



Careers Education and Work Experience Guidance (CEWEG)

Applies to: Ardingly College Senior School Pupils

Person Responsible: Director of Enterprise and Employability

Policy review:

Last review date: September 2025

Next review date: September 2026

Monitoring:

Senior Deputy Head

Head of Sixth Form

Heads of Department

Ardingly is a forward-thinking school in a traditional setting. Our mission is for every child to lead enjoyable and fulfilling lives; to make the most of their talents at school and be ready for the world beyond.

Policy objective:

Students' needs

Students need to be supported with relevant career guidance at key decision-making stages where education choices may have a direct impact on future employment.

Students need to be equipped to make effective use of the wealth of career information, advice and guidance that is available via the internet and physical resources to enable them to research their career options and relevant opportunities.

Students need to develop their employability skills throughout their school life and understand why and how these can be evidenced for career related applications.

Students will be supported to gain experience in their chosen career or key areas of interest and will learn to recognise the health and safety implications within a workplace. Students will evaluate their own contribution to the experience and provide a work-related context to support and enhance the curriculum.

Entitlement

Students are entitled to careers education and guidance that is impartial, and an important aspect of this guidance is exploring work experience opportunities that promotes their best interests. The Careers Education and Guidance will allow students to gain greater understanding of the requirements of the working world. It will be integrated into their experience of the whole curriculum, based on a partnership with students, teachers, tutors and their parents or carers. The programme will promote equality of opportunity.

Policy Aims

To provide students of Ardingly College with an appreciation of the opportunities that exist for their personal career progression during and beyond school life, and to equip them with the confidence and means to both resource and apply to these opportunities.

Through a series of compulsory and voluntary teaching sessions, workshops, talks and online resources, students from Year 7 through to Upper 6th will be encouraged follow a process which helps them:

- **Focus** on their career interests
- **Identify** strengths and areas for development
- **Be proactive** in their search for work experience opportunities
- Gain **information** about their career interests
- Consider how **realistic** their goals are
- Understand the **scope** of options available
- Confidentially understand the **tactics** needed to put plans into action.

The Education Act of 2011 states that schools have a duty to secure access to independent careers guidance for pupils aged 9-18 (from September 2013) but has repealed the statutory duty to teach careers education in schools. This guidance was reviewed in April 2014 but not revised.

Practice

Management

The Director of Enterprise and Employability is responsible for co-ordinating the Career Guidance Programme from Year 7 to Upper 6th. She is responsible for developing and promoting a programme to encompass career guidance, enterprise skills and entrepreneurship opportunities, working closely with the Head of Sixth Form, Head of Middle School, and Heads of Department.

Staffing

All staff are expected to contribute to the career education and guidance programme through their roles as tutors and subject teachers. Careers education for years 7 to Upper 6th is planned, monitored and evaluated by the Director of Enterprise and Employability in consultation with colleagues.

The launch of the World Ready Passport software platform in September 2024 is used to provide all students from year 7 upwards with a personalised interest profile and careers related resources which provides the basis for discussion with tutors in advance of higher education options.

Curriculum

During Year 7 to Year 11 careers and employability lessons are part of the PSHE programme. All year groups have a minimum of 3 employability lessons with the Director of Enterprise and Employability to complete personalised interest profiling tests, which forms the base for subject and higher education discussions with their tutors.

All students use their World Ready Passport to document their achievements and set goals and plans throughout their time at Ardingly College.

All students have the opportunity to take part in enterprise, employability and entrepreneurship live events onsite and digital webinars to explore career options and develop their skills. These are sourced by the Director of Enterprise and Employability.

Years 10 – UV1 are encouraged to complete at least one virtual work experience per year and source in-person opportunities during their holidays with support from the Director of Enterprise and Employability.

Lower 6th form pupils have workshops throughout the year to help them prepare for work experience, create a CV, and apply for work experience placements. Sixth form pupils receive higher education and further education support through sessions organised and run through the Head of 6th form.

One-to-one Careers Guidance sessions with the Director of Enterprise and Employability, and a series of talks, events, enterprise competitions, career/ university fairs, and co-curricular enrichment programmes are available to all students throughout the calendar year.

Partnerships

Partnerships with the school community (parents, Old Ardinians and governors) enable the school to run a series of talks and workshops often at little or no cost. Partnerships with educational establishments, businesses and specific career guidance organisations enhance the programme of events offered to students, which may incur a fee. Partnerships with specific industry bodies such as EDT which do not incur fees continue to be built and extended.

Resources

Funding is allocated in the annual budget for which the development in the school's improvement plan is considered in the context of whole school priorities.

Staff Training

Staff training needs for planning and delivering the careers programme will be identified in the development plan and activities will be implemented to meet them. Funding will be accessed from the staff inset budget held by the Deputy Head.

Training of all Tutors on the World Ready Passport will be delivered by the Director of Enterprise and Employability free of charge during an agreed time in the Michaelmas term.

The Director of Enterprise and Employability takes accountability for her own continued professional development and industry related knowledge by attending regular seminars, forums, conferences, networking events, and labour market intelligence updates to ensure the Ardingly students are equipped to understand current trends and future world of work.

Monitoring, review, and evaluation

Monitoring of the delivery of careers guidance through PSHE curriculum, workshops, talks and other sessions is undertaken by the Director of Enterprise and Employability, together with regular evaluation of the effectiveness of the provision in consultation with relevant staff, pupils, and Senior Management Team.

For further information relating to Careers Education and Work Experience Guidance please refer to the Work Experience Procedure.

Legislation: Education Act of 2011