



Hazel Wood High School CEIAG Policy

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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.

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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.

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.

Role	Name
Careers and aspiration lead	Mr P Furey
Senior Leadership Team Link	Mr P Greenhalgh
Link Governor	
Heads of Year	
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.
- Dedicated and timetabled classroom time to explore careers related topics.
- Super Learning Day sessions to enhance work related learning.

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

Year 7

During half term 5, students are introduced to the world of work. The focus is on the different types and patterns of work, including employment, self-employment and voluntary work and that everyone has a different pathway through life, education and work.

They will also focus on the benefits of setting ambitious goals and being open to opportunities in all aspects of life.

Year 8

During half term 4, students start to explore in more detail the world of work and will focus on the skills and qualities required to engage in enterprise. They will also develop the skills to recognise and challenge stereotypes and family or cultural expectations that may limit aspirations. Students will also learn about different work roles and career pathways, including clarifying their own early aspiration.

Year 9

During half term 3, students will learn about the options available to them at the end of key stage 3, sources of information, advice and support, and the skills to manage this decision-making process. They will start to learn about routes into work, training and other vocational and academic opportunities, and progression routes to support their Key Stage 4 option choices.

Key Stage 4 Provision

Year 10

During half term 2, students will build on the work done in year 8, about the need to challenge stereotypes about particular career pathways, maintain high aspirations for their future, embrace new opportunities and to further develop their study and employability skills. They will be supported to develop their career identity, including values in relation to work, and how to maximise their chances when applying for education or employment opportunities. Students will be supported to research, secure and take full advantage of any opportunities for work experience that are available to them.

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 engage with local post 16 education providers and start to make decisions about their post 16 progression.

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. Students will be given advice about their on-line profile and how to manage this, as well as looking at discrimination and harassment in the workplace and how to report this. We will look at maintaining confidentiality in the workplace and when it may be appropriate to break this. In conjunction with the pastoral and academic teams, support will be given to students to evaluate their personal strengths and areas for development and set realistic goals.

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 Jane Wells 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/careers 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. Individual support is provided to students at risk of becoming NEET (Not in Education, Employment or Training). Careers tracking processes are also used internally to ensure students are supported effectively as they progress through the school.

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 p.furey@hazelwoodhigh.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. 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.

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

([www. https://www.hazelwoodhigh.co.uk/school-information/careers-education-and-guidance/](https://www.hazelwoodhigh.co.uk/school-information/careers-education-and-guidance/)).