



St Paul's Way

Education · Foundation · Trust

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SPWT Careers Education, Advice and Guidance Policy

St Paul's Way Trust is committed to providing all learners with access to high quality careers information, advice and guidance in order to ensure that they are fully prepared for the demands of the adult world and modern life in Britain. At St Paul's Way Trust we expect each of our graduates to be fully prepared for the opportunities and the demands of the adult world. During each child's school career we place strong emphasis on six key areas: Communication, Investigation, Networking, Participation, Scholarship and Vision. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens prepared for the world of work.

Schools have a statutory duty to provide access to independent and impartial careers education for students in years 9-13 in accordance with the statutory guidance provided by the Department for Education. This is offered in addition to a comprehensive programme of internally led activities and provision for students¹.

This policy sets out the provision and structure of CEIAG at SPWT. It is to be reviewed annually by the Director of Learning for Key Stage 3, the External Business Partnerships Manager and Progression Manager in order to be in line with the most up to date pathway options for young people.

Staff

Staff at SPWT are expected to be conversant with the most up to date landscape on careers and pathways for young people, as well as the barriers that young people may face in accessing educational and employment opportunities.

Faculty areas will enrich their curriculum offer with a wide range of activities that facilitate learners to create links between academic study and the world of work.

All staff contribute to CEIAG through their roles as subject teachers; specialist sessions are delivered by relevant staff and selected external partners. This provision is reviewed by the Information and Guidance (IAG) team and implemented by Year Team Leaders and Curriculum Leaders.

Responsibilities

All CEIAG activities are overseen and reported to Governors by the Director of Learning (KS3). Coordination of IAG activities within year groups is the responsibility of Year Team Leaders in partnership with Heads of Faculty, the External Business Partnerships Manager and The Progression Manager. See Appendix A for Staffing Structure.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning including one week's work experience and individual learning planning/portfolio activities. These activities are tailored to the needs of individual students, taking into account their personal aspirations and academic profiles.

The school maps out the provision that will be provided on an annual basis (see Appendix B). This is reviewed throughout the year in consultation with Year Team Leaders and Heads of Faculty. Whilst the entitlement statement provides guidance on what the basic provision for all students is, the school

¹ Careers Guidance Provision for Young People in Schools, Department for Education 2015.

actively seeks out opportunities throughout the year on a more ad hoc basis through its business partnerships. See Appendix B for Student Entitlement Statement.

Partnerships

An annual service level agreement is negotiated and agreed between the school and the following organisations:

- Tower Hamlets Education Business Partnership
- Tower Hamlets Careers Service
- IntoUniversity
- Future First
- Unifrog

Through these service level agreements, SPWT is able to provide a programme of support that is independent and impartial whilst remaining tailored to the needs of our learners.

As part of the University Schools Trust, SPWT is partnered with Queen Mary University of London, King's College London, the University of East London, Warwick University and University College London. These organisations provide a range of activities, resources and policy guidance to ensure that students at SPWT have a thorough understanding of the higher education landscape in the UK. Equal attention, however, is given to vocational and non-academic pathways beyond school.

Resources

Funding is allocated for CEIAG provision and learning materials including the costs of the service level agreements and material resources within the school.

The Director of Learning is responsible for the effective deployment of resources. Sources of external funding are actively sought and encouraged by the IAG team.

Through external partnerships and a strong emphasis on networking, much of the school's provision and support is received in kind through long or short term partnerships.

Staff Development

Staff training and development is of paramount importance within the CEIAG programme at SPWT. This is delivered via internal and external workshops, sharing of resources and information and directed or steered by government guidance.

Year Team Leaders are specifically trained on opportunities and barriers that are typical for their year group. Curriculum leaders are specifically trained on opportunities and barriers within their subject areas. Senior leaders are trained on how whole school initiatives can improve student outcomes and pathways.

Monitoring, Review and Evaluation

The CEIAG programme is annually reviewed by the IAG team. All activities are evaluated by students and fed back to the IAG Team and Year Team Leader in order to ensure quality of provision.

SPWT ensures that students are ready for making important decisions regarding their destinations from Key Stage 3 through a programme of assemblies, workshops, mentoring and speaker visits. These

activities allow students to learn about a wide range of careers and pathways before they make their final option choices in Year 9.

SPWT ensures that there is a rigorous process of monitoring and intervention at Key Stage 4 and Key Stage 5 to track the destinations of students effectively, utilising this information to ensure that all students progress onto a pathway of sustained education, employment or training. Students who are at risk of becoming NEET are identified and supported from a very early stage. This support is delivered by a team of staff including form tutors, Year Team leaders and the IAG team.

Our approach to monitoring and evaluation is long-term. We maintain accurate records of our students beyond the school through our alumni programme and utilise destination trends to inform our practice.

Primary Careers Education

Starting children's careers education during the Primary years offers a unique opportunity to capture children's interest and imagination at an early stage, giving them the possibility to experiment with adult roles in a risk-free setting at a stage when they are still forming key attitudes, interests and perceptions of the world around them.

The aims of our careers education are:

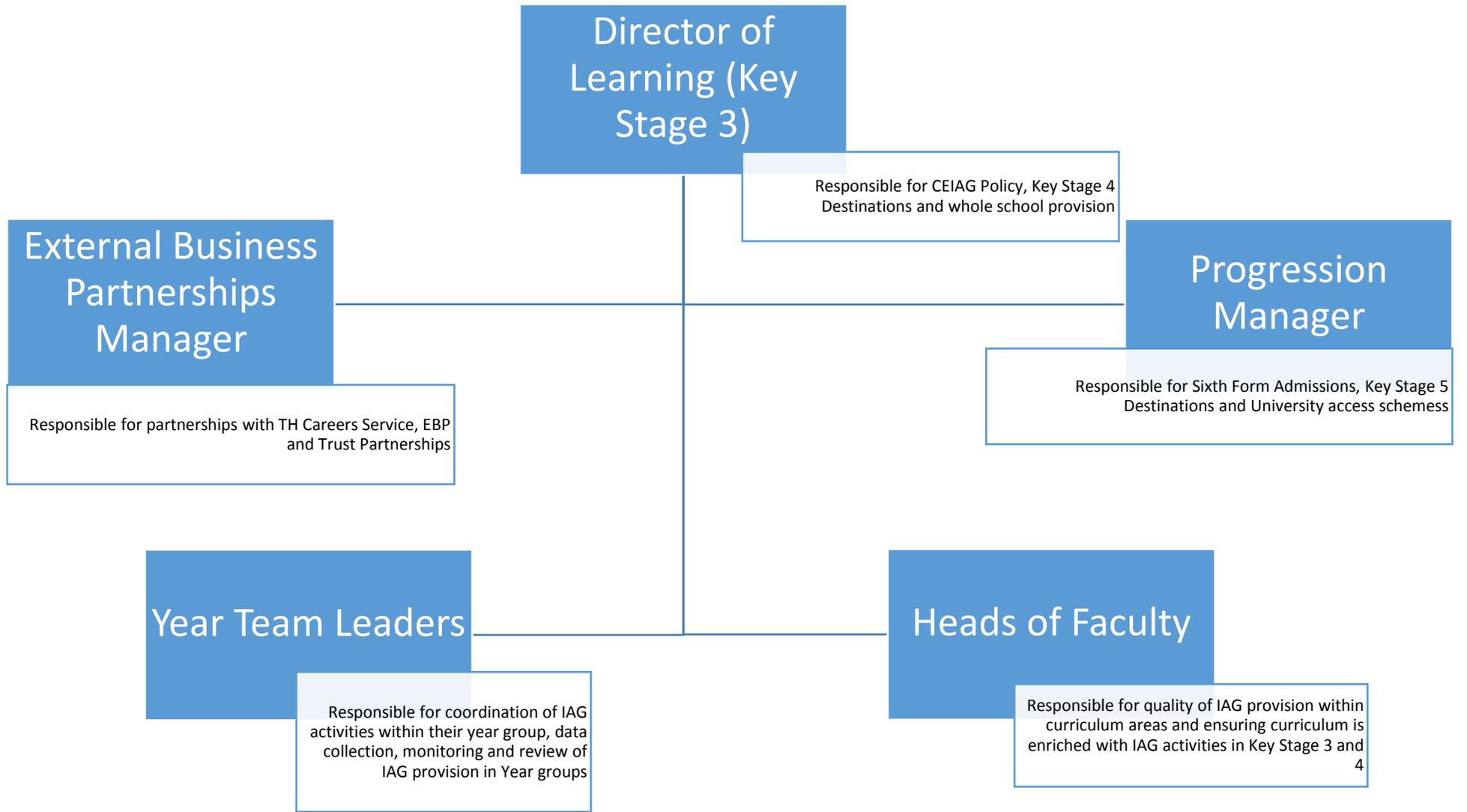
- To broaden children's horizons, introducing them to unfamiliar careers
- To inspire our pupils to have high aspirations for their future careers
- To help children see the links between the subjects they learn in school and their future lives, increasing their motivation to learn and succeed.

Each year we hold a day called 'When I Grow Up...' which gives children the opportunity to explore a range of different careers in an engaging manner. Children will learn about different job roles and clear links will be made between different subjects they study and these careers.

In addition to this focussed learning day, children in Key Stage 1 and 2 will also learn about a range of careers through their other subject learning, developing their knowledge of notable figures in the country and the world, for example artists, designers, composers, musicians and engineers. In Early Years Foundation Stage (EYFS) children experience an early introduction to a range of job roles within the local community both through their topic work and their role play areas.

Whenever possible and appropriate, we invite visitors in or take children out on educational visits, which help to bring their learning experiences to life.

Appendix A – Staffing Structure for IAG Provision at SPWT



Appendix B – Student Entitlement Statement

Careers Education, Information and Guidance at SPWT – Universal and Tailored Provision at Key Stage 3

	Year 7		Year 8		Year 9	
	Universal Provision	Tailored Provision	Universal Provision	Tailored Provision	Universal Provision	Tailored Provision
Communication	Tutor time programme that teaches effective communication in the context of meeting new people		Tutor time programme that teaches students about confidence and being articulate	Language Taster Days (60 students)	Tutor time programme that teaches students about resilience and overcoming challenges	Languages Workshop (20 students) Teach Tech Law Programme (15 students) – students undertake a series of workshop on the mathematical, ethical, social, legal and economic aspects of enterprise
Investigation	Students will engage in an IAG activity in a specific curriculum area		Parents will be invited to a forum on making informed choices in Year 9 GCSE options	JP Morgan STEM Programme (8 students) Bridge the Gap (15 students)	Options surgeries made available on academic review day for all students Pathways Event for Year 9 students and families to guide them in their options choices	Bridge the Gap (15 students)
Participation	Transition work will encourage students to take part in the 'Extra Connection' and be involved in one enrichment activity in the year	Brokerage Careers Workshop	Students will take part in a series of finance workshops to be introduced to the demands of balancing finance		Curriculum provision in each subject to be enriched with additional IAG activities to prepare students for making informed option choices	Leadership Workshop (25 students)
Networking	Students will take part in a jobs carousel and meet people from different sectors	Into University Programme	Students will meet external speakers in various subject areas	IntoUniversity Programme (30 students)	Assembly programme for pathways to incorporate external speakers from different sectors	IntoUniversity Programme (30 students)

Scholarship	Tutor time programme that focuses on independent learning, reflection and setting targets	Catlin readers group	Tutor time programme that focuses on independent learning, reflection and setting targets	Aim to Attain (30 students)	Tutor time programme that focuses on making firm GCSE choices	Teach Tech Law Programme (15 students) – students undertake a series of workshop on the mathematical, ethical, social, legal and economic aspects of enterprise
Vision	All students will visit a university campus		Students will take part in personal development activities that encourage students to reflect on global issues that affect the economy	Renaissance Foundation Programme (25 students)	Students will put together a formal record of achievement and set targets for their GCSE attainment	

IAG at SPWT – Universal and Tailored Provision at Key Stage 4

	Year 10		Year 11	
	Universal Provision	Tailored Provision	Universal Provision	Tailored Provision
Communication	Head to head interviews for all students to provide students with real interview practice and feedback from business volunteers	Public Speaking Training (30 students) Jack Petchey Speak Out Challenge	Personal statement workshops for all Year 11s	One to one mentoring for students as they prepare applications
Investigation	Curriculum based activities to focus on encouraging independent research into specific subject areas	Bridge the Gap (15 students) JPM STEM Programme (8 students)	Parental engagement activities for parents to support their children in making informed post 16 progression choices	
Participation	Year 10 work experience preparation and training Getting Ahead Conference through the EBP developing enterprise skills	Summer Schools	Students to be required to take part in one additional enrichment activity in the Autumn term to put on their personal statement.	Brokerage Careers Work Experience and Internships
Networking	Assembly programme that introduces students to post 16 progression options Personal development time to be dedicated to a jobs carousel - focus on post 16 progression	Into University Programme (30 students)	Assembly programme to feature alumni who have gone on to different post 16 progression routes	Into University Programme (30 students)
Scholarship	Tutor time programme that encourages students to reflect on the link between academic attainment and careers		Tutor time activities to focus on the process of applying for post 16 progression options	
Vision	Students to be offered the support to source a work experience placement in a sector of their personal interest Parental engagement activities around the importance of work experience	Cambridge Residential (16 students)	Curriculum provision to provide opportunities to learn more about the different careers in their subject area, particularly at post 16 and post 18 level e.g. KS4 curriculum to feature some A Level content for high ability students	

IAG at SPWT – Universal and Tailored Provision at Key Stage 5

	Year 12		Year 13	
	Universal Provision	Tailored Provision	Universal Provision	Tailored Provision
Communication	<p>Future First talks from alumni to provide them with an opportunity to develop their networking skills</p> <p>Inspiring speakers programme to introduce all students to a range of political, cultural, literary, social, scientific and technological spheres</p> <p>Tutor Time Team Challenge (across sixth form) to encourage engagement with current affairs and general knowledge</p>	<p>Mooting</p> <p>Law Work Experience</p> <p>JP Morgan Internships</p> <p>Barclays Mock Interviews</p>	<p>Interview training with mock interview practice and feedback</p>	<p>Oxbridge preparation including intensive application and interview preparation support</p> <p>Drapers' Speaking Competition</p> <p>Medicine Society: work experience and intensive application and preparation support</p> <p>Law Applicants: work experience and intensive application and interview preparation support</p>
Investigation	<p>Tutor time programme offering detailed advice and guidance on making decisions about careers, apprenticeships and university</p>	<p>Medicine Society</p> <p>Budding Brunel's programme</p> <p>Authentic Biology research programme</p> <p>Extended Project Qualification</p> <p>QMUL Engineering Spring School</p>	<p>MyBnk Student finance workshops to support students in preparing for managing student finances</p>	<p>Drapers' Speaking Competition - students research, design and cost an enterprise and pitch it to a panel of experts in competition with other schools</p>
Participation	<p>All students offered support in sourcing independent work experience placements to support university and higher apprenticeship applications</p> <p>Warwick university residential</p> <p>Parental Engagement event introducing Higher Education</p>	<p>CATLIN Cookery School</p> <p>Y8 Reading Buddies</p> <p>Y10 Peer Mentoring</p> <p>Primary Volunteering</p> <p>Y12 Peers Mentoring for High Achieving Year 7s and 8s</p>	<p>School Leavers/Apprenticeship support programme</p> <p>UCAS support programme</p> <p>Parental Engagement event on applying to Higher Education</p>	<p>Enterprise support for students pursuing careers in start ups</p> <p>Sports and Sports Leaders Award</p>

Networking	All students to be encouraged to attend university open days and summer schools Work Experience Programme	IntoUniversity University Preparation Programme Aim2Attain University Preparation Programme LSE Mentoring QM Mentoring	Student Ambassador Programme	IntoUniversity University Preparation Programme Aim2Attain University Preparation Programme Drapers' Speaking Competition
Scholarship	Induction Residential at UEL covering academic reading and writing skills, formal and informal speech, debating and teamwork activities	Civil Service spending challenge Academic Writing Programme Enrichment Programme: Photography, Electronics, EPQ, Authentic Biology	Personal statement support	Academic Writing Enrichment Programme: Photography, Electronics, EPQ, Authentic Biology Additional Tuition for admissions tests
Vision	Tutor time programme offering detailed advice and guidance on making decisions about careers, apprenticeships and university Work experience programme University Summer Schools Programme Warwick Residential	Oxbridge Programme Law applicant opportunities: QMUL mootings, work experience, test and interview preparation	Tutor time programme offering detailed advice and guidance on making decisions about careers, apprenticeships and university Scholarship and Bursary Applications	Oxbridge preparation including mock interviews, training and advice on admissions tests US and applications abroad Med Drapers' Speaking Competition Internship Programmes: IntoUniversity, The Brokerage, JP Morgan

