

# WESTCLIFF HIGH SCHOOL FOR BOYS



## CAREERS AND WORK-RELATED EDUCATION (CWRE) AND INFORMATION, ADVICE AND GUIDANCE (IAG) POLICY AND PROVIDER ACCESS STATEMENT

REVIEWED: Autumn 2024

COMMITTEE: Teaching Quality & Pastoral

DATE OF NEXT REVIEW: Autumn 2026

## **INTRODUCTION TO CWRE AND IAG**

This policy outlines the School's commitment to career and work-related learning education (CWRE) and information, advice and guidance (IAG).

CWRE and IAG are essential:

- to prepare young people for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding (DfE).
- to support young people to acquire the self-development and career management skills they need to achieve positive employment destinations (DfE).
- to help young people choose their pathways, improve their life opportunities, and contribute to a successful economy (DfE).
- to challenge stereotypes and promote equality, diversity, and social mobility.
- to support young people to maintain employability and to ensure personal and economic wellbeing throughout their lives.

## **A SCHOOL COMMITMENT**

As a School, we recognise the importance of our statutory duty in providing independent, impartial careers guidance for students in Y7 to Y13, which shares information on education and training opportunities, including apprenticeships and vocational pathways. We have a planned programme of CWRE and IAG which is embedded across students' education at WHSB as part of their Personal Development.

It does not simply take place as part of bespoke or one-off events, but rather the Careers Programme is delivered through four channels: the Pastoral Programme; PSHEE; curricular activities; and extra-curricular activities. An overview of this provision can be found in the mapping document at the end of this policy.

The School also undertakes regular Compass+ evaluations against the eight Gatsby Benchmarks, in order to review its provision:

1. A stable Careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.

4. Linking curriculum learning to Careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

Furthermore, the School's Learner Profile and its seven attributes enable our students to be well-prepared to make informed decisions about their future careers and be in a position to access opportunities, having developed the cultural capital which opens those doors to them:

1. Be intellectually curious.
2. To have personal integrity.
3. Be collaborative and supportive.
4. Be open to opportunity.
5. Be globally aware.
6. Be an effective communicator.
7. Be a lifelong learner.

## **ROLES AND RESPONSIBILITIES**

The responsibility for CWRE and IAG lies with Miss Gail Fairfax (Third Deputy Headteacher) and Mr Martin Atkinson, the School's Head of Careers and Careers Advisor. There is also an appointed Link Governor, Mr Anthony Cole.

However, many other key individuals within the School community have an important role to play:

- The Headmaster and the School's Senior Leadership Team
- Heads of Department, including the Head of PSHEE
- The Pastoral Team
- SENDCo
- PPG Lead

- Alumni
- Parents and Carers.

## **INDIVIDUAL PROVISION**

Our Connexions Advisors provide one-to-one impartial and individualised information, advice and guidance as a priority to Y11 and Y12 students. However, disadvantaged students (SEND and PPG/FSM) in Y10 and Y13 are also offered and referred for appointments, and pupils in Y7 and Y8 are introduced to Connexions as part of a Careers curriculum event.

The Careers Programme ensures that advice and guidance are provided at key transition points in Y9 and Y11 to ensure that GCSE and A level options are fully explored. The School also invites a FE College into school to speak with Y11 in order to explore further education opportunities.

The School is highly academic and, as such, the majority of Sixth Form students decide to continue their studies at university. There is support provided to pupils throughout the UCAS process and also to those applying for Oxbridge. In addition, there is a growing number of students who are applying for degree apprenticeships offered by universities in conjunction with prestigious employers. Any student following this route will be supported on an individual basis. The Careers Programme offers events and talks on Careers including those reached through the medium of apprenticeships. In addition, there is an Enrichment Day in the summer term of Y12 which focuses on UCAS and apprenticeships.

## **PARTNERSHIPS AND EXTERNAL LINKS**

The School is supported by the Enterprise Co-ordinator at Southend City Council who helps us in developing our Careers provision, has a dedicated Enterprise Advisor and is a member of the Greater Essex Careers Hub. Our Careers programme has enabled the School to build links with businesses and visiting speakers, including alumni and parents / carers, to further enrich our offer. There is also a close relationship with Westcliff High School for Girls in order to share knowledge around statutory requirements and events. National Careers Week and Apprenticeship Week are celebrated at the School, which enables further partnerships and external links to be built.

## **REVIEW AND EVALUATION**

This is done annually in conjunction with all those involved in the delivery of the Careers Programme, including Pastoral Offices (at KS3, 4 & 5) and feedback from students, parents and evaluations carried out by guest speakers. As previously mentioned, the Compass+ tool provided by the Careers and Enterprise Company assists with recording the school's progress in meeting the Gatsby Benchmarks and is an excellent way in which to evaluate the programme.

Implementation of the CWRE & IAG policy is to be reviewed formally on a bi-annual basis.

## **SINGLE EQUALITY STATEMENT**

The School ensures quality of education and opportunity for all of our students, irrespective of their gender, disability or ethnic background. The Careers Programme addresses inequality and fosters positive attitudes to diversity so that all those who form part of the School community are respected, valued and equipped to form positive working relationships in their future Careers.

## **PROVIDER ACCESS STATEMENT**

### **INTRODUCTION**

This Policy sets out the School's arrangements for managing the access of providers to pupils at the School for the purposes of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

### **STUDENT ENTITLEMENT**

Students in Years 7 - 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- to understand how to make applications for the full range of academic and technical courses.

### **MANAGEMENT OF PROVIDER ACCESS REQUESTS**

#### **Procedure**

A provider wishing to request access should contact:

Mr Martin Atkinson  
Head of Careers and Careers Advisor  
Telephone: 01702 475443  
Email: [atkinsonm@whsb.essex.sch.uk](mailto:atkinsonm@whsb.essex.sch.uk)

## **Premises and Facilities**

The School makes the Main Hall, Westcliff Theatre, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The School also makes available audio-visual and other specialist equipment to support provider presentations. This is discussed and agreed in advance of the visit with the Head of Careers and Careers Advisor.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the School Librarian. The Resource Centre is available to all students at lunch and break times.

## **Opportunities for Access**

A number of events within the School's Careers Programme (see mapping document below) will offer alternative providers, such as USP College, the opportunity to come into School to speak with the students and / or their parents / carers. Please speak to the Careers team to identify an appropriate opportunity for you.

## **Provider Access Legislation – Effective January 2023**

The provider access legislation is new guidance that comes into force from January 2023. It is a key mechanism to further help learners understand and take up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend;
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend;

- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers;
- Information about the careers to which those technical education qualifications or apprenticeships might lead;
- A description of what learning or training with the provider is like;
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.



## CAREERS EDUCATION IAG MAPPING DOCUMENT

### ACADEMIC YEAR 2024 – 25

In addition to the provision detailed below, the School also has a Careers section within its library, which is updated each year with relevant information and up-to-date prospectuses. Furthermore, the extensive and varied extra-curricular provision at the School offers a wealth of opportunities for pupils to develop confidence, self-esteem, and soft skills such as teamwork, time management, networking, creative thinking and conflict resolution, as well as leadership skills.

Year Group	PASTORAL PROGRAMME (YEAR ASSEMBLIES, FORM PERIODS, TUTORIAL AND ENRICHMENT)	PSHEE	CURRICULAR	EXTRA-CURRICULAR
<b>7</b>	<ul style="list-style-type: none"> <li>• Online presence and professionalism</li> <li>• Interview skills</li> <li>• Equality in the workplace</li> <li>• Behaviour in the workplace</li> <li>• Interactions and teamwork in the workplace</li> <li>• Workplace software (Word, Excel and PowerPoint)</li> <li>• Health and safety</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• Managing Change: key transition points in life, careers and your future, money and finance, Unifrog and Learn Live</li> </ul>	<ul style="list-style-type: none"> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> <li>• Careers Event (23/04/25): Introduction to Connexions, Meaningful Encounter with Employers and Apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>• MDV Talks (Thursday lunchtime)</li> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>• Online presence and professionalism</li> <li>• Interview skills</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• My Future: my interests, careers and aspirations, exploring careers and what</li> </ul>	<ul style="list-style-type: none"> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• MDV Talks (Thursday lunchtime)</li> </ul>

	<ul style="list-style-type: none"> <li>• The importance of work-life balance</li> <li>• Self-review: strengths and areas for development</li> </ul>	<p>is a successful career, labour market information, employability skills, Unifrog and Learn Live</p>	<ul style="list-style-type: none"> <li>• Careers Event (23/04/25): Introduction to Connexions, Meaningful Encounter with Employers and Apprenticeships</li> </ul>	<ul style="list-style-type: none"> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> </ul>
9	<ul style="list-style-type: none"> <li>• GCSE Options assemblies including links with Careers</li> <li>• Interview skills</li> <li>• Professionalism in the workplace</li> <li>• Work-life balance: managing workload</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• Essential Life Lessons: from failure comes success (resilience), saving and managing your money, employment and financial management</li> </ul>	<ul style="list-style-type: none"> <li>• First Intuition Apprenticeships (02/24)</li> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> <li>• Options Carousel (06/03/25)</li> </ul>	<ul style="list-style-type: none"> <li>• MDV Talks (Thursday lunchtime)</li> <li>• Take Your Child to Work Day / Careers Event (01/10/24)</li> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> </ul>
10	<ul style="list-style-type: none"> <li>• Presentation and debating skills</li> <li>• Relationships in the workplace</li> <li>• Professionalism in the workplace: respectful behaviour</li> <li>• Employment Law</li> <li>• Equality in the Workplace: protected characteristics and the law</li> <li>• Personal finance</li> <li>• Work-life balance: managing workload</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• Essential Life Lessons: staying safe online (online reputation, digital footprints and future employment), self-management (time, technology, stress and anxiety), the best career for me, writing a CV, careers and next steps</li> </ul>	<ul style="list-style-type: none"> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> <li>• Enrichment Day: Careers Carousel including Apprenticeships (04/07/25)</li> </ul>	<ul style="list-style-type: none"> <li>• Connexions Meetings by referral or request</li> <li>• MDV Talks (Thursday lunchtime)</li> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> </ul>

	<ul style="list-style-type: none"> <li>• Self-care and managing stress</li> </ul>			
<b>11</b>	<ul style="list-style-type: none"> <li>• Connexions Launch (Sept)</li> <li>• Optional Work Experience Launch (Nov)</li> <li>• WHSB Sixth Form process</li> <li>• A level Options assemblies including links with Careers</li> <li>• USP College (FE/SF College) (01/24)</li> <li>• Debating skills</li> <li>• Positive personal relationships including in the workplace</li> <li>• Personal finance</li> <li>• Self-care and managing stress at work</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• Staying Safe Online and Offline: stalking and sexual harassment, including in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> <li>• Sixth Form Taster Lessons (15/01/25)</li> </ul>	<ul style="list-style-type: none"> <li>• Connexions Meetings (All)</li> <li>• MDV Talks (Thursday lunchtime)</li> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> <li>• Entry to Sixth Form Evening (22/01/25)</li> <li>• Work Experience Placement (following GCSE exams): can be face-to-face or virtual</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>• VESPA and Goal setting</li> <li>• Using Unifrog</li> <li>• Online presence</li> <li>• Presentation skills</li> <li>• Introduction to UCAS</li> <li>• Creating a UCAS profile</li> <li>• Discovering the options</li> <li>• Choosing the right subject and university</li> <li>• Making the most of university visits</li> <li>• The UCAS personal Statement</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• Your Future and Next Steps: post 18 choices and options (university and apprenticeships), the importance of work-life balance, applying for jobs (making applications and preparing for interviews), mock interviews, careers research and network building</li> </ul>	<ul style="list-style-type: none"> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> <li>• Enrichment Day (04/07/25): UCAS, Apprenticeships and Student Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Connexions Meetings (All)</li> <li>• MDV Talks (Thursday lunchtime)</li> <li>• Oxbridge Society: Using the Oxbridge Tool to find the right college</li> <li>• Lecture Series (Wednesday afternoons)</li> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> </ul>

	<ul style="list-style-type: none"> <li>• The UCAS reference process</li> <li>• Applying for an Apprenticeship</li> <li>• Self-care and managing stress at work</li> <li>• Getting ready for Work Experience</li> <li>• Making the right impression</li> <li>• Equality Act 2010</li> </ul>			<ul style="list-style-type: none"> <li>• Higher Education Evening (02/07/25)</li> <li>• Work Experience Placement: can be face-to-face or virtual (19 – 23/05/25)</li> <li>• Young Enterprise and Volunteering</li> </ul>
13	<ul style="list-style-type: none"> <li>• VESPA and Goal setting</li> <li>• Preparing for the year ahead including UCAS</li> <li>• Preparing for a UK university interview</li> <li>• Presentation skills</li> <li>• Life after school including coping with change and moving away</li> <li>• Life after higher education</li> <li>• Student finance and budgeting after school</li> <li>• The importance of Career Development and Lifelong Learning</li> <li>• How businesses help / promote changes in career</li> <li>• Effective time management</li> <li>• How the law protects the workforce</li> <li>• Workplace hazards and how these can be reduced</li> </ul>	<p><b>PSHEE which includes:</b></p> <ul style="list-style-type: none"> <li>• Staying Safe: initiation and hazing (rituals to harass, abuse and humiliate)</li> <li>• Mindfulness, Mental and Physical Fitness and Well-being: the importance of balance and managing stress</li> <li>• Essential Life Lessons: taxation, student finance, banking, budgeting and benefits, debt and debt management, savings and insurance, buying your first property</li> <li>• Domestic and Global Affairs: the role of Trade Unions</li> </ul>	<ul style="list-style-type: none"> <li>• National Careers Week (03 – 07/03/25): Careers Across the Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Connexions Meetings by referral or request</li> <li>• UCAS Reference 121 Meetings</li> <li>• MDV Talks (Thursday lunchtime)</li> <li>• Oxbridge Society: preparing for an Oxbridge interview</li> <li>• Lecture Series (Wednesday afternoons)</li> <li>• Mock interviews</li> <li>• Careers Evenings: An Audience With ... (27/11/24, 29/01/25 and 12/03/25)</li> <li>• Apprenticeship Week Talks (10 – 14/02/25)</li> </ul>

	<ul style="list-style-type: none"><li>• Coping with setbacks including at work (unemployment)</li></ul>			
--	---	--	--	--