

Title	Careers, Education, Information, Advice & Guidance Policy
Year	2024/25
Author	Dan Rosser and Jenn Watts
Governor Link	Chair of Governors
Date approved by Full Governing Body	February 2024
Review Date	February 2025

Introduction

1. Wootton Park School has high quality careers education, information advice and guidance, to support our high achieving and ambitious learners. This is developed throughout a learner's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with an inclusive and academic school. In light of the impact of Covid19, during times of school closure, or through related learner absence, all of the CEIAG learning opportunities has been made available through online platforms and delivery systems.

Aims and purpose

- ✓ Prepare learners for the transition to life beyond school (higher education, apprenticeships and the world of work)
 - ✓ Support learners in making informed decisions which are suitable and ambitious for them
 - ✓ Provide learners with well-rounded experiences
 - ✓ Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving learners in the curriculum and in their careers
 - ✓ Inspire and motivate learners to develop their aspirations
2. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

3. The careers provision at Wootton Park School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

4. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- ✓ be impartial
- ✓ include information on a range of pathways, including university options or apprenticeships
- ✓ be adapted to the needs of the learner

5. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to learners about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access. The provision is also aligned with the latest Careers Development Institute Framework (2021), and the Gatsby Benchmarks.

Advice and Guidance

A partnership agreement is on-going with the 'Alltogether' company; an independent Careers Education and Guidance service.

- Alltogether has provided learners with an Independent Careers Advisor to all year 11 to year 13 learners through face to face appointments.
- Alltogether is also available for further interviews with other identified learners throughout the year.
- Other links with local 14-19 providers are utilised for workshops and presentations to give learners alternative pathway options.
- Communication with parents / carers are maintained using a variety of methods (options evenings, Post 16 evenings, school web-site and online posts directing parents/ carers to online courses, 'virtual' and 'live' college/ university open events, live discussion forums etc).

Careers Provision at Wootton Park School

6. All learners have access to the following:

- ✓ Extra-curricular clubs and trips/ virtual events to support learners in developing their understanding of a range of different subjects.
- ✓ A range of external talks, presentations and discussions on a range of careers that inspire and motivate all. These are offered to all learners in the school.

- ✓ An annual careers fair at Wootton Park School, showcasing representatives from a range of employers and industry sectors
- ✓ All learners can request a meeting with the careers advisor. All year 11 to 13 learners will have a one to one careers meeting with an externally appointed Level 6 qualified Careers Advisor. When time allows, learners in Year 10 will be offered a one to one interview.
- ✓ All learners have access to the careers section on the school's website and careers posts on the SatchelOne platform. External opportunities are advertised to learners via SatchelOne, the termly careers newsletter and through tutor sessions notifications.
- ✓ All secondary learners have a Unifrog account, which brings all the available information into one single, impartial, user-friendly platform that helps learners to make the best choices

7. Learners with Special Educational Needs or Disabilities (SEND):

- ✓ Transition from one key stage to another and onto careers is part of the action plan for a learner with SEND.
- ✓ Personalised support from the SENDCO, Careers Advisor and external bodies is used where appropriate.

8. Learners in receipt of Pupil Premium funding

- ✓ Personalised support will be given to these learners and they will receive an extra careers appointment in Key Stage 4.

9. Careers Advisor

- ✓ At Wootton Park School, there is an externally appointed Level 6 qualified independent Careers Advisor, who works alongside the Assistant Principal with responsibility for careers education. The Careers Advisor will work with the AP to develop a Careers Development Plan for the school. This is in line with the Gatsby Good Careers Guidance and the SEMLEP guidance. The Careers Lead has a Level 7 Careers Education qualification.

10. Key Stage 3

The options programme for Year 9 is designed to support them in their GCSE choices. The pastoral curriculum in Year 7-9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is through a mini-enterprise project in Year 7. Learners in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

11. Key Stage 4

- ✓ One-to-one careers discussions with the school Careers Advisor in Year 11 informs individual Careers Plans that each learner, their tutor and their Head of Year have access to.
- ✓ All learners in Year 11 are given the opportunity to participate in Primary School outreach where they support numeracy and literacy at within the primary phase at Wootton Park School, once their GCSE exams are completed.
- ✓ A number of learners every year will take part in the Duke of Edinburgh Award.
- ✓ Extra-curricular clubs and trips support learners in developing their understanding of a range of subjects.
- ✓ Learners in Year 10 will be undertaking a week's work experience programme, and learners will also have access to employer workshops in terms 5 and 6.
- ✓ There is a comprehensive options programme for Year 11 to support their A Level choices, or to support them with exploring alternative Post 16 pathways.
- ✓ The pastoral curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising.
- ✓ Year 11 learners have the opportunity to attend the 'Alternative Pathways' programme, where representatives from Northampton College, Moulton College and the Apprenticeship programme discuss post 16 pathways. This is then followed up with trips to the colleges to enable learners to view their provision.

12. Key Stage 5

There is a range of support for university applicants through:

- ✓ A Professional Development lesson, as part of the curriculum. This is run once a week for Year 12
- ✓ Learners in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
- ✓ The Extended Project Qualification (EPQ) helps develop invaluable research and independent learning skills, which are central to higher education.

- ✓ There is a dedicated team to support learners with the UCAS process. Each learner will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
- ✓ Interview preparation, practice and workshops are led by departments and the Sixth Form team.
- ✓ There is preparation for and support with aptitude and pre-admissions test.
- ✓ The Professional Development programme for Years 12-13 includes lessons on life at university, including on finances.
- ✓ Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition, charitable house activities led by School Officers and RAG Week that develop learners' entrepreneurial skills.
- ✓ Year 12 learners will undertake a week on work experience in placements they have sourced themselves under guidance from the Careers Team.
- ✓ Year 12 learners are encouraged to undertake volunteering and additional work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific learners
- ✓ A number of learners every year will take part in the Duke of Edinburgh Award. At Sixth Form, this will usually mean Gold or Silver Award.
- ✓ All Key Stage 5 learners will have a one to one careers meeting each year with the Level 6 qualified Careers Advisor.

Work Experience Provision at Wootton Park School

In Year 10 there is an aim to provide learners with access to either 'live' work experience. This is then further enhanced within Year 12; learners on 16 to 19 study programmes are expected to engage with work experience or work-related training as part of their study programme.

- The aim of work experience is to provide an opportunity for all learners to learn about the work place.
- All learners are offered the opportunity of one weeks' 'live' work experience in the summer term of Year 10. This is not a compulsory part of the curriculum, but is hoped to be undertaken by the majority of learners.
- All year 12 learners will engage with 'live' work experience. There is an expectation that all learners within this year group engages with the work experience programme
- The overall organisation of work experience is undertaken by the Assistant Principal (AP) in charge of Work Experience Co-ordination (WEC) in conjunction with the Careers Lead.
- The learners are encouraged to arrange their own work experience. The AP/Careers Lead liaises with the Careers Officer and utilises Unifrog to administer the necessary paperwork for the programme (making contact with prospective employers, and fulfils the application process which the employer requires). The school has links with many businesses and organisations which continue to provide learners with valuable learning opportunities.
- Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information forms are completed through the Unifrog platform.
- The AP/Careers Lead liaises with Unifrog, the careers team, heads of year and tutors to ensure that the placement meets with the schools requirements, that all safeguarding checks are in place in accordance to the safeguarding policy, the learners will be treated fairly, and that they will undertake meaningful work.
- SEND learners will receive individualised support and guidance through this process by the SEND department as well as the Careers Advisor.

- All learners on placement are covered by the employers' insurance and places of work are risk assessed by the AP/Careers Lead. Any placement where the learner involved has SEND/Safeguarding issues, or there is any concern about Health and Safety, will be visited by the AP/Careers Lead or Careers Officer.

Provider Access

This statement sets out the school's arrangements for managing the access of Providers to learners at the school for the purposes 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.

Learner Entitlement

Learners in Year 7-13 are entitled:

- ✓ To find out about technical education qualifications and apprenticeship 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 discussion and taster events;
- ✓ To understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests

A Provider wishing to request access should contact the Careers Service at Wootton Park School through the Main School Office on 01604 931139 or via the following email address info@woottonparkschool.org.uk

Opportunities for Access

A number of events and opportunities, integrated into the school careers programme, will offer Providers an opportunity to come into school, or provide 'Live' talks and webinars or pre-recorded sessions in order to engage with learners and/or their parents.

Year Group	Autumn term	Spring term	Summer term
Year 7	Opportunities shared/Provider talks in Assemblies	CREATE Sessions: Life skills – based on a programme of encouraging team building, communication and problem solving skills	
Year 8	Opportunities shared/Provider talks in Assemblies	CREATE Sessions: Life skills – based on a programme of encouraging enterprise and innovation, adaptability and finance skills	
Year 9	KS4 Options Evening Options process	CREATE Sessions: Life skills – based on a programme of encouraging finance, negotiation, enterprise skills and exploring career pathways	
Year 10	Opportunities shared/Provider talks in Assemblies	CREATE Sessions: Life skills – Apprenticeship, further and higher education routes, work experience preparation	
Year 11	Sixth Form Options process Sixth Form options fair	One to one meetings with careers advisor, Apprenticeship Careers Fair, Careers Fair, university taster sessions/ webinars, college taster sessions/ webinars	
Year 12	Higher Education lessons	Opportunities shared/Provider talks in Assemblies Higher Education lessons	WPS Talk Higher Education lessons
Year 13	UCAS Support	Opportunities shared/Provider talks in Assemblies	WPS Talk