

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 Mrs A Barr, 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 Outcome – To expose students to different career pathways	Life studies: Unit 1: Transitions Introduction to Unifrog STEM day Careers convention University visit Careers day	STEM day	University visit STEM day
Gatsby Measure	2, 3, 4, 5, 7	4,5,7	4,5,7
Year 8 - Exposure Outcome – To expose students to different career pathways	Life studies: Unit 2: Careers exploration. Introduction to Unifrog Careers convention Stem day		Careers event day.
Gatsby Measure	2, 3, 4, 5, 7		4,5,7
Year 9 - Educate 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 Introduction to Unifrog	
Gatsby Measure	5,7	2,3,4,5,7	
Year 10 – Encounters Outcomes – To provide students with work place visit or encounter with employer	Careers convention	Attend What Career Live? What University live? Careers event day Introduction to Unifrog	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
Gatsby Measure	5,7	5,7	2,3,5,6,7,8
Year 11 – Employability 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
Gatsby Measure	3,7,8	2,3,5,7,8	3,8
Year 12 – Employability	Attend UK Apprenticeship and University Fair	Workshops/ Speakers: Future education, labour market	Workshops for UCAS applications Careers interviews

Outcome-Experiences of the workplace	Introduction to Unifrog Careers convention	information, training and employment options Attend What Career Live? What University live? Careers interviews CV writing workshops	Work experience week University Open Day visits
Gatsby Measure	2,3,5,7	2,3,4,5,7,8	3,5,6,7,8
Year 13 – Employability Outcomes – University place secured, work or apprenticeship ready, positive destination for all students.	Attend UK Apprenticeship and University Fair Introduction to Unifrog 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
Gatsby Measure	2,3,4,5,7,8	2,3,4,5,7,8	3,8

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. 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 Mrs A Barr.

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