



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14-19 pathways and sustain employability throughout their working lives.

Commitment

South Wilts Grammar School for Girls is committed to providing its students with a programme of careers education, information, advice and guidance for all students in Years 7-13 that is impartial and confidential and includes access to independent external sources of guidance and inspiration. We are fully committed to ensuring full access to CEIAG and the best outcomes for disadvantaged groups and the most able students within the school. The programme is delivered through the PSHE Programme in Years 7-13 and additionally for Years 10-13 through assemblies, seminars, tutorials and 1:1 sessions. The delivery is both formal and informal and permeates the whole curriculum.

South Wilts Grammar School for Girls endeavours to follow the statutory guidelines relating to careers guidance and uses other relevant information from DfE, QCA, and Ofsted as it appears. Career Mark accreditation for excellence in careers was re-validated in summer 2016.

Destinations

All Year 11 students remain in education post-16: an average of 92% of students choose to stay at SWGS. An average of 95% Year 13 students apply to Higher Education institutions with a significant number applying to leading universities.

Aims

The Careers Programme is designed to meet the needs of students at SWGS. It is differentiated and personalised to ensure progression and is appropriate to the students' stages of career learning, planning and development with particular focus on outcomes for students with any area of disadvantage or special need.

Students are entitled to CEIAG which is person-centred, impartial, and confidential and has a high degree of face to face activities and meets professional standards of practice. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The Programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Objectives

1. To develop in students and parents an awareness of the wide variety of education, training and careers opportunities.
2. To develop in students and parents an awareness of the requirements for certain careers.
3. To ensure all students irrespective of their background and circumstances are encouraged to believe in themselves and raise their aspirations.
4. To focus students on their potential and future aspirations and deliver guidance at the most appropriate time. Students will set targets for their learning and other experiences through tutorial interviews and personal development planning. Tutors, teachers and parents help students implement the plans.
5. To ensure students have access to external and independent guidance and inspiration such as employer visits, mentoring, website, telephone and helpline access.
6. To develop a student's personal qualities that will enhance their development and employability and ensure they can cope with the transition from school to university or employment including: confidence, independence, flexibility, motivation, perseverance, self-awareness, responsibility and resilience.
7. To develop key skills to enhance employability including: verbal and written communication, information technology competency, numeracy, reasoning and team work.
8. To encourage students to take advantage of opportunities for responsibility and achievements throughout school and outside and to build up a profile of those responsibilities and achievements.
9. To develop links between the school, local businesses, further and higher education establishments.
10. To track destinations of Year 11-13 students informing the LA as requested and use the information to inform and develop the CEIAG within school.
11. To support Year 11-13 students on the days of public examination results and subsequent days in response to those results.

Implementation

The school employs a Careers and Personal Development Officer (CPDO). The school guarantees impartial and independent advice and guidance in the following ways:

- employing an expert with relevant qualifications, registered with the Career Development Institute and monitoring their work against the Code of Conduct of the Career Development Institute;
- absence of targets for succession of our own students from Year 11 into Year 12 and specific Year 13 destination targets;
- having been re-awarded Career Mark in 2016, continue to work with the Matrix standard guidelines and ACEG framework;
- working closely with Employer Enterprise to secure external speakers across all years
- access to external speakers offering independent sources of information including
 - a variety of employers
 - higher and further education establishments
 - ex-students talk to Year 12 and 13 students without input or agenda from the CPDO.
 - Gap Year opportunities
- access for all students, parents and staff relevant CEIAG related websites
- publicising of the national careers telephone line;

- access to the Early Intervention Service for students who may be vulnerable, disabled, or at risk of becoming NEET.

The CEIAG taught programme is coordinated by the PSHE Co-ordinator, in consultation with the Careers and Personal Development Officer (CPDO) and delivered by PSHE teachers for Key Stages 3&4. For this programme, they are responsible to the Deputy Head (Pastoral). For 6th Form CEIAG, the CPDO is responsible to the Director of 6th Form. Staff contribute to CEIAG through their roles as tutors, subject teachers and PSHE teachers. The Careers section of the Learning Resources Centre is well stocked and regularly updated by the Librarian and CPDO.

The CPDO offers one to one interviews for all students, prioritising the needs of disadvantaged and exceptionally able where appropriate and develops and delivers the CEIAG programme for the sixth form in accordance with national guidelines. This programme is planned, monitored and evaluated by the CPDO, Deputy Head (Pastoral), PSHE Coordinator and link governor.

The CPDO provides a booked session, drop in and email service for all years and parents. The CPDO also delivers a range of talks to parents, attends Years 9, 11-13 parents' evenings, open evenings, visits to universities and offers staff training throughout the year. SWGS publicises information about all post opportunities in and beyond the local area.

The CPDO works closely with the independent Careers Adviser at Bishop Wordsworth's School, and both run a reciprocal arrangement for 6th form students should they wish to speak to an alternative adviser or are mainly located for lessons on each other's sites. The school is a full member of the local Careers Collaborative working with schools in Wiltshire, Dorset and Gloucestershire. The CPDO engages with other Careers providers to share best practice and work in a collaborative manner, sharing information and ideas.

SWGS informs and calls on the Early Intervention Service for vulnerable students, disabled students and students who are at risk of becoming NEET.

Block Work Experience placements are completed in the summer term of Year 12 . The students are encouraged to source these with the assistance of the school. In addition students in Years 12-13 are encouraged to carry out additional extended work shadowing placements if this is demanded for their personal career path. These have to be agreed with the Director of 6th form and fit in with their programme of study. Enterprise activities are carried out through the year 8 Charity Fair, Year 9 Industry Days, Year 10 work related learning activities, Year 11 £1 challenge and the Year 12 Young Enterprise Scheme.

Resources

Funding is allocated in the annual budget.

Staff Development

Staff training needs are identified through regular planning meetings with the relevant members of staff and their line manager or appraiser. The CPDO is expected to attend regular CPD sessions in line with the professional code of conduct. Funding is accessed through the annual budget.

Monitoring and Review

The implementation of this policy will be monitored annually within school by the Careers Team: the Deputy Head (Pastoral), the Careers and Personal Development Officer, the PSHE Co-ordinator, the Director of 6th Form, tutors and the link governor.

Evaluation

This policy will be reviewed annually by the Governing Body.

Annex A to CAREERS EDUCATION AND GUIDANCE POLICY

CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE PROGRAMME

Years 7-9

CEIAG is delivered through the personal social development programme and tutorial programme. All students have access to interviews with the CPDO

Topics covered include:

- Self exploration and assessment
- Study skills – time management, homework and presentation skills
- Personal organisation and planning
- Challenging stereotyping
- Opportunities inside and outside school – leisure and extra-curricular
- The world of work
- Finance and Banking
- Recognising and recording achievement.

Additionally

Year 7 a. Students are introduced to CEIAG within the school and assessing personal skills.

b. Develop their skills and understanding through the Real Game Careers Programme.

Year 8 a. Students are encouraged to experience the world of work through 'Take your daughter to work day'.

b. Children's' Employment Law and responsibilities of the individual in employment.

Year 9 a. Students are introduced to the Careers Library and on line resources.

b. Self awareness and career options using The Buzz Test and Launchpad
c. Choosing GCSEs and option choices for Key Stage 4.

Year 10-11

CEIAG is delivered through the personal social development programme and tutorial programme. All students have access to interviews with the CPDO

Building on the topics from Years 7-9 specific topics include:

Additionally

Year 10 a. Creating opportunities to volunteer within or outside the school environment

b. Career routes and planning

c. Decision making and motivation

d. Assessing personal skills

e. Post 16 options and qualifications

f. Work related learning activities

g. Careers research using Kudos

h. Public finance

Year 11 All Year 11 students have an interview with the Careers and Personal Development Officer.

- a. Career routes and planning
- b. Assessing personal skills
- c. Full briefing of all post 16 opportunities to ensure informed choices are made including introduction to Higher Education and Post 18 options
- d. Careers research using KudosHE, external contacts
- e. The labour market and job applications
- f. Producing a CV and letters of application
- g. Interview techniques and practice interviews

Sixth Form

Careers education, information, advice and guidance is delivered through the PSHE programme, 1:1 interviews and small group sessions with the Careers and Personal Development Officer (CPDO) and with tutors in tutorial time and 1:1 interviews and throughout the curriculum. Areas included are post 18 options, career planning and management, applications, interviews, application process to Higher Education, transition to university, finance and personal development.

Advice and counselling is ongoing throughout the two years (Years 12 & 13), and for students who have taken a gap year with the Careers and Personal Development Officer, Director of 6th Form, Director of learning and tutors. Interactive careers software for researching employment opportunities, Higher Education and other Post 18 options is available .

All students are offered individual guidance interviews with the Careers and Personal Development Officer and are encouraged to access her via informal email questions or 'drop in'.

Work Experience will be coordinated for year 12 as a part of their enrichment programme. Students will set objectives with their employers and a full evaluation of their experience completed on their return to year 13. Placements are arranged by students with appropriate school and parental involvement regarding the suitability of a placement and the workplace. Work Experience placements will be evaluated through a risk assessment and there will be a visit or call from a member of staff during the placement. South Wilts Grammar School does not accept any liability for students whilst on placements which have not been agreed with the Director of 6th Form.

Opportunities to attend courses and workshops such as Medlink, VetSim, Headstart, taster courses and university visits are encouraged. University essay competitions are also widely published and students are encouraged to enter.

Year 12s attend a Women Mean Business Conference to expose them to different roles and experiences within the workplace and also attend a joint STEM conference to discover more about the world of science and technology.

South Wilts Grammar School and Bishop Wordsworth's School hold a Higher Education and Careers Fair where students have the opportunity to attend workshops and discuss entry requirements, course availability with over 70 university representatives and high level employers.

Parents are kept up to date with information via school communications. Parents are also invited to talks on Post 18 Options, Student Finance.

The Year 13 Careers Prefects works closely with the Careers and Personal Development Officer acting as a conduit for ideas and information with the students and assisting with how best the CEIAG material can be delivered to students, formally and informally and using the information boards.

The careers programme is supported by booklets covering Employment, Higher Education (choosing and applying), University Visits, HE Fair, Oxbridge, and Medic/Vet/Dentist and Results Day and beyond

There are specialist programme for Oxbridge candidates and Medic/Vet and Dentist candidates and external speakers are welcomed to discuss employment ideas, student life, gap years and motivational ideas. Ex-students are welcomed twice a year to speak to students about their ideas of how to get the best out of the 6th form, life at university and life in the world of employment.

Year 12 & 13 PSHE lessons are delivered by the Careers and Personal Development Officer, Director and Year Heads of 6th Form and external speakers.

Year 12 topics include:

- Transition to 6th Form
- Independent learning and revision skills
- Networking and building opportunities
- Self assessment & Reflection
- What I wish I knew from ex students
- Post 18 options and career paths
- Work experience, volunteering and roles of responsibility
- Taking risks
- Oxbridge
- Women Mean Business Conference
- STEM conference
- Post 18 Conference
- Summer Schools and Taster Weekends including applications
- Choosing universities and courses
- Visiting university open days
- A2 options
- Guide to full time and part time employment, applications, interviews and CV writing
- Employment Opportunities locally
- UCAS process and application
- Personal statements
- Extended project
- Goal setting and planning.

Year 13 topics include:

- Independent learning and revision skills
- Self assessment & reflection
- Personal statement and UCAS continued
- Ex students speaking about post 18 choices
- Networking and building opportunities
- University Interviews
- Employment applications, interviews and CVs
- Employability skills
- Safe Drive Stay Alive workshop
- Staying Safe including understanding drugs and alcohol
- Finance & Budgeting
- Student Finance
- Looking after yourself away from home including safety, healthy eating and budgeting
- Personal expectations, resilience, stress management.
- Transferable skills audit – what have I got to offer an employer

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Curriculum	16.9.15	Annually	Autumn 2017	Non statutory	No