



WOODBRIDGE 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.

Careers Programme 26-27:

Term	Year Group	Activity - Events/Curriculum/Information
Autumn	Year 7	Lambourne End skills building day Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 8	Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 9	Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 10	Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Careers Assemblies Weekly form time careers information/activities Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 11	Year 11 Careers Day – mock interviews, life skills, careers talks Life studies (yr 11) exploring career options and pathways Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Careers Assemblies FE college and Shaw trust visit (target group) Weekly form time careers information/activities Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 12	Form Period Activities (yrs 12 and 13) employability skills PAD -Launch of PAD (PASSPORT TO ASPIRATIONAL DESTINATIONS) Masterclass Programme Enrichment Programme

Spring		Employability skills developed via all subjects in the Edge Programme Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Form Period and Beyond Woodbridge programme (Sixth Form) 1-1 tutorials with Form Tutors Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 13	Masterclass Programme Form Period Activities - employability skills PAD -Launch of PAD (PASSPORT TO ASPIRATIONAL DESTINATIONS) Personal statement writing workshop (yr 13) Enrichment Programme Careers Pathways Fair* Green Careers Week Tomorrows Engineer's Week Form Period and Beyond Woodbridge programme (Sixth Form) 1-1 tutorials with Form Tutors Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	SPRING TERM	
	Year 7	Year 7 Careers Event – exploring the future National Apprenticeship Week* National Careers Week Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 8	Year 8 careers event – exploring career pathways Year 8 Options evening – exploring future options National Apprenticeship Week* National Careers Week Careers Assemblies Life Studies (yr 8) employability skills Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 9	Year 9 options evening – exploring future options Year 9 Career Exploration Day (external employers) National Apprenticeship Week* National Careers Week Careers Assemblies Life Studies (yr 9) career options Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers

	Year 10	National Apprenticeship Week* National Careers Week Careers Assemblies Life Studies (yr 10) employment rights Weekly form time careers information/activities Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 11	National Apprenticeship Week* National Careers Week Careers Assemblies Life Studies (yr 11) exploring career options and pathways Weekly form time careers information/activities Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 12	Year 12 Volunteering programme Work experience for vocational students (yr12-13) National Apprenticeship Week* National Careers Week Form time Activities (yr 12) post 18 options, work experience, writing a CV CAP- Not going to University Group sessions focussing on Apprenticeships (Considering Alternative pathways) Year 12 support programme for Early Entry 1 to 1 tutorials with form tutors Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 13	Enrichment - Beyond Woodbridge sessions Work experience for vocational students (yr12-13) National Apprenticeship Week* National Careers Week Careers Assemblies Form Time Activities (yr 13) banking and finance, managing money CAP- Not going to University Group sessions focussing on Apprenticeships (Considering Alternative pathways) 1 to 1 tutorials with form tutors Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	SUMMER TERM	

Summer	Year 7	Life Studies (yr 7) looking at employability skills Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 8	Life Studies (yr 8) money sense Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 9	Careers Assemblies Weekly form time careers information/activities Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 10	Year 10 Careers Event – mock interviews, careers talks, life skills, Unifrog Work experience Careers Assemblies Life Studies (yr 10) gaining employment, CV writing, Unifrog Weekly form time careers information/activities Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 11	Careers Assemblies Weekly form time careers information/activities Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 12	Enrichment - UNIFROG, UCAS SUPPORT Year 12 Work Experience week at the end of June Oxbridge Trips Form Period Activities - exploring careers, post 18 pathways, UCAS applications, looking at apprenticeships, writing personal statements 1 to 1 tutorials with form tutors Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers
	Year 13	Enrichment - UNIFROG, UCAS SUPPORT Form Period Activities - skills for the workplace- BEYOND Woodbridge 1 to 1 tutorials with form tutors Access to careers appointments with professional advisor Access to Unifrog – careers information Instagram @woodbridge_careers

*External approved technical provider encounters for students – (Provider Access Legislation)

Events coloured purple

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 Chairs action on 8th October 2026 in advance if the C&S Committee on 5th November 2026.

Policy Reviewed By: Steven Hogan, Headteacher

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

Date of Next Review: Autumn 2027