



WOODBIDGE HIGH SCHOOL

**Careers Information, Education, Advice
and Guidance (CIEAG)
and
Provider Access Policy**

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1. Aims

This policy sets out the school's arrangements for providing Careers Information, Education, Advice and Guidance (CIEAG) and managing the access of education and training providers to students at the school for the purpose of giving them information about their education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

The Woodbridge High School CIEAG programme empowers young people to plan their own future. The CIEAG programme 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. The objective is that all students will leave school with the skills and knowledge required to support their entry into further education or employment.

Overall, the school's CIEAG programme 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.
- Enable students to develop 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.
- Provide opportunities to develop enterprise and employment skills, participate in work related activities and simulations.

This policy also sets out:

- Procedures in relation to requests for access
- The ground for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory Requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), with latest amendment [The Education \(Careers Guidance in Schools\) Act 2022](#).

3. Student Entitlement

The CIEAG programme is designed to meet the needs of all students at Woodbridge High School regardless of any protected characteristics under the Equality Act. Students are entitled to CIEAG that is impartial. It will cover the need of both groups and individual.

In addition, all students in years 7-13 at Woodbridge High School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

In providing this access, the school meets the requirements of the 'Baker Clause'.

4. Overall Implementation

Woodbridge High School is dedicated to achieving The Gatsby Benchmarks through a well-planned CIEAG programme suitable for all student's needs.

Woodbridge High School adopts the following approaches to the delivery of CIEAG:

- The comprehensive careers programme as taught as part of the Life Studies curriculum and delivered to each year group throughout the academic year with external input where possible.
- Specific events e.g. Careers Fairs, University Visits, Careers Talks, Careers Week, Interview Day with professionals
- Delivery by form tutor of CIEAG activities
- Work in partnership with Prospects and Redbridge Connexions, Jobcentre Plus, local employers, alumni and other outside agencies
- Careers information provided in the CIEAG Resource Area in the Library and is maintained by the CIEAG co-ordinator and Library Co-ordinator
- 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 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 Businesses provide information to students through talks and drop-in sessions.
- Work Experience is offered to students on vocational courses such as Health and Social Care.

	Autumn	Spring	Summer
Year 7	<p>Student survey:</p> <p>Survey to all students to capture career aspirations, awareness of study options and interests. Information collected used to guide</p>	<p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to</p>	<p>Student survey:</p> <p>Survey to all students to reflect on careers learning during the year and requirements for next year.</p>

<p>careers planning and assess careers provision.</p> <p>Lambourne End Trip:</p> <p>Students will focus on employability skills such as team work, communication, conflict resolution and problem solving</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Green Careers Week:</p> <p>A school wide programme where subjects are linked to green careers, resources are sent to students and parents.</p> <p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p>	<p>different work places and labour market information.</p> <p>Careers Assembly:</p> <p>Focus will be on their 'Woodbridge Career' and an introduction to the opportunities they have to develop their skills (reference to Lambourne End trip) and for them to succeed here, and beyond.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Careers Week:</p> <p>A school wide programme where each subject will deliver a specific careers lesson, linking careers to curriculum. Opportunities for students to explore their career options. A number of workshops run throughout the week (careers talks, CV and application writing workshops).</p>	<p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Life Studies:</p> <p>Students will have 2 lessons that explore employability skills including volunteering, 'selling yourself' and the foundations of enterprise. The second lesson focuses on qualifications.</p> <p>STEM Session: All students will take part in a lesson led by STEM teachers looking at careers in their sectors. This may involve guest speakers and case studies of employers/employees in the field.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p>
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<p>Year 8</p>	<p>Student survey:</p> <p>Survey sent to all students to capture career aspirations, awareness of study options and interests. Information collected used to guide careers planning.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Green Careers Week:</p> <p>A school wide programme where subjects are linked to green careers, resources are sent to students and parents.</p> <p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p>	<p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Careers Assembly:</p> <p>Focus will be on taking risks and pushing outside of their comfort zones. To utilise opportunities for extra-curricular and learning new skills to enhance their applications in the future.</p> <p>Early Options Evening:</p> <p>Students and parents will attend an options evening to assist in their early option GCSE choice. They will be able to talk with staff about career, pathways, transferable skills and labour market information surrounding the subject.</p> <p>Life Studies:</p> <p>Students will have 2 life studies lessons that look into career skills with employability skills and early option choices.</p> <p>Careers Week:</p> <p>A school wide programme where each subject will deliver a specific careers lesson, linking careers to curriculum. Opportunities for students to explore their career options. A number of workshops run throughout the week (careers talks, CV and application writing workshops).</p> <p>Information for students and parents</p>	<p>Student survey:</p> <p>Survey sent to all students to reflect on careers learning during the year and requirements for next year.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Life Studies:</p> <p>Students will take part in one life studies with the focus on money sense.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>STEM Session:</p> <p>All students will take part in a lesson led by STEM teachers looking at careers in their sectors. This may involve guest speakers and case studies of employers/employees in the field.</p>
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<p>Year 9</p>	<p>Student survey:</p> <p>Survey sent to all students to capture career aspirations, awareness of study options and interests. Information collected used to guide careers planning.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Options Evening:</p> <p>Students and parents will attend an options evening to assist in their early option GCSE choice. They will be able to talk with staff about career, pathways, transferable skills and labour market information surrounding the subject.</p> <p>Life Studies:</p> <p>Students will take part in 2 lessons in this term that focus on career options with labour market information and GCSE choices in order to prepare them for their options evening.</p>	<p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Careers Assembly:</p> <p>GCSEs- where can they take me? Students will look in to some of our excellent alumni students that have gone on to excellent careers and how their GCSEs were the springboard to their success.</p> <p>Year 9 employers event:</p> <p>Students to participate in activities with employers which links careers to curriculum, allowing them to explore career options.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Careers Week:</p>	<p>Student survey:</p> <p>Survey sent to all students to reflect on careers learning during the year and requirements for next year.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>STEM Session:</p> <p>All students will take part in a lesson led by STEM teachers looking at careers in their sectors. This may involve guest speakers and case studies of employers/employees in the field.</p>

	<p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Green Careers Week:</p> <p>A school wide programme where subjects are linked to green careers, resources are sent to students and parents.</p> <p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p>	<p>A school wide programme where each subject will deliver a specific careers lesson, linking careers to curriculum. Opportunities for students to explore their career options. A number of workshops run throughout the week (careers talks, CV and application writing workshops).</p>	
<p>Year 10</p>	<p>Student survey:</p> <p>Survey sent to all students to capture career aspirations, awareness of study options post-16 and future plans. Information collected used to guide careers planning.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Information for students and parents</p> <p>Each department has a careers board with</p>	<p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Careers Assembly:</p> <p>Paths available post-16, work experience options.</p> <p>STEM Session:</p> <p>All students will take part in a lesson led by STEM teachers looking at careers in their sectors. This may involve guest speakers and case studies of employers/employees in the field.</p>	<p>Student survey:</p> <p>Survey sent to all students to reflect on careers learning during the year and requirements for next year.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>1-1 Careers Appointment:</p> <p>In this term, students with educational health care plans are offered a 1-1 careers appointment with an external and qualified careers advisor.</p>

	<p>information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p> <p>Life Studies:</p> <p>Unifrog Launch for students</p> <p>Green Careers Week:</p> <p>A school wide programme where subjects are linked to green careers, resources are sent to students and parents.</p>	<p>Life Studies:</p> <p>Students will take part in a lesson that look at employment rights including the equality and diversity act.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Careers Week:</p> <p>A school wide programme where each subject will deliver a specific careers lesson, linking careers to curriculum. Opportunities for students to explore their career options. A number of workshops run throughout the week (careers talks, CV and application writing workshops).</p>	<p>Mock Interview Day:</p> <p>Students will take part in a careers day which includes a mock interview with an external professional, careers talks, Unifrog computer session, team building exercises, virtual work experience and an enterprise challenge.</p> <p>Life Studies:</p> <p>Students will take part in 4 life studies lessons that explore how to write effective cover letters and gaining employment. Two of these lessons will be before the careers day to write CV and prepare for an interview.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p>
<p>Year 11</p>	<p>Student survey:</p> <p>Survey sent to all students to capture career aspirations, awareness of study options post-16 and future plans.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p>	<p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p> <p>Careers Appointment:</p> <p>In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p>	<p>Student survey:</p> <p>Survey sent to all students to capture post-16 choices and destinations.</p> <p>Form time activity:</p> <p>A fortnightly careers activity during form time. This includes general careers education, sharing alumni student experiences, exposure to different work places and labour market information.</p>

	<p>1-1 Careers Appointment:</p> <p>In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p> <p>Life Studies:</p> <p>Students will take part in 3 life studies lessons that explore careers options, post 16 options and how to apply for courses, including what to look out for. The first lesson will be using Unifrog.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p> <p>Green Careers Week:</p> <p>A school wide programme where subjects are linked to green careers, resources are sent to students and parents.</p> <p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p>	<p>Careers Assembly:</p> <p>Paths available post-16, work experience options.</p> <p>Careers Week:</p> <p>A school wide programme where each subject will deliver a specific careers lesson, linking careers to curriculum. Opportunities for students to explore their career options. A number of workshops run throughout the week (careers talks, CV and application writing workshops).</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p>	<p>1-1 Careers Appointment:</p> <p>1-1 Careers Appointment: In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p>
<p>Year 12</p>	<p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p> <p>Form Period Sessions:</p>	<p>Form Periods</p> <p>Sessions exploring careers, employability and post 18 pathways. Themes include:</p> <ul style="list-style-type: none"> • Researching careers 	<p>Form Periods Sessions</p> <p>Exploring careers, employability and post 18 pathways. Themes include: · Creating a UCAS Hub · Starting UCAS applications · Exploring how to sell yourself to admission tutors and potential</p>

<p>Focus on essential skills and systems which students can adopt for their academic study. We have planned these around the VESPA model – The A Level Mindset. These skills are also transferable to the workplace and eventual career · Time Management (The Eisenhower Matrix) · Prioritising of workload (The Energy Line) · Using PPR time to focus on independent work – using initiative to plan your work schedule</p> <p>Future Pathways Session: Intervention for targeted students to attend an after-school mini programme after school led by a qualified careers advisor to explore career options, pathways, create a CV and have a mock interview.</p> <p>Enrichment: Weekly session, which has a career focus, talks from external providers and employers, developing employability skills.</p> <p>Tour of FE colleges and Shaw trust for EHCP/high needs students.</p> <p>Information for students and parents Each department has a careers board with information on qualifications, pathways and career options. Instagram page @woodbridge_careers</p>	<ul style="list-style-type: none"> ● Employability and Core skills ● Work Experience ● LinkedIn ● Writing CVs ● Post 18 Pathways <p>Unifrog / UCAS</p> <p>Volunteering programme: All students to carry out volunteering placements during enrichment.</p> <p>Careers Week: A school wide programme where each subject will deliver a specific careers lesson, careers fair and a chance for students to explore their career options.</p> <p>Information for students and parents Each department has a careers board with information on qualifications, pathways and career options. Instagram page @woodbridge_careers</p>	<p>employers · Writing a personal statement</p> <p>1-1 Careers Appointment: 1-1 Careers Appointment: In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p> <p>Enrichment: Weekly session, which has a career focus, talks from external providers and employers, developing employability skills.</p> <p>Information for students and parents Each department has a careers board with information on qualifications, pathways and career options. Instagram page @woodbridge_careers</p>
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<p>Year 13</p>	<p>Careers Pathway Fair: event to invite external providers in to represent colleges, universities and apprenticeships.</p> <p>Careers Appointment:</p> <p>1-1 Careers Appointment: In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p> <p>Focus on essential skills and systems which students can adopt for their academic study. We have planned these around the VESPA model – The A Level Mindset.</p> <p>These skills are also transferable to the workplace and eventual career</p> <ul style="list-style-type: none"> • Time Management (The Eisenhower Matrix) • Prioritising of workload (The Energy Line) • Using PPR time to focus on independent work – using initiative to plan your work schedule • The main focus is this term is ensuring all students wishing to make a UCAS application are supported <p>Enrichment:</p> <p>Weekly session, which has a career focus, talks from external providers and employers, developing employability skills.</p>	<p>Future Pathways Session:</p> <p>Intervention for targeted students to attend an after-school mini programme after school led by a qualified careers advisor to explore career options, pathways, create a CV and have a mock interview.</p> <p>1-1 Careers Appointment:</p> <p>1-1 Careers Appointment: In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p> <p>Form Periods</p> <p>Sessions exploring careers, employability and post 18 pathways. Themes include:</p> <ul style="list-style-type: none"> • Student Finance • Living on a Budget • Managing Money and running a household • Banking and Finance <p>Future Pathways Session:</p> <p>Intervention for targeted students to attend an after-school mini programme after school led by a qualified careers advisor to explore career options, pathways, create a CV and have a mock interview.</p> <p>Careers Week:</p> <p>A school wide programme where each subject will deliver a specific careers lesson, careers fair and a chance for students to explore their career options.</p> <p>Enrichment:</p> <p>Weekly session, which has a career focus, talks from</p>	<p>1-1 Careers Appointment:</p> <p>1-1 Careers Appointment: In this term, students will be given the opportunity to have a 1-1 careers appointment with an external and qualified careers advisor.</p> <p>Form Periods</p> <p>The focus this half term is exam preparation but we are reinforcing the essential study skills and mindset which students will need at the workplace</p> <ul style="list-style-type: none"> • Time management • Self-Discipline • Prioritising tasks <p>Managing Stress and anxiety</p> <p>Enrichment:</p> <p>Weekly session, which has a career focus, talks from external providers and employers, developing employability skills.</p> <p>Information for students and parents</p> <p>Each department has a careers board with information on qualifications, pathways and career options.</p> <p>Instagram page @woodbridge_careers</p>
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<p>Other Opportunities</p>	<ul style="list-style-type: none"> ● Further Education Visits ● Subject Workshops ● Enterprise Club: ● Sporting Events ● School Responsibilities: School Council, Prefects, School Tours, Form Representatives, Charity Voluntary Work, Eco Council ● Residential Educational Trips: New York City, Russia, Berlin ● Duke of Edinburgh Award (Bronze, Silver, Gold) 		
<p>PARENTS & CAREERS</p>	<ul style="list-style-type: none"> ● Open Evening ● Year 8 Options Evening ● Year 9 Options Evening ● Sixth Form Open Evening ● Parents Evenings ● Careers Displays 		

5. Management of Provider Access Requests

5.1 Procedure

A provider wishing to request access should contact Daisy Miah, Head of Careers.

Email: dmiah@woodbridgehigh.co.uk

5.2 Opportunities for Access

A number of events, integrated into the school careers programme (see above 4), will offer providers an opportunity to come into school to speak to students and/or their parents/carers. This will give all pupils a full picture of the education and training options available when they leave school. Please speak to Daisy Miah (Careers Co-ordinator) to identify the most suitable opportunity for you.

5.3 Granting and Refusing

The school will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the School day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

Each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Headteacher.

5.4 Safeguarding

Our Safeguarding and Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the School's website.

5.5 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 Careers Library, which is managed by the school librarian. The Library is available to all students at lunch and break times.

6. Monitoring Arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Daisy Miah, Head of Careers.

Review Process: New Combined Careers Education, Information Advice and Guidance (CIEAG) and Provider Access Policy approved by C&S Committee on 4th November 2024.

Policy Reviewed By: Steven Hogan, Headteacher

Responsible Person: Daisy Miah, Head of Careers and Amelie Annee, Assistant Headteacher

Date of Next Review: Autumn 2025

