

## **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](mailto: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.

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

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

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<b>Year 12 – Employability</b> Outcome-Experiences of the workplace	Attend VIRTUAL UK Apprenticeship and University Fair START Profile	Careers convention Workshops/ Speakers: Future education, labour market information, training	Workshops for UCAS applications Careers interviews Work experience week University Open Day visits

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<p><b>Year 10 – Encounters</b></p> <p>Outcomes – To provide students with work place visit or encounter with employer</p>	<p>Careers convention</p>	<p>Attend What Career Live? What University live? Careers event day</p>	<p>Post – 16 taster sessions. Sixth form/College options: Information on alternative provisions World of Work day University visits Careers interviews Work experience week 1-2-1 SEN interviews</p>
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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 2021 by Governors at Curriculum and Standards Committee

Next review: April 2022

Signed:

Martin Crossman

Governor (Careers Link)

Signed:

Simon Goodwin

Head teacher