

Appendix 2: Careers Education, Information, Advice and Guidance (CEIAG) Programme

During every student’s seven year journey throughout West Derby School and Sixth Form, he/she will be provided with impartial careers advice and guidance to prepare them for higher education or the world of work. West Derby School prides itself on meeting current statutory guidance Department for Education (January 2018) and endorses the Careers Strategy: making the most of everyone’s skills and talents.

“This careers strategy is part of our plan to make Britain fairer, improve social mobility and offer opportunity to everyone. Our ambitious, modern industrial Strategy sets out long term plan to boost national productivity and the earning power of people throughout the country. We want every person, no matter what their background is, to be able to builds a rewarding career. We want to end the generational cycle of disadvantage which means that people from poorer backgrounds earn significantly less than those with wealthier parents, even when they have the same job, experience and qualifications. We want to break down the barriers that currently mean that people with Special Educational Needs or Disabilities, or those from disadvantaged groups, experience significantly lower employment rates. We want to challenge perceptions and raise aspirations so that subject and career choices are free from gender bias and people look beyond their immediate environment to new and exciting possibilities. ”

Extract from ‘Careers Guidance and Inspiration in Schools’ D of E, December 2017.

Below is a comprehensive list of IAG activities provided by West Derby School for all students from Year 7 to 13, and websites designed to support students and parents.

Year Group	CIAG Activities
7	<p>Careers Carousel: held in Year 7 prior to choosing Options for Year 8. Higher Education Colleges, companies and other outside agencies provide information on career paths and choices alongside Career Advice from Career Connect.</p> <p>SLT/PPL Assemblies: Various assemblies broadly along the theme of PSHE or Citizenship covering future careers, life choices, attendance and examination success.</p> <p>PSHE: As well as lessons covering the importance of Literacy and Numeracy, the PSHE course covers British Values, with sections on the law and human rights and careers. Unifrog programme/ Career Ready programme.</p> <p>WRL Audits: All subject areas complete an audit on their Schemes of Work highlighting where Work Related areas are covered.</p> <p>AimHigher: Trips, visits and activities arranged to encourage pupils to think of career prospects outside of their usual existence.</p> <p>Career Connect: Appointments /referrals on request</p>
8	<p>Careers Assemblies: provided by Heads of Department of new subjects, Media, Photography, and Business Studies. Detailed subject explanation ahead of options choices as to possible future careers via the subject and also content.</p>

	<p>Options Assembly: provided by AHT in charge of Options Programme to guide pupils through the selection process so that they can guide their parents through it at home</p> <p>Year 8 Parents Options Evening: provided by AST in charge of Options Programme. Power point for parents about the process and how to aid their son in selecting their options. Subject guide provided with more information on each subject for pupils and parents together with links to future careers.</p> <p>PSHE: Year 8 lessons cover some of the same basic areas as Year 7 including British Values but also a specific Enterprise element on careers and Young Enterprise and Charities, Aid and Development. Unifrog programme/ Career Ready programme.</p> <p>WRL Audits: All subject areas complete an audit on their Schemes of Work highlighting where Work Related areas are covered.</p> <p>AimHigher: Trips, visits and activities arranged to encourage pupils to think of career prospects outside of their usual existence.</p> <p>Career Connect: Appointments /referrals on request</p>
<p style="font-size: 2em; font-weight: bold;">9</p>	<p>PSHE: Year 9 lessons cover some of the same basic areas as Years 7&8 including British Values, The Media and Money Matters and Religion and Ethics. Apprenticeship Awareness Workshops: Drop down day, Unifrog Programme</p> <p>WRL Audits: All subject areas complete an audit on their Schemes of Work highlighting where Work Related areas are covered.</p> <p>AimHigher: Trips and activities arranged to encourage pupils to think of career prospects outside of their usual existence.</p> <p>Career Connect: As part of the school's contract with Career Connect to provide careers advice to KS4 students, interviews for guidance and support are begun with 'vulnerable' pupils to enable early intervention before KS4 begins.</p>
<p style="font-size: 2em; font-weight: bold;">10</p>	<p>Career Connect: is a charity who are passionate about providing high quality independent careers advice, bridging the gap to learning and employment and better life chances for young people and adults. All KS4 students have access to this impartial careers advice service and book appointments through Mrs Ellis.</p> <p>Sixth Form Taster Day: During the summer term of Year 10, the timetable is collapsed for 1 day for all Year 10 students. Students select 4 subject areas they are interested in and attend A Level style lessons for the day. Students also have an enrichment lesson delivered by Merseyside Fire and Rescue. Students have full access to Café West and wear the Sixth Form uniform. The event aims to guide students when selecting A Level/Level 3 subjects in Year 11.</p> <p>Oxbridge Collaborative: Working in partnership with local MP Stephen Twigg, 6 local schools have combined resources to support high achieving students who could achieve the grades necessary to attend Oxford and Cambridge Universities. Suitable students will attend a two day residential at Cambridge University where they will be provided with all the information needed to make an informed decision regarding these universities.</p> <p>Enterprise Events: Mr Rymill and Mr Keegan organise a number of charity and Enterprise based events throughout the year to teach pupils the key skills of entrepreneurship and business acumen. These events are primarily aimed at their Business Studies and ICT groups.</p> <p>PSHE: Unifrog programme/ Career Ready programme Workplace environmental visits and Apprenticeship Hub</p>

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Career Connect: is a charity who are passionate about providing high quality independent careers advice, bridging the gap to learning and employment and better life chances for young people and adults. All Sixth Form students have access to this impartial careers advice service and book appointments through Mrs Evans.

Sixth Form Open Evening: During the autumn term of Year 11 WDS holds its Sixth Form Open Evening for prospective Year 12 students. This event is open to all Year 11 students and parents from WDS and other schools. Students and parents have the opportunity to meet with subject teachers and heads of department from each Key Stage 5 subject area and discuss post-16 choices. After the open evening Year 11 students interested in attending WDS Sixth Form are asked to complete an online application form.

Year 11 Careers Fair: A key event organised each year, which gives all year 11 pupils the opportunity to meet potential employers, higher education establishments and other outside agencies. These other agencies include any agency capable of providing extra employability skills such as the National Citizenship Award, which in the Northwest is provided by Everton Football Club.
Career Connect Support on Results' Day

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Enrichment: All Sixth Form student have access to a wide range of IAG sessions delivered during a weekly, 1 hour enrichment session. These sessions are delivered by a wide range of industry experts, including; local employers, university outreach programmes, 3AAA Apprenticeships, NCS, Evolve and Career Ready. Further information on our extensive enrichment programme can be found in the 'Enrichment' section of this website.

Unifrog: WDS has invested in an award-winning university and apprenticeship choosing tool Unifrog. Unifrog aims to make it easy for students to choose the best five university courses and/or apprenticeship vacancies for them. The tool pulls together an unparalleled breadth of data from sources such as The Guardian, UCAS, and the Department for Business, Innovation and Skills, allows students to compare university courses and apprenticeship vacancies side by side, and also helps students avoid common application mistakes, such as not choosing universities offering a range of entry requirements.

University Open Days: All Sixth Form students have the opportunity to attend university open days. We also organise large group visits to local universities including the University of Liverpool, LJMU, Edge Hill University and Liverpool Hope University.

North West UCAS Fair: Held each year at Liverpool University, this fair offers Year 12 students the opportunity to meet with admissions advisors from all UK higher education institutions.

LJMU Shadowing: All Year 12 students have the opportunity to part in the Liverpool John Moore's University (LJMU) Shadowing Programme. Prospective students in Year 12 and above have the opportunity to sample over 60 undergraduate programmes and work alongside academic staff and current students. During Subject Insight Days, running from January to April, students and staff visit University teaching facilities and take part in lectures, practical workshops and laboratory sessions. LJMU also offer summer school residentials to prospective students.

Work Experience: After the completion of AS examination, year 12 students have the opportunity to take part in work experience during

the summer term. Students, working in collaboration with our Sixth Form Support Manager, Mrs Speed, source appropriate paid and unpaid work experience. This year students have taken part in work experience with Santander Bank, Liverpool Law Firm, Aintree Racecourse Hospitality, Young Peoples Advisory Services Liverpool (YPAS), Mc Donald's Restaurants, Costa Coffee, local nursing homes and as poll clerks in local and national elections. We also aim to support students in finding part-time employment to fit in with their study commitments. Please see the [Sixth Form section](#) of our website for further information.

Career Ready Internships and Programme including

Employability Skills: Career Ready is a UK wide charity linking employers with schools and colleges to open up the world of work to young people. We offer a structured programme of study for 16-19 year olds that sits alongside students' school or college coursework. It is delivered by employer volunteers who provide masterclasses, mentoring, workplace visits and internships to help our students compete with the best in the country. Career Ready gives students with little family background of higher education or professional careers the confidence, skills and networks to achieve their potential. Through volunteering for Career Ready employers get the chance to develop their own management skills and find the next generation of talented employees. This year all Career Ready students have secured paid internships with logistics partners in the Merseyside area. These include: JPS Liverpool, Abbey Logistics, MerseyTravel, Eddie Stobart Logistics, Bibby Distribution and Lloyds Bank and Virgin Trains.

Career Connect: Career Connect is a charity who are passionate about providing high quality independent careers advice, bridging the gap to learning and employment and better life chances for young people and adults. All Sixth Form students have access to this impartial careers advice service and book appointments through Mrs Speed.

Oxbridge Collaborative: Local MP, Stephen Twigg is keen to ensure that young people in his constituency are given support and access to opportunities that will enhance their job prospects and life experiences. With this in mind Mr Twigg met with local schools, including WDS to discuss plans on how students can best be supported when applying to Oxford and Cambridge Universities. After the initial meeting, 6 WDS Sixth Form students were selected based on their outstanding GCSE results to take part in the initiative. Six Year 10 students were also selected to take part, again based on academic merit. Year 12 students have attended the University of Oxford open day and the Year 10 cohort will attend a two day residential to Cambridge University during the summer term.

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Student/Parent Higher Education Evening: Early in the autumn term of Year 13 we hold an information evening for Year 13 students and their parents. Guests include local universities and apprenticeship providers. Students and parents are talked through the UCAS application process, personal statements, finding accommodation and student finance. Apprenticeship providers provide tips on interview skills and CV writing. Parents have the opportunity to meet higher education providers so that they can help assist their child in the next stages of their educational/career journey.

IAG Lessons: All Year 13 students have a 1 hour timetables IAG lesson in the Sixth Form Common Room. This session, delivered by

Mrs Speed allows students to prepare UCAS personal statements, CV's, letters of application and develop interview techniques. All students are provided with an 'IAG Student Workbook – University Pathway' or 'Apprenticeship Self-Development Pack' and access to Unifrog where they can complete tasks to assess their own personal skills set and set targets for development. Please click on the links below to access these workbooks.

UCAS Workshops: Students applying to university can arrange an appointment with Mrs Speed to review university choices and make amendments to personal statements.

Apprenticeship Workshops: Students wishing to pursue an apprenticeship can also arrange appointments with Mrs Speed to complete application process and references.

Career Connect Support on Results' Day.