



# WOODBIDGE HIGH SCHOOL

**Careers Education, Information, Advice and Guidance (CEIAG) Policy**

## AIMS

- To help students develop an understanding of themselves and others as individuals including their own and others strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
- To enable students to develop a knowledge and understanding of education, training and employment through the provision of a wide range of resources, independent careers advice and investigate opportunities available to them at a local, national and international level.
- To provide opportunities to develop enterprise and employment skills, participate in work related activities and simulations.

## OBJECTIVES

The Woodbridge High School careers programme empowers young people to plan their own future. The programme of careers education, information and guidance is delivered to all years and responds to the needs of each learner, raises aspirations and actively promotes equality of opportunity and challenge stereotypes. Students have access to independent careers advice and guidance that covers a full range of education and training options. All students will leave school with the skills and knowledge required to support their entry into further education or employment.

## ENTITLEMENT

The Careers programme is designed to meet the needs of all students at Woodbridge High School regardless of race, gender, disability, sexual orientation and religion. Students are entitled to CEIAG that is impartial. It will cover the need of both groups and individual.

## IMPLEMENTATION

Woodbridge High School adopts the following approaches to the delivery of CEIAG;

- A comprehensive careers programme is taught as part of the Life Studies curriculum and is delivered to each year group throughout the academic year with external input where possible.
- Through off time-table specific events e.g. Careers Fairs, University Visits, Careers Talks, Careers Week
- Through delivery by form tutor of CEIAG activities
- In partnership with Prospects and Redbridge Connexions, Jobcentre Plus, local employers, alumni and other outside agencies
- Careers information is provided in the CEIAG Resource Area in the Library and is maintained by the CEIAG co-ordinator and Library Manager
- Links with the local authority to provide one to one careers advice to vulnerable young people, including those with special educational needs and those at risk of not participating post-16
- Face-to-face advice and guidance is offered to students through external careers professionals providing groups talks, video conferencing and the use of Prospects, Connexions and Inspiring the Future.
- Local Colleges and Business's provide information to students through talks and drop in sessions.
- Work Experience is offered to students on vocational courses such as BTEC Sport and Health and Social Care.

STAFF

Laura Ennis

Teacher of PE/CEIAG Co-ordinator

Amelie Annee

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Library Manager/CEIAG Administrator

**Review Process:** Approved by the C&S Committee on 12<sup>th</sup> November 2019

**Responsible Person:** Laura Ennis (Careers Co-ordinator)

**Date of Next Review:** Autumn 2022