WESTCLIFF HIGH SCHOOL FOR BOYS

CAREERS AND WORK-RELATED EDUCATION (CWRE) AND INFORMATION, ADVICE AND GUIDANCE (IAG) POLICY AND PROVIDER ACCESS STATEMENT

REVIEWED: Autumn 2026

COMMITTEE: Teaching Quality & Pastoral

DATE OF NEXT REVIEW: Autumn 2028

INTRODUCTION TO CWRE AND IAG

This policy outlines the School's commitment to career and work-related learning education (CWRE) and information, advice and guidance (IAG).

CWRE and IAG are essential:

- to help young people make informed choices about their futures, so that they can develop their interests and potential, and follow the path that is right for them to progress into work (DfE).
- to break down barriers to opportunity (DfE).
- to improve the skills needed for success in work (DfE).
- to improve national productivity and grow the economy (DfE).
- to challenge stereotypes and promote equality, diversity, and social mobility.
- to support young people to maintain employability and to ensure personal and economic wellbeing throughout their lives.

A SCHOOL COMMITMENT

As a School, we recognise the importance of our statutory duty in providing independent, impartial careers guidance for students in Y7 to Y13, which shares information on education and training opportunities, including apprenticeships and vocational pathways. We have a planned programme of CWRE and IAG which is embedded across our students' education at WHSB as part of their Personal Development Curriculum.

It does not simply take place as part of bespoke or one-off events, but rather the Careers Programme is delivered through four channels: the Pastoral Programme; PSHEE; curricular activities; and extra-curricular activities. An overview of this provision can be found in the mapping document at the end of this policy.

The School also undertakes regular Compass+ evaluations against the eight Gatsby Benchmarks, in order to review its provision:

1. A stable Careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each young person.

4. Linking curriculum learning to Careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

Furthermore, the School's Learner Profile and its seven attributes enable our students to be well-prepared to make informed decisions about their future careers and be in a position to access opportunities, having developed the cultural capital which opens those doors to them:

1. Be intellectually curious.
2. To have personal integrity.
3. Be collaborative and supportive.
4. Be open to opportunity.
5. Be globally aware.
6. Be an effective communicator.
7. Be a lifelong learner.

Meaningful encounters are underpinned by the golden thread of developing Soft Skills for the workplace such as:

- Communication and teamwork
- Time management
- Creative thinking
- Problem solving
- Networking
- Conflict resolution.

ROLES AND RESPONSIBILITIES

The responsibility for CWRE and IAG lies with Miss Gail Fairfax (Third Deputy Headteacher) and Mr Martin Atkinson, the School's Head of Careers and Careers Advisor. There is also an appointed Link Governor, Mr Anthony Cole.

However, many other key individuals within the School community have an important role to play:

- The Headmaster and the School's Senior Leadership Team
- The Higher Education Team
- Heads of Department, including the Head of PSHEE
- Curriculum Teachers
- The Pastoral Team
- SENDCo
- PPG Lead
- Alumni
- Parents and Carers.

Careers Across the Curriculum

The wider teaching staff play an important role, particularly in the organisation of and support for Guest Speakers and trips / visits, related to their subjects and associated Careers; such trips may include visits to university faculties where students can experience a "day in the life" of an undergraduate, staying overnight in university accommodation.

On the Careers page of the School website is a document for each subject which details:

- The manner in which the Soft Skills are developed across each Division of the School.
- Other subject specific skills which are nurtured and are relevant to next steps / the workplace.
- The extra-curricular opportunities available which are related to Careers.

INDIVIDUAL PROVISION

Our Connexions Advisor provides one-to-one impartial and individualised information, advice and guidance as a priority to Y11 and Y12 students. However, SEND and PPG/FSM students in Y10 and Y13 are also offered and referred for appointments, and pupils in Y8 are introduced to Connexions as part of a Careers curriculum event.

The Careers Programme ensures that advice and guidance are provided at key transition points in Y9 and Y11 to ensure that GCSE and A level options are fully explored. The School also invites a FE College into school to speak with Y11 in order to explore further education opportunities.

The School is highly academic and, as such, the majority of Sixth Form students decide to continue their studies at university; Sixth Form students are permitted to attend three University Open Days of their choice. There is support provided to pupils throughout the UCAS process and also to those applying for Oxbridge.

In addition, there is a growing number of students who are applying for degree apprenticeships offered by universities in conjunction with prestigious employers. Any student following this route will be supported on an individual basis and provision is made for them to attend Taster Days and Induction Days. The Careers Programme also offers events and talks on Careers including those reached through the medium of apprenticeships.

In addition, there is an Enrichment Day in the summer term of Y12 which focuses on preparing students for post A level studies and careers. At the end of Year 12, those students who are the first generation to attend university and are disadvantaged (in receipt of School Bursary, previously PPG and Polar Quintile) are invited to attend University Summer Schools and mentoring programmes such as that run by the Sutton Trust.

All Sixth Form students participate in a Higher Education programme designed to assist them in making well-informed decisions and to enhance their prospects of success. The programme encompasses various strands, including Medicine, Dentistry, and Veterinary Science (MDV), as well as Oxbridge. Furthermore, Old Westcliffians serve as mentors or guest speakers, and there are visits from Outreach Officers and academics from the universities of Nottingham, Exeter, East Anglia, and Essex, with which we have established close relationships. All Sixth Form students are provided with a Unifrog account that offers supplementary support.

PARTNERSHIPS AND EXTERNAL LINKS

The School is supported by an Enterprise Co-ordinator at Southend City Council who helps us in developing our Careers provision, has a dedicated Enterprise Advisor and is a member of the Greater Essex Careers Hub. Our Careers programme has enabled the School to build links with businesses and visiting speakers, including alumni and parents / carers, to further enrich our offer. National Apprenticeship Week and National Careers Week are celebrated at the School, which enable further partnerships and external links to be built.partnerships and external links to be built.

REVIEW AND EVALUATION

This is done annually in conjunction with all those involved in the delivery of the Careers Programme, including Pastoral Offices (at KS3, 4 & 5) and feedback from students, parents and evaluations carried out by guest speakers. As previously mentioned, the Compass+ tool provided by the Careers and Enterprise Company assists with recording the School's progress in meeting the Gatsby Benchmarks and is an excellent way in which to evaluate the programme.

Implementation of the CWRE & IAG policy is to be reviewed formally on a bi-annual basis.

SINGLE EQUALITY STATEMENT

The School ensures quality of education and opportunity for all of our students, irrespective of their gender, disability or ethnic background. The Careers Programme addresses inequality and fosters positive attitudes to diversity so that all those who form part of the School community are respected, valued and equipped to form positive working relationships in their future Careers.

PROVIDER ACCESS STATEMENT

INTRODUCTION

This Policy sets out the School's arrangements for managing the access of providers to pupils at the School for the purposes of giving them information about the provider's education or training offer. This complies with the School's legal obligations under Section 42B of the Education Act 1997.

STUDENT ENTITLEMENT

Students in Years 7 - 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a Careers Programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships.
- to understand how to make applications for the full range of academic and technical courses.

MANAGEMENT OF PROVIDER ACCESS REQUESTS

Procedure

A provider wishing to request access should contact:

Mr Martin Atkinson
Head of Careers and Careers Advisor
Telephone: 01702 475443
Email: atkinsonm@whsb.essex.sch.uk

Premises and Facilities

The School makes the Main Hall, Westcliff Theatre, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The School also makes available audio-visual and other specialist equipment to support provider presentations. This is discussed and agreed in advance of the visit with the Head of Careers and Careers Advisor.

Providers are welcome to leave a copy of their prospectus or other relevant literature at the Careers Resource Centre, which is managed by the School Librarian. The Resource Centre is available to all students at lunch and break times.

Opportunities for Access

A number of events within the School's Careers Programme (see mapping document below) will offer alternative providers, such as USP College, the opportunity to come into School to speak with the students and / or their parents / carers. Please speak to the Careers Team to identify an appropriate opportunity for you.eam to identify an appropriate opportunity for you.

Provider Access Legislation – Effective January 2023

The Provider Access Legislation came into force from January 2023. It is a key mechanism to further help learners understand and take up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- Two encounters for pupils during the ‘first key phase’ (Year 8 or 9) that are mandatory for all pupils to attend;
- Two encounters for pupils during the ‘second key phase’ (Year 10 or 11) that are mandatory for all pupils to attend;
- Two encounters for pupils during the ‘third key phase’ (Year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

In the context of the Provider Access Legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers;
- Information about the careers to which those technical education qualifications or apprenticeships might lead;
- A description of what learning or training with the provider is like; and
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

AN EXAMPLE OF PAL PROVISION AT WHSB

	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Nature of Encounter	A Spotlight on Careers Event	A Spotlight on Careers Event	A spotlight on Careers Event	A Spotlight on Careers Event	Apprenticeships: • Presentations • CV clinic • Mock interviews • Apprenticeships Fair	
Timing and Time Allocated	The beginning of the Summer Term with one period off timetable	National Apprenticeship Week with one period off timetable	The second half of the Summer Term with one period off timetable	The second half of the Autumn Term with one period off timetable	National Apprenticeship Week and National Careers Week	
Focus	Apprenticeship opportunities available within a specific sector	Apprenticeships with First Intuition, Southend (Business and Accounting)	Apprenticeship opportunities available within a specific sector	Further Education with USP College	Apprenticeship opportunities available within a range of sectors, showcased by Alumni	

MODERN WORK EXPERIENCE GUARANTEE

THE CAREERS & ENTERPRISE COMPANY

Modern work experience gives every young person access to progressive, high-quality, multiple workplace experiences, throughout their education journey.

This equitable approach will facilitate a variety of experiences starting early, connecting education and young people with industry and unlocking the skills and opportunities of the future workforce. This supports the government's ambition of:

- A minimum of two weeks' worth of work experience by Year 11, made up of:

- At least one week of work experience activities in Years 7–9
- At least one week of placements in Years 10–11

- Access for all learners, regardless of background, ensuring equitable participation

- Flexibility for schools, learners, and employers to design experiences that meet local and individual needs.

Modern work experience helps young people to make informed choices and improve their career readiness and employability by offering multiple, variable and targeted experiences throughout their education journey.

At WHSB, our Modern Work Experience Guarantee is underpinned by:

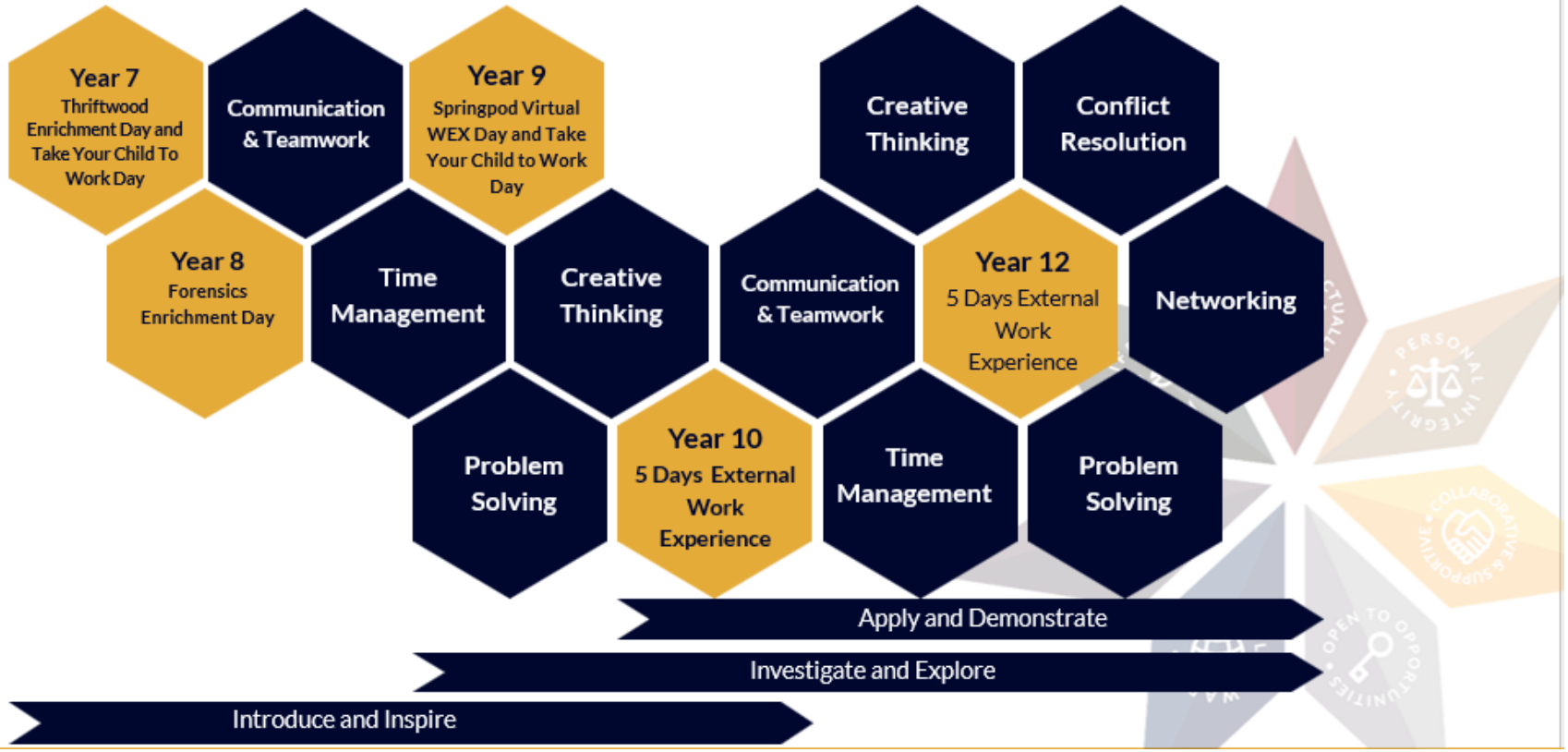
- the *equalex* framework developed by The Careers & Enterprise Company; and
- the golden thread of developing Soft Skills for the workplace.

Westcliff High School for Boys

UNLOCK YOUR POTENTIAL

WHSB CAREERS

Developing Soft Skills for the Workplace



CAREERS EDUCATION IAG MAPPING DOCUMENT

ACADEMIC YEAR 2026 – 27

In addition to the provision detailed below, the School also has a Careers section within its library, which is updated each year with relevant information and up-to-date prospectuses. Furthermore, the extensive and varied extra-curricular provision at the School offers a wealth of opportunities for pupils to develop confidence, self-esteem, and Soft Skills such as communication and teamwork, time management, creative thinking, problem solving, networking and conflict resolution, as well as leadership skills.

LEARNING OUTCOMES (the *equalex* model)

Year 7, Year 8, Year 9 and Year 10

Introduce and Inspire: developing self-awareness and opportunity awareness

Year 9, Year 10, Year 11 and Sixth Form

Investigate and Explore: understanding growth sectors and the changing economy, exploring roles and responsibilities and developing career readiness

Year 10, Year 11 and Sixth Form

Apply and Demonstrate: applying skills and knowledge in workplace scenarios or in the workplace itself

Year Group	PASTORAL PROGRAMME (YEAR ASSEMBLIES, FORM PERIODS, TURORIAL AND ENRICHMENT)	PSHEE	CURRICULAR	EXTRA-CURRICULAR
7	• Online presence and professionalism • Interview skills • Equality in the workplace • Behaviour in the workplace • Interactions and teamwork in the workplace • Workplace software (Word, Excel and PowerPoint) • Health and safety	**PSHEE which includes:** • Managing Change: key transition points in life, careers and your future, money and finance and Unifrog	• Thriftwood Enrichment Day: Soft Skills (18/09/26) • National Careers Week: Careers Across the Curriculum (01 – 05/03/27) • Take Your Child to Work Day / Careers Event (17/06/27)	• MDV Talks (Thursday lunchtime) • Y7 Helping Parents to Help Their Sons: Unifrog for Parents (14/09/26) • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27) • National Apprenticeship Week Talks (08 – 12/02/27)
8	• Online presence and professionalism • Interview skills • The importance of work-life balance • Self-review: strengths and areas for development	**PSHEE which includes:** • My Future: my interests, careers and aspirations, exploring careers and what is a successful career, labour market information, employability skills and Unifrog • Future Skills Questionnaire	• Forensics Enrichment Day (18/09/26) • National Careers Week : Careers Across the Curriculum (01 – 05/03/27) • A Spotlight on Careers Event: Introduction to Connexions, Meaningful Encounter with Employers and Apprenticeships (14/04/27)	• MDV Talks (Thursday lunchtime) • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27) • National Apprenticeship Week Talks (08 – 12/02/27)
9	• GCSE Options assemblies including links with Careers • Interview skills	**PSHEE which includes:** • Essential Life Lessons: from failure comes success (resilience), saving and	• Take Your Child to Work Day / Careers Event (29/09/26)	• MDV Talks (Thursday lunchtime)

	• Professionalism in the workplace • Work-life balance: managing workload	managing your money, employment and financial management	• A Spotlight on Careers Event: First Intuition Apprenticeships (02/27) • National Careers Week: Careers Across the Curriculum (01 – 05/03/27) • Options Carousel (04/03/27) • Virtual Work Experience Days (10 - 11/06/27)	• Y9 Helping Parents to Help Their Sons: Unifrog for Parents (24/09/26) • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27) • National Apprenticeship Week Talks (08 – 12/02/27)
10	• Presentation and debating skills • Relationships in the workplace • Professionalism in the workplace: respectful behaviour • Employment Law • Equality in the Workplace: protected characteristics and the law • Personal finance • Work-life balance: managing workload • Self-care and managing stress • Unifrog and Destinations: learner aspirations, intended destinations,	**PSHEE which includes:** • Essential Life Lessons: staying safe online (online reputation, digital footprints and future employment), self-management (time, technology, stress and anxiety), the best career for me, writing a CV, careers and next steps • Future Skills Questionnaire	• External Work Experience (23 – 27/11/26) • National Careers Week: Careers Across the Curriculum (01 – 05/03/27) • A Spotlight on Careers Event: Apprenticeships (06 – 07/27)	• Connexions Meetings by referral or request • MDV Talks (Thursday lunchtime) • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27) • National Apprenticeship Week Talks (08 – 12/02/27)

	sustained and longer-term destinations (June)			
11	• Connexions Launch (Sept) • Unifrog and Individual Personalised Record Keeping (Jan) • WHSB Sixth Form process • A level Options assemblies including links with Careers • USP College (FE/SF College) (01/26) • Debating skills • Positive personal relationships including in the workplace • Personal finance • Self-care and managing stress at work	**PSHEE which includes:** • Staying Safe Online and Offline: stalking and sexual harassment, including in the workplace	• A Spotlight on Careers Event: Further Education and USP College (11 –12/26) • Sixth Form Taster Lessons (13/01/27) • National Careers Week: Careers Across the Curriculum (01 – 05/03/27)	• Connexions Meetings (All) • MDV Talks (Thursday lunchtime) • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27) • National Apprenticeship Week Talks (08 – 12/02/27) • Entry to Sixth Form Evening (20/01/27)
12	• Vision Planning • Using Unifrog • Unifrog and Destinations: learner aspirations, intended destinations, sustained and longer-term destinations (Jan) • Online presence • Presentation skills • Introduction to UCAS • Creating a UCAS profile • Discovering the options	**PSHEE which includes:** • Your Future and Next Steps: post 18 choices and options (university and apprenticeships), the importance of work-life balance, applying for jobs (making applications and preparing for interviews), mock interviews, careers research and network building	• National Careers Week : Careers Across the Curriculum (01 – 05/03/27) • National Careers Week: Talk the Talk with Jack Petchey (05/03/27) • National Careers Week: CV Clinic and mock interviews (01 – 05/03/27)	• Connexions Meetings (All) • MDV Talks (Thursday lunchtime) • Oxbridge Society: focus on different colleges and courses (weekly meetings on a Monday lunchtime) • Oxbridge Conference: supported by Alumni who have attended or are attending Oxbridge

	• Choosing the right subject and university • Making the most of university visits • The UCAS personal Statement • The UCAS reference process • Applying for an Apprenticeship • Self-care and managing stress at work • Getting ready for Work Experience • Making the right impression • Equality Act 2010	• Future Skills Questionnaire	• Work Experience Placement (24 – 28/06/27) • Enrichment Day (02/07/27): Post 16 studies, careers and Student Finance	• Lecture Series (Wednesday afternoons) • Young Enterprise and Volunteering (Wednesday afternoons) • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27) • National Apprenticeship Week Talks (08 – 12/02/27) • Higher Education Evening (30/06/27)
13	• Developing effective working practices • Preparing for the year ahead including UCAS • Preparing for a UK university interview • Unifrog and Individual Personalised Record Keeping (Nov) • Presentation skills • Life after school including coping with change and moving away • Life after higher education	**PSHEE which includes:** • Staying Safe: initiation and hazing (rituals to harass, abuse and humiliate) • Mindfulness, Mental and Physical Fitness and Well-being: the importance of balance and managing stress • Essential Life Lessons: taxation, student finance, banking, budgeting and benefits, debt and debt management, savings and insurance, buying your first property	• National Careers Week : Careers Across the Curriculum (01 – 05/03/27) • National Careers Week: Careers Fair (01 – 05/03/27) •	• Connexions Meetings by referral or request • UCAS Reference 121 Meetings • MDV Talks (Thursday lunchtime) • Oxbridge Society: preparing for an Oxbridge interview (weekly meetings on a Monday lunchtime) • Lecture Series (Wednesday afternoons) • Mock interviews • Careers Evenings: An Audience With … (18/11/26, 27/01/27 and 10/03/27)

	• Student finance (how and when to apply) and budgeting after school • The importance of Career Development and Lifelong Learning • How businesses help / promote changes in career • Effective time management • How the law protects the workforce • Workplace hazards and how these can be reduced • Coping with setbacks including at work (unemployment)	• Domestic and Global Affairs: the role of Trade Unions		• National Apprenticeship Week Talks (08 – 12/02/27) • Apprenticeship application support