

Westfield Arts College

Careers Education Information and Guidance Policy

Reviewed by committee	FGB	Policy type: Statutory
Adopted by Governing Body	Autumn 2025	Review cycle: Two yearly
Date for next review	Autumn 2027	Signed by Chair: 

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Rationale & Intent

The Department of Education Careers Guidance October 2018 notes that a successful Careers Education, Information, Advice and Guidance programme (CEIAG) '*connects a student's learning with their future. It motivates and inspires young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations*'.

Broadening horizons, nurturing aspirations and preparing our students for adulthood lies at the heart of our curriculum at Westfield.

The intent of our Careers Education Information, Advice & Guidance (CEIAG) programme is to provide a curriculum which meets the differing needs and requirements of our students and supports them to develop the knowledge and skills they need for their own personal careers journey. This is developed throughout a students' time at the school and is always supportive of their abilities, strengths and skills.

In line with the Department for Education's Careers Strategy 2017 our Careers Education, Information, Advice and Guidance programme (CEIAG) will aim to ensure that students where appropriate will

- understand their options and different paths to work, to plan the steps they need to take, and to get from where they are to where they want to go;
- be inspired about new opportunities they might not have known about (or that might not exist yet), or thought they could not achieve;
- understand their own knowledge and skills and how they can be used in the workplace;
- get, hold and progress in a job, whatever their age, ability or background;
- increase the amount they earn across their working lives;
- improve their well-being through doing a job they are good at and enjoy.

Statutory requirements and recommendations

The careers provision at Westfield is in line with the statutory guidance developed by the Department for Education, which refers [Skills and Post-16 Education Act 2022](#)

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from **January 2023** 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in our Provider Access Statement.

Structure & Implementation

The structure of Careers Education Programme at Westfield is implemented based on need, ability and Key Stage.

The programme is divided into 7 themes:

- Experiences
- Meaning of Work
- Communication Skills
- Organisation Skills
- Job Specific Skills
- Enterprise
- Provider Access

Personal Development Skills are taught alongside these themes, supporting the development of successful learners and social individuals who can thrive in the workplace. At Westfield we group these capabilities into 6 categories: Self-control, Collaboration, Kindness, Resilience, Attentiveness and Creativity. Each capability is given a half term focus.

Each Key Stage builds on the themes as the young person moves through the school:

Broadening Horizons-Dreams & Discoveries: EYFS, Key Stages 1 & 2

- The foundation of pupils' career development is established in our Early Years and primary where pupils are encouraged to have dreams and make discoveries about themselves and the world they live in. Our Broadening Horizons curriculum provides opportunities for pupils to understand themselves, build their confidence and self-esteem and investigate the world around them. Pupils have opportunities to talk and hear about jobs people do and explore their own hopes for the future through role play, visits, assemblies and events.

Broadening Horizons- Explorations: Key Stage 3

- In Key Stage 3 the curriculum ensures all pupils are able to explore the options and support available to help them achieve their future work and career aspirations. Pupils have at least one opportunity a year to visit a place of work with their class and will further develop their understanding through assemblies, talks and events.
- The curriculum targets vocational skills including:
 - Social development and communication
 - Increased independence
 - Core skills

- Problem solving and teamwork
- Understanding the world
- Exploring future work options

In Year 9 the majority of pupils will follow the Princes Trust Achieve Programme which has a particular focus on Enterprise

Broadening Horizons- Pathways: Key Stage 4

- Careers related topics are delivered as part of Westfield Skills for Life and Options programme throughout Key Stage 4. Students learn about the skills needed for specific jobs, how to apply for courses and jobs alongside practical lessons relating to home improvements, office work, car valeting, cookery and gardening. Option afternoons allow students to select subjects and develop their areas of interest e.g. Sports leaders, Music, Computing.
- The careers curriculum is enhanced by visiting speakers/employers, visits to work places, industry and apprenticeship days, taster sessions at colleges and mock interviews.
- Work placements: It may be appropriate for a small number of students to have a work placement in Year 11 e.g. 1 day a week. These are arranged on an individual basis in discussions with students and parents if appropriate.

Broadening Horizons- Choices: Sixth Form

- Interviews with the Head of 6th Form take place in the summer term prior to entry to the Sixth Form as part of the transition programme. These make a significant contribution in determining the individual timetables of the Sixth Form students to ensure they are following a pathway and making choices which will support them in achieving their long term aspirations. Parents/carers are encouraged to be fully involved in the process with individual appointments arranged to discuss future options and pathways.
- Employability skills are taught throughout the Sixth Form. These sessions are delivered discretely or as part of the OCR Life and Living Skills Diploma (Entry level 3) or OCR Employability Level 1 /2. These include visits to and from employers.
- Work placements are tailored to the ability and needs of the students but the emphasis is always on building up transferable employability skills. The placements progress from groups (Yr12) to individual experiences (Yr 13 & 14) tailored to the needs and abilities of the students.
- Westfield Classroom in the Heart of Industry: From September 2020 Westfield will embark on a new partnership with the Bay Royal Hotel Weymouth. There will be an opportunity for 4 students (Year 13/14) to be placed at the hotel, shadowing employees in the restaurant, housekeeping and reception. Students will be supported by Westfield staff learning skills in the workplace. Students will be based at the hotel for 4 days a week and spend one day back at 6th form base. They will follow the Employability Skills Framework developed by Linwood School.

Accessing information and independent advice

In addition to the opportunities described as part of the curriculum students have access to information and advice through

- A Post 16 transition evening where a number of local colleges and providers along with agencies and organisations offer a range of information on higher education, supported living etc. Students are also made aware of similar events in other local colleges/providers. Students and their parents/carers are encouraged to attend these events to gather information and be well informed of the opportunities available to young people. Our Provider Access Policy Statement (34a) gives additional information on how students can access information from providers.
- Impartial advice is supported by interviews with the Cosmic Cactus Advisor from Year 9 (age 14) upwards. In line with the SEND Code of Practice the advisor will also attend the Year 9, 11 and Year 14 transitional review of our students who all have an Education Health and Care Plan and will support the Preparation for Adulthood Action Plan. Aspirations for the future are always discussed with parents/carers through the Annual Review process.

Assessment and Impact

Evaluation of the impact in Careers Education is considered at different levels across the school. Key skills are woven into the everyday learning activities and progression is observed daily by class teams, evidenced and recorded in a range of formats.
Compass Careers Benchmark tool

- EYFS follows the Development Matters Framework and progress is evidenced in Learning Journeys.
- Primary pupils are taught careers-related knowledge and skills through the Broadening Horizons Curriculum and across several subject areas, evidenced in workbooks and folders.
- Key Stage 3 pupils are taught careers-related knowledge and skills through the Broadening Horizons Curriculum and across several subject areas, evidenced in workbooks and folders. Year 9 pupils are assessed through the Princes Trust Achieve Programme.
- Key Stage 4 students complete Westfield Skills for Life Units and take part in lessons 1 morning per week. Progress is evidenced in individual folders.
- Key Stage 5 students enhance their knowledge and skills through World of Work units in OCR Life and Living Skills and through work experiences which are evidenced through the Employability Skills Framework. These include self-reflective diaries and monitoring reports.

The Compass Tool is used to help evaluate our careers activity against the eight benchmarks of best practice- known as the Gatsby Benchmarks.

Teaching and learning of Careers Education is monitored regularly by the Careers Leader and examples of work are and activities are collected to ensure the programme is followed.

The Careers Leader attends Careers and Enterprise forums and meets with the Enterprise Advisor to keep up to date with information and ideas. The TADSS Careers Leaders also meet regularly to share good practice, collaborate and moderate work.

The impact of our Careers Programme can also be measured to some degree by the data we can gather on leaver destinations. Data on immediate destinations is gathered and published on our website. Contact with ex-students through Ansbury, reunions, word of mouth and questionnaires also enables us to get a sense of what our students go on to do.

Parents and Carers:

- Parents and carers have access to careers information at parents' consultation evenings, Person Centred EHCP Annual Review meetings, Teenage 2 Adulthood and Careers and Transition events. Parents are welcome to contact the Careers Co-ordinator and Ansbury Connexions Adviser (details from school office)
- Parents and carers are fully consulted and involved at all stages. Attendance at the Parent Consultation evenings and the Annual Review meeting is a crucial part of this process.

United Nations Convention Rights of the Child

Article 29: Education must develop every child's personality, talents and abilities to the full.

Article 12: Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.

Article 23: A child with a disability has the right to live a full and decent life with dignity and independence, and to play an active part in the community.

Documentation:

The following Westfield Arts College documents should be read in conjunction with this policy:-

- Mission Statement and School Aims
- The Gatsby Benchmark Guidance and self evaluation (2014)
- [Careers guidance and access for education and training providers](#) DfE 2018
- Compass Careers Benchmark tool
- Westfield Arts College Provider Access Policy Statement
- Westfield Arts College Careers Curriculum map
- Westfield Arts College Work Experience Policy
- Westfield Arts College Relationships, Sex and Health Education Policy