Wetheringsett Manor School Careers Education and Information, Advice and Guidance (CEIAG) Policy

Rationale

At the heart of Wetheringsett Manor School's (WMS) Careers Policy are our founding principles: **No Limits or Barriers, Individual Development and Maximising Potential**. We believe that meaningful careers education, information, advice and guidance is a key contributor to achieving these goals. We aim to prepare our students for the opportunities and experiences they will encounter in life, supporting them to make a successful and positive transition to their next destination.

Statutory Requirements and Commitment

The statutory guidelines require schools to provide a programme of careers education in Years 7 to 13 and to give all students access to independent careers information and guidance.
The Careers Strategy sets out that every secondary school should use the following Gatsby Benchmarks to develop and improve careers provision:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Following the Government's expectations, WMS is committed to continuing to meet the Gatsby benchmarks. WMS is committed to providing all students with good quality, careers education supported by personalised information, advice and guidance delivered by qualified professionals throughout their education.
WMS will endeavour to follow the Careers guidance and access for education and training providers(DfE, 2025) the National Career Development Framework (2023) and other relevant national guidance from relevant bodies as they appear.

Aims

The purpose of CEIAG at Wetheringsett Manor School is to contribute to the achievement of the following objectives:

- Motivating students and empowering them to plan and manage their futures, including their learning journey
- Responding to students' individual needs and promoting their personal development, including enabling them to use individual learning planning to assist their progression

• Supporting students to make informed learning and career choices by providing them with information, resources, and access to multiple providers throughout their education.
• Raising students' aspirations through practical activities that enable them to explore opportunities in learning and work, including higher education, that they might not otherwise have considered
• Promoting inclusion, equality of opportunity and challenging stereotypes
• Improving attainment by providing curriculum activities that develop students' career exploration and management skills and supporting this with personalised information, advice and guidance

Delivery
There is a planned programme of learning experiences from all students that includes:
• Core learning activities taught by specialist staff within PSHE lessons.
• Teachers will include career information in the curriculum of all subject areas and learning programmes
• Additional activities for all, including bespoke work experience (WEX), visits to external workplaces, STEM and other career-related activities delivered by employers, alumni and local agencies including higher education, apprenticeships and other providers.

See appendix for full outline on how Gatsby requirements, CDI framework and statutory requirements are being achieved, email caitlin.cochrane@wetheringsettmanor.co.uk for further details.

Staffing

CEIAG is planned, monitored and evaluated by the Careers Leader and Careers Team with the aid of teachers in other curriculum areas and external IAG providers, SLT and governors.

Caitlin Cochrane (Caitlin.cochrane@wetheringsettmanor.co.uk),
Matthew Leech: (matthew.leech@wetheringsettmanor.co.uk),
Louise Double (louise.double@wetheringsettmanor.co.uk),
Elinor Dodgson (Elinor.dodgson@wetheringsettmanor.co.uk),
Hannah Joiner (hannah.joiner@wetheringsettmanor.co.uk) make up the Careers Team at WMS and work together to ensure that all students have a comprehensive Careers Education at WMS.

Kay Park is the Link Governor for Careers at WMS.

Caitlin Cochrane is the Careers Lead at WMS and has a Level 6 Careers Leader Qualification.

WMS works with Acorn Education providers for Impartial Advice and Guidance Sessions for students, which are led by Level 6 Qualified Personal Guidance staff members.

WMS works with the Norfolk and Suffolk Careers Hub (formerly New Anglia Enterprise Network) in an ongoing effort to allow students to have access to Enterprise Advisors and experiences of workplaces.

Entitlement
ALL pupils at WMS are entitled to a careers programme that helps them to:

• Understand their education, training, employment and other progression opportunities and have the information they need to make decisions about learning and career options.

• Develop the skills they need to plan and manage their own personal development and career progression with appropriate support.
• Overcome any overt and hidden barriers to progress that they may encounter, celebrating diversity and equality of opportunity.
• Accesses relevant information about the world of work.
• Make and maintain individual plans to help them improve their prospects of success.

Pupils will have access to and support by using Careers Information that is:

• Easy to find and accessible in a variety of formats (e.g., hard copies of prospectuses, online materials, face-to-face information).
• Comprehensive; giving details of all progression opportunities and support.
• Impartial and up-to-date.

Pupils will obtain careers guidance that is:

• Impartial and independent.
• Focused on individual needs.
• Supportive of equal opportunities.
• Provided by people with relevant professional training and experience.

Parents and Carers of pupils at WMS can expect to:

• Be informed of the CEIAG offer at WMS
• Be able to speak to a member of staff to discuss their child's progress and future prospects (via parents' evenings, phone conversations or meetings requested by parents).
• Have access to the Careers Education, Information, Advice and Guidance Policy online and request a hard copy if required.
• Be kept up to date with Careers developments via newsletters
• Have the opportunity to provide feedback on the Careers Programme and offer suggestions for improvement (annually).

Monitoring, Approvals and review
This policy is overseen by the Careers Lead, SLT and school governors.
This policy is reviewed annually in discussion with staff and external partners and key priorities for action are identified and included in the School Development Plan.
Effective from: 01.09.26
Approved by: Mark Jeffries
Review date: September 2027
Review leader: Matthew Leech

Careers Programme Overview
Wetheringsett Manor School

THE CAREERS & ENTERPRISE COMPANY

Vision Statement

To ensure that all students are fully prepared to leave school and go on to lead happy and healthy lives.

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Milestones and Learning Outcomes

Year 11

Application Processes and interview prep
Skills for Further Education and the world of work
Employment and careers progression
CV Writing
Online presence
Raising aspirations
Labour Market Information about my area

Year 10

Employability Skills
Learning strengths
CV Writing and Interview Prep
What are my goals?
Online presence
Career options
Raising aspirations
Labour Market Information about my area

Year 9

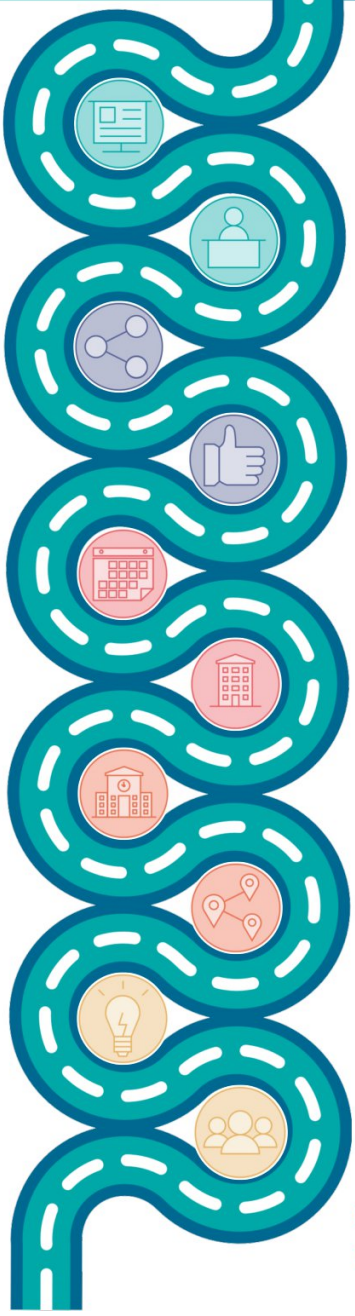
Setting Goals
What are my strengths?
Career options
Raising aspirations: What are my interests?
Where can they take me?
Labour Market Information and what it means

Year 8

Community and Careers
Equality of Opportunity in Careers
Different types and patterns of work
Raising aspirations: What are my interests?
Where can they take me?
Labour Market Information and what it means

Year 7

Developing skills and aspirations
Careers, teamwork and enterprise skills: what are they and how can we develop them.
Raising aspirations: what are my interests?
Where can they take me?
Introduction to Labour Market Information
Top 5 jobs



Key Events and Experiences

Year 11

Careers Term
101 Day, STEM Day, Enterprise Day
Employer engagement; College visits
Interviews
1:1 Careers guidance
National Careers Week
National Apprenticeship Week
Work Experience, Careers Fair, Apprenticeship Fair

Year 10

Careers Term
101 Day, STEM Day, Enterprise Day
Employer engagement; College visits
1:1 Careers guidance
National Careers Week
National Apprenticeship Week
Work Experience, Careers Fair, Apprenticeship Fair

Year 9

Careers Term
Assemblies
101 Day, STEM Day, Enterprise Day
Employer engagement
Careers guidance
National Careers Week
Work Experience

Year 8

Careers Term
Assemblies
101 Day, STEM Day, Enterprise Day
Employer engagement
Careers guidance
National Careers Week

Year 7

Careers Term
Assemblies
101 Day, STEM Day, Enterprise Day
Employer engagement
Careers guidance
National Careers Week

Inspiring and preparing young people for the world of work.