

# THE WESTGATE SCHOOL

## Hampshire's First 4-16 'All Through' School

*"The Westgate School is a community of learners where partnerships inspire success for all:  
learning together – achieving excellence"*

**Headteacher: Mrs F A Dean, MA (Ed)**

Initial Policy date	February 2005	Next scheduled review	September 2024
Governor approved	September 2023	Key person/people	AHT-Careers
Model Policy		Model localised	Yes
Pupil leadership team review	Sept 2023	Rotherly Day Nursery variations in policy	Yes/ No

### CAREERS EDUCATION

The Westgate School considers Careers Education Information, advice and Guidance (CEIAG) to be part of core provision.

#### Principles:

The Westgate School is committed to providing careers education, advice, and guidance to all pupils through the curriculum and a programme of calendared activities. In the Lower School careers opportunities are included within curriculum topics and in the Upper School in line with the Gatsby Benchmark Framework.

Careers Education will focus on providing current, relevant and up to date information and development of skills, which will enable each pupil to make informed decisions about their future career pathway.

#### Statutory Requirements:

The careers provision at The Westgate School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers education from Year 7 to Year 11 and that this guidance should be impartial; include information on a range of pathways, including university options or apprenticeships; to be adapted to the needs of pupils. Additionally, our provision is in line with the Skills and Post-16 Education Bill 2021, which amended the Education Act 1997 by bringing in PAL (Provider Access Legislation). This requires schools without a 6<sup>th</sup> form college to ensure all pupils have at least 4 encounters with providers of technical qualifications or apprenticeships – two in Year 8 or 9 and two in Year 10 or 11. Schools must do this impartially in line with the Baker Clause and must have a Provider Access Policy Statement on their website which sets out how training providers can visit the school and request access. This can be found in the Careers section of our website.

#### Upper School Pupils' Entitlement in line with the Gatsby Benchmarks:

- A stable careers programme: all pupils follow a Personal Development programme which includes careers education at tutor time for Years 7- 11, discrete lessons in Year 7 and 10 and a programme for all year groups linked to National Careers events.
- Learning from career and labour market information: as part of the careers education programme, pupils investigate and research a wide variety of careers and future study options. This includes learning about post 16 provision, job interviews and applications, employment sectors and local and national trends. The programme also challenges stereotypes associated with employment and is designed to raise aspirations.

- Addressing the needs of each pupil: records are kept of individual guidance from one to one mentoring sessions with tutors and meetings with the professional careers advisor; this is used to provide a tailored careers programme, with the aim of raising aspirations amongst key groups and ensuring equality of provision. The school collects and maintains a record of destination data that is published on the website. Targeted opportunities for pupils to have additional opportunities for work shadowing, post-16 taster experiences and supportive careers mentoring are also in place for key groups of pupils.
- Linking curriculum learning to careers: all curriculum areas are required to link curriculum learning with careers through direct reference where appropriate in lessons; by providing impartial advice as part of the option process and by participating in subject linked careers event such as Creative Careers Week and National STEM Week.
- Encounters with employers and employees: Upper School pupils from Year 7-11 have a range of opportunities to learn from employers about work and the skills that are valued in the work place. All pupils participate in at least one meaningful encounter each year. The school works with local employers, its alumni and parent body to provide these experiences and ensure that they are in alignment with the strategic economic plan for the region. Lower School pupils have opportunities to meet with employers to discover and talk about careers.
- Experiences of workplaces: all Year 11 pupils are expected to have first-hand experience of at least one work place. This may either take form of a traditional work experience, a virtual work experience offered by many partners in industry; work-shadowing; volunteering as part of Duke of Edinburgh programme and/ or participation in National Citizenship Service. Key groups of pupils in Year 8 and 9 also have additional work shadowing experiences.
- Encounters with Further and Higher Education: the school has strong links with local further and higher education providers. All pupils are given the opportunity to visit at least two providers. Talks and impartial information on further education/ sixth form colleges are also given to Year 11 pupils as part of the application process for post 16 education. Additionally, post-16 and post-18 information about apprenticeship providers is shared with pupils through an annual Apprenticeship Week, from Years 8-11.
- Personal Guidance: every pupil will have at least one interview with the school's Careers Advisor, with pupils from key groups receiving more than one meeting. Pupils can also self-refer to receive personal career guidance. Pupils from key groups will also receive additional small group career guidance prior to the Year 8/ 9 Curriculum Choices/Option process.

## **Provision**

### Key Stage 3 Provision:

- Year 7 specific careers related programme through the Personal Development curriculum
- Year 7/ 8 Careers guidance as part of the Personal Development tutor programme / one to one mentoring
- Access to the careers software programmes
- Year 8 Curriculum Choices Evening prior to their decision making

- Assemblies and events throughout the year with local employers/ parents/ alumni
- Annual Careers Fair
- Regular opportunities at tutor time for self-reflection on their own personal skills and transferable skills for the workplace.

By the end of KS3 all pupils will have:

- A better understanding of their strengths and achievements, and areas needed for personal development and how these can be addressed through the careers education programme to help inform future work and learning
- An understanding of the skills, qualities, attitudes and skills needed for employability.
- A good understanding of how to access careers resources and software.
- Know how to access careers education information and guidance
- Gained an understanding of variabilities in the current and future labour market at national and local level
- Received appropriate advice and guidance on Key Stage 4 curriculum choices and options.
- Have had at least two encounters with employers and at least two separate encounters with providers of technical qualifications or apprenticeships

Key Stage 4 Provision:

- Specific careers related programme through the Personal Development curriculum
- Annual Careers Fair
- Apprenticeship Fair (Years 9-11)
- Careers and guidance interview for all Year 11 pupils / one to one mentoring with tutors
- Assemblies and events throughout the year with local employers/ parents/ alumni
- Continued access to the careers software programmes
- Curriculum Evenings which outline pathways and qualifications post 16.
- Opportunities to visit local colleges and universities

By the end of Key Stage 4 all pupils will have:

- Received appropriate advice and guidance on post 16 Options
- A deeper understanding of their strengths and achievements.
- A clear destination pathway for post 16.
- Had a personal careers interview
- Visited local colleges
- Gained an understanding of variabilities in the current and future labour market at national and local level
- Have had information and understand the apprenticeship route
- Have had at least two encounters with employers and at least two separate encounters with providers of technical qualifications or apprenticeships
- Have had experience of the workplace
- Be able to write a letter of application, a CV and a personal statement
- Know how to access careers education information and guidance

### **Early experiences of Careers in the Lower School**

Pupils have early opportunities to meet and question people following a variety of career paths and to learn in simple ways what their chosen career is like. Other opportunities are incorporated into curriculum topics, the Personal Development Curriculum and assembly time. Careers education in the Lower School will include inspirational role models, the challenging of stereotypes and the raising of aspirations for all pupils and especially those in key groups.

Rotherly Day Nursery variations: no specific variation to policy needed.