

CEIAG Student Entitlement – Westfield School

All schools, colleges, and training providers in Sheffield want to make sure that you make effective decisions about your options for education, training and employment. We want you to receive all the help you need so that you choose opportunities that you will enjoy and excel at so you are able to enter the career of your choice.

We also want to ensure that you are prepared for the many changes in store as future technologies, emerging economies and global communications continue to affect and shape the world of work, and support you to build a toolkit of transferable skills which you can use to innovate and create in your chosen field.

Your Entitlement	How Westfield School ensures your entitlement
<p>You will be shown how to access the information you need, including using online tools so you understand the full range of opportunities and choices available. Information on areas such as</p> <ul style="list-style-type: none"> - learning - work - finance - health and personal welfare - volunteering - leisure activities - rights and responsibilities. 	<p>You will be introduced to the National Careers Service website and UCAS Progress, and shown how to use it. You will have the opportunity to use these during lunchtime and after school drop in sessions, at home or anywhere with an internet connection.</p> <p>There is also the Careers Hub which is situated in the Mega where there are further resources and information you can access. Miss Bagshaw, our Student Progression Manager, is based in the Careers Hub and is available every day. Cerys Evans, our Careers Adviser, will be in the Careers Hub every Tuesday and Thursday.</p> <p>You will receive 1 lesson of PSHCE provision fortnightly in KS3 and weekly in KS4 where you will focus on topics such as; learning, work, finance, health and personal welfare, leisure activities, volunteering and rights and responsibilities.</p>
<p>You will get support from your own form tutor who knows you well and will make sure you are getting all the help you need.</p>	<p>You will have opportunities with your form tutor to talk about your plans and options and your form tutor will make sure that you receive any further support and guidance from the careers team at Westfield.</p>
<p>You will be guided through UCAS Progress – the online prospectus showing you all the courses available locally. You will also be given your own username and password.</p>	<p>You will be introduced to UCAS Progress in the summer term of Y10 by your PSHCE teacher in your PSHCE lessons. You will be given your own username and password.</p> <p>In the Autumn Term of Y11 you will be able to make applications online. You will be given opportunities in school to use UCAS Progress so that you can make post-16 applications online by the end of December. You can also access UCAS Progress at home or anywhere with an internet connection: www.ucasprogress.com</p>
<p>You will have access to impartial information, advice and guidance.</p>	<p>Your Careers Adviser is Cerys Evans and she is based in the Careers Hub in the Mega. She is available every Tuesday and Thursday to discuss anything about your careers or options. You can also email her using her school email address:</p>

	careers@westfield-admin.co.uk
<p>You will have a planned programme of careers education to help you make choices from 11 to 16 delivered through lessons or as specialist careers days.</p>	<p>PSHCE Programme</p> <p>Y7, 8 & 9: Lessons might investigate:</p> <ul style="list-style-type: none"> • why people work and explore the difference between jobs, careers and professions • what employers want • planning for the future. <p>Lessons are timed to complement the options process with a focus on making informed career choices, understanding and developing transferable skills, and the wide variety of career options available including: voluntary sector work, international employment opportunities, further education opportunities and training. There will be options assemblies and an options evening with school subject staff and external training providers present. Identified students will have a careers interview with our external careers advisor.</p> <p>Y10:</p> <ul style="list-style-type: none"> • Lessons on preparation for working life covering employability skills and work ready skills such as letter writing, application forms, interviews, managing stress, presentation, and telephone technique, leading up to a 2 week block of work experience. • Identified students will have a careers interview with our external careers advisor. <p>Y11:</p> <ul style="list-style-type: none"> • Lessons on Independent living, including financial management, writing a personal statement and applying online through UCAS Progress. <p>You will find out about options available post-16. There will be a post-16 options evening with external training providers present, visits to post-16 colleges and open events, and visits to careers exhibitions. You may have a guidance interview with the Careers Adviser leading to an individual action plan. Information on post-16 vacancies, apprenticeship opportunities, and training and open events will be communicated through form tutors, the Student Progression Manager, and the Careers Adviser.</p>
<p>You will be introduced to the world of work and have opportunity to undertake a range of work-related activities.</p>	<p>We will help you to understand how your learning at school relates to the world of work.</p> <p>You will undertake a 2 week block of Work Experience in Y10. You will have lessons in PSHCE to prepare you for this.</p> <p>You will participate in Stop the Clock days in which you will be involved in Enterprise and STEM activities.</p> <p>Students in Y9 onwards have the opportunity to participate in the</p>

	<p>'Made in Sheffield' Cutlers Curriculum. They will also be given the opportunity to gain the 'Made in Sheffield' Skills Passport.</p>
<p>Before you start a new course you will be given thorough information about what it will be like so that you can find out if it is suitable for you. You will be given information about the next steps after the course and your opportunities for the future.</p>	<p>In Y9 and Y11 there will options assemblies and options evenings so that you can find out as much as possible about future courses, progression routes, and career paths and opportunities. Information on open events and recruitment events at colleges, sixth forms and training providers will be given to you by your form tutor and the careers adviser.</p> <p>There will be visits and taster sessions to external training providers for Y9 students who opt to take an off-site vocational course such as Construction, Engineering, etc.</p>
<p>You will be given information about finance available for future education and training.</p>	<p>In Y11 you will receive information at careers events and from the careers adviser about the financial support that might be available to help you with further study at age 16 and beyond.</p>
<p>Your parents/carers will be fully informed about the choices available to you and will be encouraged to take part in your decision making.</p>	<p>Options evenings for parents/carers will take place and in Y9. You will receive an options booklet. Form Tutors, Heads of Hall and an SLT mentor will liaise with you and your parents/carers as they support you in this process. Your parents/carers are also welcome to contact the careers adviser to discuss your options and attend guidance interviews in Y10 and Y11 with you.</p>
<p>You will be asked to give your views about the help you have received.</p>	<p>You will evaluate this process through tutor group discussions, online surveys, and written evaluation forms for Work Experience and various careers events. You may be asked to participate in focus groups as we continue to evaluate and improve our careers provision.</p>