

WOLVERHAMPTON GRAMMAR SCHOOL

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY - SENIOR SCHOOL

Introduction

At Wolverhampton Grammar School, we are passionate about developing our students' employability skills and readiness for the world of work. We provide a robust programme for Careers Education, Information, Advice and Guidance (CEIAG), fulfilling our students' legal entitlement to high-quality careers related learning, as well as providing independent and impartial careers advice and guidance. Students explore a variety of career pathways, which enables them to make well informed decisions for their futures. Our programme for CEIAG ensures that all students have:

- Appropriate and differentiated careers learning is in place for all students in Years 7 - 13.
- Access to compulsory careers guidance appointments during transition between key stages (GCSE options choices, Post-16 options choices and Post-18 options choices).
- Access to our Careers Advice Clinic, which takes place at lunchtimes.
- Access to information about the full range of options in education employment, including Sixth Form options, apprenticeships routes, T level options, gap years, and routes into Higher Education.
- Access to employer engagements from wide range of industries, including professional conversations with our Old Wulfrunian network.
- Access to workplace visits.
- Access to virtual and in-person work experience opportunities.
- Information on how subjects link to the world of work.
- Information on Labour Market Information.
- Access to employability skills development sessions, including enterprise days.
- Support with interview preparation.
- Support with UCAS applications.
- Support with job applications.
- Access to annual careers fairs.

Roles and Responsibilities

The Lead Director for CEIAG is responsible for:

- Quality assuring Wolverhampton Grammar School's programme for CEIAG.
- Holding the careers team to account for the progress of the programme for CEIAG.
- Ensuring a full and varied programme is available for senior school students in Years 7 - 13.
- Ensuring the team for CEIAG have completed the appropriate qualifications required.

Toby Hughes (Lead SMT for CEIAG) is responsible for:

- Line management of our CEIAG and all staff involved.
- Ensuring the programme for CEIAG is fully staffed.
- Providing adequate resources are available for CEIAG. This includes a budget, a hub space, equipment and access to support when hosting careers events in-house at Wolverhampton Grammar School.
- Ensuring that staff whole-school are up to date with changes and latest developments in education and training.

Sukie Sohal (Head of Careers) is responsible for:

- Designing and implementing a full programme for CEIAG, that meets the Gatsby benchmarks and frameworks for CEIAG.
- Ensuring the programme for CEIAG meets the criteria provided in the Baker Clause.
- Maintaining the Quality in Careers Standard.
- Managing the network of employers, further education providers, apprenticeships providers and universities.
- Organising and hosting all events for CEIAG.
- Keeping the careers literature up to date.

Rhiannon Clancy (Head of Sixth Form) is responsible for:

- Designing and implementing a programme for Higher Education preparation.
- Managing all UCAS applications.

Sarah Hind (Careers Adviser) is responsible for:

- Providing impartial, advice and careers guidance to students in Years 9, 11 and 12.
- Ensuring the guidance provided is in line with Gatsby 8 of the Gatsby benchmarks.

Sophie Smith (Careers Administrator) is responsible for:

- Contacting OWs to create links for work experience.
- Maintains OW and business directory.

Destinations Data

Our students move on to a variety of destinations after Year 11 and Year 13, ranging from Sixth Forms, to apprenticeship opportunities, to university destinations.

Tracking and Impact

All student engagements with our programme for CEIAG is tracked using our whole school tracker. The impact of our programme for CEIAG is measured through the collation of student voice, parent voice and engagement data.

Provider Access

All pupils in Years 7 - 13 are entitled to:

- Find out about all education qualifications, including technical qualifications and apprenticeships opportunities.
- Speak to a wide range of course and apprenticeships providers about the range of opportunities available.
- Learn about how to make applications for the full range of academic and technical courses.

At Wolverhampton Grammar School, we fulfil our statutory duty to ensure that all students have a minimum of 7 'meaningful' engagements with a range of providers. Providers are welcome to come into our school and speak to our students and their parents. Providers work with our students in the following ways:

- Providing work experience.
- Scheduled talks (virtual or in-person).
- Attendance at our careers fairs.
- Providing mock interviews.

- Providing workplace visits.
- Providing university visits.

Making contact for Provider access

All providers wishing to work with Wolverhampton Grammar School should contact our Head of Careers, Mrs Sukie Sohal (sks@wgs-sch.net).

Please also refer to the following policies:

Equal Opportunity Policy for Pupils - website	Curriculum Policy (Senior) - website
Special Education Needs and Disability Policy - website	Curriculum Policy (Junior) - website
Wellbeing (Senior) Schedule - website	

Monitoring and Evaluation of this policy:

The school monitors and evaluates its careers provision through the following activities:

- Annual Governing body audit
- Senior leadership team discussion
- Annual parent survey
- Feedback from pupils
- Feedback and discussion with Head of Careers and Careers Adviser

TRH
July 2026

Next Review:
July 2027