

# WHGS Careers, Information, Advice and Guidance (CEIAG) and Work Experience Policy



William Hulme's Grammar School  
The best in everyone™  
Part of United Learning

## Rationale:

Careers education and guidance along with work experience programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life.

## Aims:

**The school provides impartial information, advice and guidance on careers education and work experience to support students effectively plan future careers pathways, and:**

- Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be.
- Develop the skills they may need for working life.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.
- Understand the different routes after Year 11 including training, apprenticeships, further and higher education and jobs.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop their interview skills.
- Improve their confidence.

## Team around Careers Education, Information, Advice and Guidance (CEAIG):

The school places a high premium on the design and delivery of high quality CEIAG and work experience for all students. All staff are expected to contribute to CEIAG through their roles as form tutors and subject teachers.

The Head CEIAG Lead - Ms Bhaimohmed, has leadership and management of CEIAG and work experience and reports directly to the Vice Principal – Mrs Simpson.

The Director of Higher Education (Ms Smith) is responsible for the school's Higher Education programme and oversees the UCAS application procedure with in the Sixth Form.

An Independent Careers Advisor (Level 7 qualified) provides impartial information, advice and guidance commissioned through Our Futures.

Ms Bhaimohmed provides support and guidance with work experience placements and college applications.

Ms Bhaimohmed is the Head CEIAG Lead and school lead on Raising Participation Age (Y11) and works closely with the local authority to meet statutory obligations for the Secondary Phase.

The Head of Sixth Form (Miss Kaufman) is the school lead on Raising Participation Age (Y13) and works closely with the local authority to meet statutory obligations for the Sixth Form.

## Opportunities for All – Careers and Enterprise Events:

We have a planned progressive and inspiring programme of activities that supports students in choosing 14-19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives: the school is successful in achieving this goal with the most recent DFE data on sustained destinations being above the national average for students in post-16 provision.

Examples of careers and enterprise activities are listed below:

- Visits to local colleges, universities, employers and sporting partners.
- Visiting speakers from a wide range of professions.
- One-to-one guidance interviews.
- Targeted group work.
- Mentoring schemes.
- Work experience.
- Mock Interviews.
- CV building.
- Careers lessons.
- WOW assemblies.

and the school embeds aspects of its programme in to the curriculum such as weekly careers videos during structured form time; PSHE lessons and drop down days to inspire staff and pupils with the world of careers.

See the school website for further details **Under [Secondary Phase: Careers Programme](#)**.

Autumn Term	Spring Term	Summer Term
<b>Year 8</b>		
<p><b>Life Skills</b> - Small group workshop introduction to CEIAG pathways (apprenticeships)</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>Unifrog Workshop</b> - Online Platform a one-stop-shop for students across KS3</p> <p><b>Milk Education Workshop –</b> Throughout the year, Influencers from Milk Education deliver workshops to KS3 &amp; KS4, about career options, aspirations and life choices.</p>	<p><b>Manchester College</b> Raising Aspirations Challenging Stereotypes</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>Unifrog Workshop</b> - Online platform a one-stop-shop for students across KS3</p> <p><b>Milk Education Workshop –</b> Throughout the year, Influencers from Milk Education deliver workshops to KS3 &amp; KS4, about career options, aspirations and life choices.</p>	<p><b>Skills Company</b> - STEM presentation (to support the careers fair as a follow on/lead up to)</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>Unifrog Workshop</b> - Online platform a one-stop-shop for students across KS3</p> <p><b>Milk Education Workshop –</b> Throughout the year, Influencers from Milk Education deliver workshops to KS3 &amp; KS4, about career options, aspirations and life choices.</p>
<b>Year 9</b>		
<p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>Unifrog Workshop</b> - Online platform a one-stop-shop for students across KS3</p>	<p><b>Manchester College</b> - introduction to option blocks.</p> <p><b>Options Evening</b> (followed by one-to-one guidance interviews for students on KS4 courses / pathways academic and vocational / technical with</p>	<p><b>Digital footprint</b> - Social media and Your Digital Footprint workshop</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p>

Autumn Term	Spring Term	Summer Term
<p><b>Milk Education Workshop –</b> Throughout the year, Influencers from Milk Education deliver workshops to KS3 &amp; KS4, about career options, aspirations and life choices.</p>	<p>members of the SLT and Head of Year)</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>Unifrog Workshop</b> - Online platform a one-stop-shop for students across KS3</p>	<p><b>Unifrog Workshop</b> - Online platform a one-stop-shop for students across KS3</p> <p><b>Milk Education Workshop –</b> Throughout the year, Influencers from Milk Education deliver workshops to KS3 &amp; KS4, about career options, aspirations and life choices.</p>
Year 10		
<p><b>Higher Education</b> - assembly on apprenticeships and college routes</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p>Work experience with <b>Our Futures</b> introduction</p> <p><b>Milk Education Workshop –</b> Throughout the year, Influencers from Milk Education deliver workshops to KS3 &amp; KS4, about career options, aspirations and life choices.</p> <p><b>Home Office</b> Home Office deliver an in-person workshop to all of KS4 about the careers options within Home Office.</p>	<p><b>World of Work</b> - work experience for students to get a feel for the world of work, build confidence, identify their own strengths and weaknesses and improve their employability skills.</p> <p><b>All Year 10 will secure a work placement outside of school. All Year 11 will attend a one-week work placement starting May 2025</b></p> <p><b>One Million Mentors</b> (1MM) Community-based mentoring project with one simple aim: To connect one million young people with one million life-changing opportunities. One-to-one mentoring, more young people can grow the knowledge, networks, skills and confidence they need to succeed. By giving them access to a trained mentor every young person in the country can have the chance to reach their potential. Together we are meeting the challenge and creating social change, on a national scale.</p> <p><b>UA92</b> Prep Talk – Which offers learners a variety of interactive public speaking and confidence activities.</p> <p><b>Workshop includes:</b> Master Your Motivation – supports learners to discover how they can boost their</p>	<p><b>Group Work sessions</b> on researching careers, qualifications and post-16 pathways to include academic and vocational/technical</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>UA92</b> Prep Talk – Which offers learners a variety of interactive public speaking and confidence activities.</p> <p><b>Workshop includes:</b> Game Changers – Which focuses on how social action can empower communities and give learners a platform for their voices to be heard through a variety of interactive activities aimed to inspire learners to make long lasting positive changes in their communities and beyond.</p>

Autumn Term	Spring Term	Summer Term
	motivation and maximise their productivity.	
<b>Year 11</b>		
<p><b>Higher Education</b> - assembly on apprenticeships and college routes</p> <p><b>1:1 Guidance</b> interviews through the school's impartial careers advisor – Our Futures</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>Unifrog Launch</b> – CEIAG Lead to launch online platform for research/Online webinars to KS4 students</p> <p><b>UA92</b> Prep Talk – Which offers learners a variety of interactive public speaking and confidence activities.</p> <p><b>Workshop includes:</b> Master Your Motivation – supports learners to discover how they can boost their motivation and maximise their productivity.</p> <p><b>Home Office</b> Home Office deliver an in-person workshop to all of KS4 about the career's options within Home Office.</p>	<p><b>1:1 Guidance</b> interviews through the school's impartial careers advisor – Our Futures</p> <p><b>Life Skills</b> - CEIAG form group careers world of work and skill set videos</p> <p><b>One Million Mentors (1MM)</b> Community-based mentoring project with one simple aim: To connect one million young people with one million life-changing opportunities. One-to-one mentoring, more young people can grow the knowledge, networks, skills and confidence they need to succeed. By giving them access to a trained mentor every young person in the country can have the chance to reach their potential. Together we are meeting the challenge and creating social change, on a national scale.</p> <p><b>Y11 Taster Day/Careers Fair</b> Local colleges, Employers and Apprenticeship leads attend to support Y11's, by providing guidance to our students about their post 16 destination.</p>	
<b>Year 12</b>		
<p><b>Manchester Access Programme</b> – talk delivered by University of Manchester MAP to disadvantaged, PP and students who are first generation to attend university</p> <p><b>Barristers from Chambers in Manchester</b> – assist students preparing for Bar Mock Trail at Manchester Crown Court</p>	<p><b>Medicine and Dentistry Careers</b> – University of Manchester Medical School talk to potential applicants</p> <p><b>HE Convention Manchester</b> – visit to Convention at MCCC</p> <p><b>Unifrog Launch</b> – Rep from Unifrog to launch online platform for research into HE options and Apprenticeships</p> <p><b>Unifrog Workshop</b> – Students research MOOC's</p>	<p><b>University of Leeds or Liverpool</b> – visit to Open Day</p> <p><b>The Art of the Personal Statement workshop</b> - University of Manchester presentation</p> <p><b>Choosing where to go and what to study workshop</b> - MMU presentation</p> <p><b>Student Finance, Bursaries and Scholarships</b> - Lancaster University presentation</p> <p><b>Unifrog Workshop</b> – all students compile shortlists for at least</p>

Autumn Term	Spring Term	Summer Term
		one HE course and at least one Apprenticeship <b>Work Experience</b> – work experience for students to get a feel for the world of work, build confidence, identify their own strengths and weaknesses and improve their employability skills.
Year 13		
<b>Barristers from Chambers in Manchester</b> – assist students preparing for Bar Mock Trail at Manchester Crown Court	<b>Ace Your Exams</b> workshop by Elevate Education <b>Unifrog Workshop</b> – all students not applying to HE to compile shortlists for Apprenticeships	

This policy is reviewed annually or as events or as legislation requires.

## Work Experience (Week Commencing Monday 12 May – 16 May 2025)

Work related learning has an important contribution to make to the education of all pupils in order for them to develop the skills needed by employers.

### Aims:

As part of careers education and personal development the pupils will have the opportunities to:

- Gain an insight into the world of work and the day to day aspects of employment.
- Learn beyond the school curriculum
- Understand their own strengths and areas that need development.
- Build confidence and independence
- Connect their learning with the world of work
- Work as part of a team
- Develop skills of self-evaluation
- Demonstrate initiative and organisational skills
- Understand the need for Health and Safety regulations.

### School and Staff Support:

- The Head of Careers will guide the pupils and Our Futures will provide extra placements and a data base to help administer the process.
- Learning support will be involved with the placement of pupils with Special Educational Needs.
- Job descriptions and further details will be printed and supplied to pupils and parents. Health and Safety checks will be completed by Our Futures. Employers will be informed of any special needs and/or medical conditions.
- An emergency contact number will be available and staff will endeavour to visit as many placements as possible.
- An evaluation of the week will be completed as soon as the work experience is completed.

### Responsibilities of the Pupils:

- Gain an insight into the world of work and the day to day aspects of employment.
- Learn beyond the school curriculum
- To organise work experience in the week designated.

- Remember they are a guest and act in accordance with Health and Safety guidelines.
- Be polite, punctual and respect the wishes of the employer.
- Notify the employer and school if they are unable to attend.
- Alert school if they encounter any problems that they are unable to deal with.
- Write to thank the employer after work experience.

The whole process will commence at the start of year 10. Pupils must have a placement organised before the December break ready for checks to be made before the work experience week in March. Parents are encouraged to sign and return paperwork as soon as they receive it. Pupils will be encouraged to keep a record of their activities whilst on work experience.

### Learning Outcomes:

Broadly speaking, the school has 3 stated learning outcomes for its careers and enterprise provision.

- KS3 - raise awareness and interest in future careers and work opportunities
- KS4 - secure appropriate and sustainable post-16 destinations
- KS5 - secure appropriate and sustainable post-18 destinations

### Evaluation and Monitoring – CEIAG and Work Experience:

CEIAG and work experience activities are evaluated and monitored in many ways:

- Pupil panels and success stories
- Evaluation forms completed by pupils, specifically for work experience in year 10
- Action plans completed by pupils and independent careers advisor specifically for year 11
- Destination data for Year 11 and 13 including an annual activity report for post-16 leavers

### Policy Information and Review

<b>Designated Lead Person/s</b>	Mrs Simpson, Vice Principal – (Quality of Education) / Ms S Bhaimohmed, Head of CEIAG
<b>Reviewed</b>	Annually
<b>Date of last review and by whom</b>	June 2024 – Mr M Kathrada/Ms Bhaimohmed
<b>Nominated Governor</b>	Miss C Franck
<b>Ratification by Local Governing Body</b>	30/09/2024
<b>Next Review Date</b>	July 2025

