apprenticeship and	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University	Attend UK Apprenticeship and University Fair	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready,	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications Careers interviews	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications Attend What Career	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications Careers interviews	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications Attend What Career Live? What University	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications Careers interviews	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications Attend What Career	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications Careers interviews	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications Attend What Career Live? What University live? Careers interviews Apprenticeship	1-2-1 Destinations interviews
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination	Attend UK Apprenticeship and University Fair START Profile Workshops for UCAS applications Careers interviews	Live? What University live? Careers interviews CV writing workshops 2,3,4,5,7,8 Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications Attend What Career Live? What University live? Careers interviews	1-2-1 Destinations interviews

Currently the careers programme includes careers education sessions at key stage 3, whole day activities for key stage 4 and careers based enrichment sessions at key stage 5. These sessions include career guidance activities, information and research activities which will include an introduction to START Profile, Uexplore and merseyinteractive. This also enables students to develop individual career planning. Other sessions include making life choices, interview techniques and writing a CV. Careers lessons remain part of the school's PSHE programme. Other focused events, are Careers Convention, Mock Interviews and University/ HE / Alternative post-16 educational visits.

In addition to these programmed events, students can request a careers interview at any time with Carol Rimmer from Career Connect. Careers interviews are co-ordinated by Mr D Harrison.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main school reception, which is managed by our office staff and will be passed onto our CIAG Co-ordinator who will make the resource available to our students.

Approval and review

Approved April 2022 by Governors at Curriculum and Standards Committee

Next review: April 2023

Signed:

Martin Crossman

Governor (Careers Link)

Signed:

Simon Goodwin

Head teacher