



## **CIAG Policy**

### **Delivery of CIAG**

In their Sixth Form tutorial sessions the pupils receive a range of guidance regarding post 16 options and future choices. There is also detailed support with applications for university and employment. In addition, from the Lower Sixth all girls must complete a set amount of work experience throughout their time in KS5. Currently, this can take place in a variety of settings and the girls are encouraged to arrange this. They can choose to do this in an area they are interested in careers wise or as a volunteering position to build up work place skills. The places that the girls attend will vary over the course of their Sixth Form experience. In the Lower Sixth the girls have participated in Young Enterprise with great success. From 2019-20 the Lower Sixth pupils will be competing in other Enterprise competitions centred 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, apprenticeships 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 information evening each year in school. The pupils also attend the NE post-18 show. This allows girls to receive information on a range of opportunities including universities, service opportunities and apprenticeships. Girls are encouraged to attend and participate in career-orientated holiday courses organised by universities.

Pupils can opt to undertake the COA psychometric testing programmes in Year 12 (Centigrade). An external company is used for the testing and students receive an individual interview following these reports.

KS4 girls receive one period of Careers guidance per fortnight 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 girls 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 PSHE curriculum throughout the year. The girls 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 girls 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. Girls receive guidance from schemes of learning delivered in tutorial time and via one to one discussions with each student. Parents are actively involved in the Options process via a curriculum evening, a detailed option booklet and an options evening where parents and girls 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 girls can see what subjects are available to them, speak to the subject staff and understand the requirements for different subjects. Girls will receive an individual interview

from a careers' advisor to support them in making their post-16 choices. Although girls make provisional choices in Upper Five these can be altered based on their GCSE results. The majority of girls 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 / Upper Five: one week's work experience organised by the individual or an outside agency and supported by the school.

Sixth Form: Approximately 40 hours of work experience per year organised by the individual with the support of school.

Upper 4 and Lower Four: take your daughter to work day and work experience opportunities for one week at Accenture

Annual Careers' Week where speakers come in to discuss employment paths

Many visitors in school and trips to workplaces for all year groups.

**CIAG in the COVID-19 era**

- Currently, there is a reduction of visitors into Westfield including those who would discuss careers advice with the girls. Virtual presentations are taking place as well as resources being provided to show pupils what a workplace is like.
- Reduced opportunities for girls to carry out work experience placements in many settings.

Last reviewed by Mrs K Quinn on 16 September 2020

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