



**Hazel** Wood  
High School

Respect Responsibility Aspiration

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

**Author:** Mr. P. Furey  
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Part of the

**Oak**   
Learning Partnership

# Hazel Wood High School Vision and Values

**Our Vision:** Fostering a sense of pride and community and providing opportunity for all to excel.

## **Our Values are:**

**Respect:** to be a role model to others, demonstrate positive interactions with all, use good manners, treat others how we wish to be treated, engage with others, be considerate and kind, be prepared, organised and to listen to others.

**Responsibility:** provide consistency of procedures, policies and professional behaviours, ensure the safety and wellbeing of all, engage, enthuse and inspire our learners through the whole school journey, be inclusive and understanding of the whole child and their needs and to promote the ethos of the school within the wider community

**Aspiration:** to demonstrate a 'can do' attitude, see every challenge as an opportunity to shine, work with integrity in order to be a good role model, reflect on our practice and seek to improve as a life-long learner and to create a safe environment where no one is afraid to try.

## Equal Opportunities Statement

In implementing this policy all members of staff must take into account the school's Equal Opportunities Policy. Staff must ensure that no pupil involved in any incident of bullying is disadvantaged on the grounds of gender, race, disability, sexual orientation, age, religion or belief.

## Hazel Wood High School CEIAG Policy

### **Purpose of CEIAG**

In line with the school's vision of fostering a sense of pride and community and providing opportunity for all to excel and with our core value of aspiration; Hazel Wood High School is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students. This provision reflects statutory and non-statutory careers guidance outline by the Department for Education.

CEIAG is important because it:

- Empowers and prepares young people to gain and sustain enriching employment.

- Raises student aspirations to reach for their full potential which in turn improves school attainment.
- Supports young people in developing the necessary confidence, knowledge and skills to plan for and manage their own future.
- Promotes diversity, social mobility and challenges stereotypes.

## Aims

Hazel Wood High School is proud to partner with colleges, HE providers, businesses, parents and other external agencies to offer broad and effective support to our students.

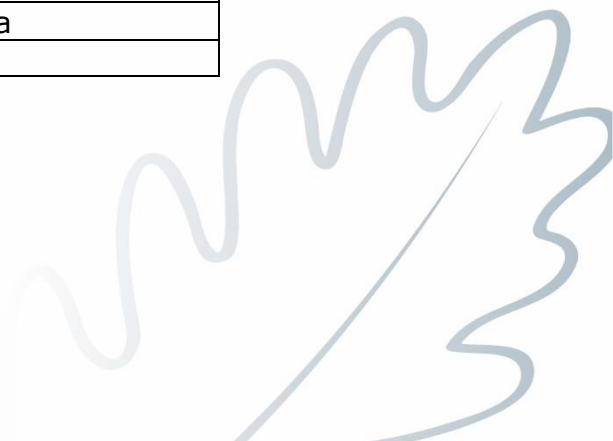
Our CEIAG provision aims to:

- Give students relevant careers information and guidance through curriculum learning, one-to-one advice and a range of activities, events and trips.
- Display the full range of routes available to young people post-16 and to provide personal guidance regarding which to explore further.
- Impartially support students on an individual basis to choose the pathway that is right for them.
- Expose students to the world of work through visits to local employers and workshops facilitated by people in the world of work.
- Enable students to consider their own strengths, skills and motivations and to evaluate how these impact future career decisions.
- Make students aware of local and national career opportunities by means of up-to-date Labour Market Information (LMI).
- To equip our students with the transferrable skills in demand in the modern workplace.

## Leadership

The school's CEIAG is planned and organised by the designated Careers and aspiration lead, in partnership with school staff, students, parents as well as local businesses and agencies.

<b>Role</b>	<b>Name</b>
Careers and aspiration lead	Mr P Furey
Senior Leadership Team Link	Mr P Groves
Link Governor	Mr A Boroda
Careers advisor	Mr K Welch



# Provision

## Student Entitlement

All students at Hazel Wood High School have access to a range of opportunities to support their development and progression over the course of their time at the school. This general entitlement includes:

- Access to a career's advisor for group work or individual guidance meetings.
- Assemblies featuring a range of education providers to help students make informed decisions for their futures.
- Careers information and computer-based careers programmes and tools.
- Information and resources on the school website and in the hub.
- Opportunities to explore occupations linked to curriculum areas.
- A dedicated curriculum careers week where curriculum areas focus on how their curriculum offer supports students in their career aspirations.

### Key Stages

Hazel Wood High School's CEIAG provision is designed to support students through the different stages of their journey through school. Relevant and targeted guidance is given at each key transition stage to ensure students develop the necessary understanding and skills.

#### Key Stage 3 Provision

During half term 3, students will follow a program of careers education in their PSHCE lessons.

Year	Learning objectives				
7	Study skills	Personal strengths	Personal Brand	Targets and goals	Lifelong learning
8	The difference between a job and a career	Different career pathways	Different types of work	Developing skills and values	
9	Goals and opportunities	Different progression routes	Rights and responsibilities in employment	Managing expectations	Option choices at Key stage 4

## Key Stage 4 Provision

During half term three, during form Personal Development and Wellbeing time the following learning objectives will be covered:-

Year	Learning objectives				
10	Personal strengths	Career identity	Opportunities	Challenging stereotypes	How to access support
11	Information about the Labour market	Online presence	Rights and responsibilities in employment	Illegality in the workplace	How to access support

### **Year 10**

Visits will be made to aspirational providers of Higher Education providers education so that students can get an idea of the opportunities available to them. A careers fair is held, which allows students to meet local employers and further education providers.

During half term 6, students will be given details of the information, advice, and guidance available to them on next steps and careers and how to access appropriate support and opportunities. Students will be given information about local, national, and international Labour markets and about employment sectors and types and changing patterns of employment. Students will meet and engage with local post 16 education providers and start to make decisions about their post 16 progression.

Careers guidance interviews will be conducted by Mr Welch, our fully independent level 6 careers advisor.

### **Year 11**

During half term 1, we will be looking to support students with the application process for post 16 provision making sure that all students are equipped with the information and support they require. Further meetings will be held with local further education providers. Further guidance interviews will be available from Mr Welch, our fully independent level 6 careers advisor.

## Careers Advisor Network

Hazel Wood High School are a member of the Careers Advisor Network established by the Careers and Enterprise Company. Our Enterprise Coordinator

Elizabeth Calvert provides expert advice on improving CEIAG and provides experienced industry advice as well as a valuable network of contacts. These connections are vital as they allow us to offer industry guidance delivered by industry experts.

## Parents

The school seek to partner with parents/carers in the provision of CEIAG. A database is to be maintained of parents/carers who have made themselves available to support in ways such as providing work shadowing placements, giving career insight talks or exhibiting at a careers fair. Please contact the School Careers and Aspiration Lead, Mr P Furey for further information.

## Alumni

Our past students are encouraged to keep us informed of their progress and successes and we are building a network of contacts to tap into the experiences of past students to inspire and to inform the decisions of current ones.

## Tracking

Hazel Wood High School works closely with the Bury Local Authority to ensure that intended destination data and other information is used to enable the school and local authority to support all students into positive outcomes. We use the Careers and Enterprise Companies Compass + tool to keep a log of student intentions and career aspirations. We also work closely with the pastoral team to monitor individual student issues.

Individual support is provided to students at risk of becoming NEET (Not in Education, Employment or Training,) by means of additional careers support from Mr Welch or by working with the additional needs teams at Further Education providers to support student transition. We also signpost at risk students to the Bury 14-19 team, who provide additional support.

We use the Compass + tool to keep track of our progress towards the statutory Gatsby Benchmarks but are always looking for ways to exceed these. We are working with Teach First to develop the next generation of benchmarks for school careers guidance.

## Provider Access

There are several ways in which local providers can partner with the school to provide opportunities for our students. We welcome assembly presentations, career insight talks, student mentoring and exhibiting at our careers fair. Any provider wishing to request access should contact the Careers and aspiration lead:

- Mr P Furey
- Email [furey.p@hazelwood.oaklp.co.uk](mailto:furey.p@hazelwood.oaklp.co.uk)
- Telephone: 0161 797 6543.

## Evaluation of provision

The school Careers Leader and the SLT link are responsible for monitoring the CEIAG provision as well as conducting an annual review. External review of our progress towards the Gatsby Benchmarks is undertaken by the Careers Co-ordinator from Bridge GM (part of the Careers and Enterprise Company.)

The evaluation process takes into consideration student survey feedback on careers events and trips, parental feedback, and Local Authority destination data. The Gatsby benchmarks are used to provide a basis for evaluating the CEIAG provision.

## Staff Development

The CPD needs of the Careers Leader are identified through regular meetings with the SLT link as well as an annual appraisal. The Careers Leader can attend regular local careers advisor meetings to remain current with developments in both the careers advice sector and local industry. A programme of whole school staff development is in place to ensure that all staff are fully equipped to advise students about careers advice relating to their curriculum area. Our year 11 form tutors are trained to support students with applications to our FE providers.

## Resources

Funding for the school CEIAG provision is allocated within the annual budget in the context of whole school priorities.

Physical resources such as those in our Careers Library (found within the Hub) are updated regularly.

Several online resources are available by following the useful websites tab on the school website: <https://www.hazelwoodhigh.co.uk/school-information/careers-education-and-guidance/>.