

SOUTH WIRRAL HIGH SCHOOL

CAREERS, INFORMATION & GUIDANCE

POLICY STATEMENT



Policy written by	Amy Barr - Assistant Headteacher for Personal Development
Statutory	Yes
Last Reviewed	05/02/2024
Review Period	Annual
Next Review	February 2025
Date agreed by Governing Body	26/03/2024

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. It 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 'Baker Clause', 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 CIAG Co-ordinator: 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 CIAG Co-ordinator to identify the most suitable opportunity for you.

Roles and Responsibilities:

3.1 Careers leader

Our careers leader is Mr Dave Bell. Our careers leader is a member of/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 co-ordinator (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 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's 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's 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 are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

Year Group	Autumn Term	Spring Term	Summer Term
Year 7 - Exposure Outcome – To expose students to different career pathways	PSHCE: Unit 1: Transitions Introduction to Unifrog STEM day 1	STEM day 2 and 3 Careers convention	University visit Careers event day. STEM day 4
Gatsby Measure	4,5,7	4,5,7	4,5,7
Year 8 - Exposure Outcome – To expose students to different career pathways	PSHCE: Unit 2: Careers exploration. Unifrog	Careers convention Y8 Stem day	Careers event day.
Gatsby Measure	4,5,7	4,5,7	5,7
Year 9 - Educate Outcomes- To educate students on apprenticeships and university life and make correct GCSE options choices		KS4 Options evening Careers event day. Life studies: Unit 3: Careers exploration START Profile session Careers convention	
Gatsby Measure		3,4,5,7	
Year 10 – Encounters Outcomes – To provide students with work place visit or encounter with employer		Attend What Career Live? What University live? Careers event day Careers convention	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	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 interviews 1-2-1 Destinations interviews Y11 careers day Careers convention	Careers interviews 1-2-1 Destinations interviews
Gatsby Measure	3,7,8,4	2,3,5,7,8	3,8
Year 12 – Employability Outcome-Experiences of the workplace	Attend VIRTUAL UK Apprenticeship and University Fair Implementation of Unifrog PSHCE fortnightly programme focused	Careers convention Workshops/ Speakers: Future education, labour market information, training	Workshops for UCAS applications Careers interviews Work experience week University Open Day visits

	on career exploration, CV building and interview techniques	and employment options Attend What Career Live? What University live? Careers interviews CV writing workshops	
Gatsby Measure	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 VIRTUAL UK Apprenticeship and University Fair 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 PSHCE fortnightly sessions on career exploration, CV building, interview skills Enrichment sessions	1-2-1 Destinations interviews Careers interviews
Gatsby Measure	3,4,5,7,8	2,3,4,5,7,8	3,8
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 1 Careers convention	STEM day 2 and 3	University visit Careers event day. STEM day 4
Gatsby Measure	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. Unifrog Careers convention	Y8 Stem day	Careers event day.
Gatsby Measure	4,5,7	4,5,7	5,7
Year 9 - Educate	Careers convention	KS4 Options evening Careers event day.	

Outcomes- To educate students on apprenticeships and university life and make correct GCSE options choices		Life studies: Unit 3: Careers exploration Unifrog	
Gatsby Measure		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	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	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 Outcome-Experiences of the workplace	Attend UK Apprenticeship and University Fair Unifrog Careers convention	Workshops/ Speakers: Future education, labour market information, training and employment options Attend What Career Live? What University live? Careers interviews CV writing workshops	Workshops for UCAS applications Careers interviews Work experience week University Open Day visits
Gatsby Measure	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 Unifrog Workshops for UCAS applications Careers interviews	Workshops/ Speakers: Future education, labour market information, training and employment options, and for HE and apprenticeship applications	1-2-1 Destinations interviews Careers interviews

	Careers convention	Attend What Career Live? What University live? Careers interviews Apprenticeship seeking workshops	
Gatsby Measure	3,4,5,7,8	2,3,4,5,7,8	3,8

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 careers education sessions at key stage 3, whole day activities for key stage 4 and fortnightly PSHE lessons with careers-based enrichment sessions at key stage 5. These sessions include career guidance activities, information and research activities which will include an introduction to Unifrog 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 Michelle Grealis from MPloy. Careers interviews are co-ordinated by Mr D Bell.

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.

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	Reaseheath College University of Chester Bangor University LIPA Cheshire College South & West Birkenhead Sixth Form College Chemical Engineering ENCIRC 360 – Apprenticeships RAF Army Careers
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