

# SOUTH WIRRAL HIGH SCHOOL

## CAREERS EDUCATION, INFORMATION & GUIDANCE (CEIAG)

### POLICY STATEMENT



<b>Policy written by</b>	D. Bell - CEIAG Coordinator
<b>Statutory</b>	Yes
<b>Last Reviewed</b>	9/12/2025
<b>Review Period</b>	Annual
<b>Next Review</b>	December 2026
<b>Date agreed by Governing Body</b>	26.01.2026

## **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.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace by building self-development and career management skills. Provide experience and a clear understanding of the working world.
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them.
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training.
- Promote a culture of high aspirations and equality of opportunity.

## **Statutory Requirements**

**This policy is based on the Department for Education's (DfE's) statutory Careers guidance and access for education and training providers.**

**This guidance refers to:**

**The Education Act 1997**

**The Education and Skills Act 2008**

**The School Information (\*England) Regulations 2008. This policy is also in line with the more recent Skills and Post-16 Act 2022: <https://www.legislation.gov.uk/ukpga/2022/21/contents/enacted>**

**Which came into force on 1 January 2023, explains that our school must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our Provider Access Policy statement, which is made available through contacting the school.**

**The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.**

**We also act in line with our statutory duty under the Provider Access Legislation (PAL), to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found below.**

## **Pupil entitlement**

All pupils in years 7-13 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 CEIAG Coordinator: Mr D. Bell or Mrs A. Barr, Assistant Headteacher for Personal Development.

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 CEIAG Coordinator to identify the most suitable opportunity for you.

## **Roles and Responsibilities:**

### 3.1 Careers leader

Our careers leader is Mr D. Bell. Our careers leader works closely with the senior leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme.
- Plan and manage careers activities.
- Manage the budget for the careers programme.
- Support teachers to build careers education and guidance into subjects across the curriculum.
- Establish and develop links with employers, education and training providers, and careers organisations.
- Work closely with relevant staff, including our special educational needs coordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans.

- Work with an impartial careers advisor – Mploy.
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
  - Make sure they know which pupils are in care or are care leavers.
  - Understand their additional support needs.
  - Make sure that, for LAC, their personal education plan can help inform careers advice.
- Review our school provider access policy statement at least annually, in agreement with our governing board.

### **3.2 Senior leadership team (SLT)**

Our SLT will:

- Support the careers programme.
- Support the careers leader in developing their strategic careers plan.
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard.
- Allow training providers, access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships and set out arrangements for this in our school provider access policy statement.
- Network with employers, education and training providers, and other careers organisations.

### **3.3 The governing board**

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements.
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement.
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 years old) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils.
- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships.
- Make sure that details of our school's careers programme and the name of the Careers Leader is published on the school's website.
- Make sure that arrangements are in place for the school to meet the legal requirements of PAL, including that the school has published a provider access policy statement.

## Pupils with Special Education needs or disabilities

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Currently the careers programme includes:

- CEIAG Event Days – whole year groups interact with industry experts.
- Careers Fair in school – years 8-13 spend an hour visiting apprenticeships providers, colleges, universities and employers, to collect valuable information on their next steps and career aspirations.
- Mock interviews for all students in years 11-13 – preparing students for how to present themselves in an interview.
- KS5 University and Apprenticeship Fair – external venue.
- 1-1 meetings with an impartial careers advisor from Mploy. Support is also given during year 11 and Sixth Form parents evenings.
- Careers focus in all curriculum lessons, where teachers will dedicate learning to the labour market opportunities within the linked industries.
- Careers education lessons in PSHCE for KS3, including Unifrog – where students build their online profile.
- Tutor time CEIAG focus for KS4&5, including Unifrog – where students build their online profile. Other activities include making life choices, interview techniques and writing a CV.

Current CEIAG calendar of events:

Date	Year Group	Event	Information
<b>Mondays - 8th September onwards</b>	<b>11&amp;6th</b>	<b>1-1 Careers Meetings</b>	<b>0915-1430 Delivered by Mploy - Vicky Lawrence.</b>
<b>Monday 22nd September</b>	<b>11</b>	<b>CEIAG Day</b>	<b>ALL DAY - 4 alumni Alumni panel presentations 1 - all in MH; 2&amp;3 - S activities; 4&amp;5 - W activities.</b>
<b>Wednesday 24th Sept</b>	<b>Sixth Form</b>	<b>Enrichment CEIAG</b>	<b>p3-5: Employability p3, team building p4&amp;5 - Army engagement team.</b>
<b>Thursday 16th October</b>	<b>7-13</b>	<b>SWHS Careers Fair</b>	<b>0830-1505 All students receive an hour of the day to visit stalls and gain purposeful careers</b>

			information from a large selection of FE and HE providers, public services and employers.
Thursday 23rd October	11-13	Mock Interviews	0830-1505 All students in years 11-13 will have a 15-minute mock interview with employers.
Friday 7th November	6th	UK University & Apprenticeship Search Fair	1100-1500 CEIAG Fair at Anfield.
Thursday 20th November	9	CEIAG Day	Enterprise challenge.
Thursday 12th February	8	CEIAG Day	STEM challenge – Build a Sustainable School.
Thursday 5th March	10	CEIAG Day	Panel presentation - different routes into careers i.e. academic pathway, apprenticeship, degree apprenticeship.
Thursday 18th June	7	CEIAG Day	My dream job - Panel presentation and practical workshops.

### CEIAG events to be supported by Mploy

Date	Year Group	Event	Information
Mondays - 8th September onwards	11&6th	1-1 Careers Meetings	0915-1430 Delivered by Mploy – Vic Lawrence.
Thursday 18th September	11	Parents Evening	1600-1800 Mploy to have a careers guidance table. Move interviews to Thursday.
Thursday 16th October	7-13	SWHS Careers Fair	0830-1505 All students receive an hour of the day to visit stalls and gain purposeful careers information from a large selection of FE and HE providers, public services and employers.
Thursday 23rd October	11-13	Mock Interviews	0830-1505 All students in years 11-13 will have a 15-minute mock interview with employers. Norma Mploy
Wednesday 14th January	11	Parents Evening	1600-1800 Mploy to have a careers guidance table. Move interviews to Wednesday.
Thursday 13th August	11	A Level Results Day	0845-1100 Mploy to have a careers guidance table.
Thursday 20th August	11	GCSE Results Day	0845-1100 Mploy to have a careers guidance table.

### 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 CEIAG Coordinator who will make the resource available to our students.

### Provider Access Policy, as from September 2023:

South Wirral has a responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. We act impartially, in line with their statutory duty or contractual requirement, and not show bias towards any route, be that academic or technical. They should promote a full range of technical options. We provide a careers fair and outside agencies for Years 8 to 13 to speak to the students, such as:

Unilever Edge Hill University Wirral Metropolitan College Liverpool Hope University Career Connect BeMore (Apprenticeships) Wrexham Glyndwr University All About STEM UCLA – University of Central Lancashire Airbus University of Salford University of Cambridge Liverpool Life Sciences	Reaseheath College University of Chester Bangor University LIPA Cheshire College South & West Birkenhead Sixth Form College Chemical Engineering ENCIRC 360 – Apprenticeships RAF Army Careers Merseyside Police Hi-impact
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