



CIAG Policy

Introduction

Westfield School expects all pupils to have access to a robust and effective careers education and advice curriculum and framework to prepare them for life after school.

Aims

Westfield School aims to raise aspirations, challenge stereotypes, and encourage pupils to consider a wide range of careers. Through careers education and guidance, it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence. It aims to encourage young people to become successful lifelong career self-managers with the skills to adapt to the rapidly changing working environment.

Commitments

Westfield School intends pupils to:

- develop a broad understanding of the world of work and an ability to respond to changing opportunities.
- develop independent research skills so that they can make good use of information and guidance.
- develop and use their self-knowledge when thinking about and making choices.
- develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

Westfield recognises that the process of making career decisions is a lengthy one and that most of our pupils will make their final choices only after completing their higher education courses.

Westfield staff are committed to:

- the provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as an integral part of the overall curriculum and learning frameworks for all years.
- encouraging pupils to achieve and to be ambitious.
- involving pupils, parents and external providers in the further development of careers work
- following the Gatsby Foundation 'Good Career Guidance Benchmarks' to continually develop and improve its careers provision.

Delivery of CIAG

Careers delivery includes both education and guidance and helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance, pupils can use their knowledge and skills to make decisions about learning and work that are right for them. Progress in pupils' self-development and understanding of careers is regularly monitored.

Careers education at Westfield aspires to form an integral part of the curriculum in the PSHEE

Updated by K Quinn 11/08/2025

programme with discrete Careers lessons being introduced from KS4. The three main areas of careers learning, identified in the National Framework form themes throughout careers work from years 7-13.

- Self-Development – understand themselves and the influences on them
- Career Management – make and adjust plans, to manage change and transition
- Career Exploration – investigate opportunities in learning and work

Further details of the Careers curriculum programme can be obtained from Nicole Malloy, Careers Lead.

CIAG in Sixth Form

In their Sixth Form tutorial sessions, the pupils receive guidance on post-16 options and future choices. There is also detailed support with applications for university and employment. In addition, from the Lower Sixth all pupils must complete work experience throughout their time in KS5. Pupils can carry this out in a dedicated week in the summer term or arrange placements at other times. Currently, this can take place in a variety of settings and the pupils are encouraged to arrange this. They can choose to do this in an area they are interested in career-wise or as a volunteering position to build up workplace skills. The places the pupils attend will vary over their Sixth Form experience. In Lower Sixth some pupils take part in Enterprise competitions centered on setting up and marketing their own business.

Throughout the CIAG programme students are given information and advice about a whole range of opportunities, including Higher Education and Further Education courses, the apprenticeship scheme and a range of jobs. Students are encouraged to aim high and to fulfil their potential. Sixth Formers attend a selection of Open Days and there is a Higher Education individual consultation between pupils, parents/carers, and Sixth Form Tutors each year in school. The pupils also attend the NE post-18 show. This allows pupils to receive information on a range of opportunities including universities, service opportunities and apprenticeships. Pupils are encouraged to attend and participate in career-orientated holiday courses organised by universities.

KS3 and KS4

KS4 pupils receive Careers guidance which is supported by schemes of learning organised under three broad headings of, self-development, career exploration and career management. During this Key Stage the pupils focus on a range of areas including applications and producing CVs, revision skills, their week of work experience, decisions at 16+ and financial skills.

AT KS3 CIAG is delivered through the PSHEE curriculum throughout the year. The pupils will broadly study self-development, career exploration and career management focusing on a range of topics such as, 'What am I like?', goals and aspirations, types of work, the world of work, financial and enterprise skills.

Curriculum Choices

U4 Options – The pupils experience thorough support in choosing their GCSE options starting early in Year 9. They are supported in this by form tutors, subject staff and overseen by the Deputy Head. Parents are actively involved in the Options process via a curriculum evening, a detailed option booklet and an options evening where parents and pupils can talk to subject staff.

Sixth Form Options – The process of choosing A' Level options is started early in Upper Five with a Sixth Form open evening where pupils can see what subjects are available to them, speak to the subject staff and understand the requirements for different subjects. Pupils will receive an individual interview from a careers' advisor to support them in making their post-16 choices. Although pupils make provisional choices in Upper Five these can be altered based on their GCSE results. Most

pupils choose 3 A' Levels allowing for flexibility in the timetable.

Careers links to curriculum areas: STEM, option booklets or leaflets and Sixth Form guidance provides subject links matched to certain careers, careers information provided in the library.

Experiences of Employers and Workplaces:

- Lower 5: 3 days' work experience organised by the individual and supported by the school.
- Sixth Form: Approximately 40 hours of work experience per year organised by the individual with the support of school. This is identified in the school calendar for the summer term
- Upper 4 and Lower 4: take your daughter to work day and work experience opportunities such as at Accenture.
- Annual Careers' Week where speakers come in to discuss employment paths and opportunities.
- Many visitors in school and trips to workplaces for all year groups