

April 2015



THIS POLICY IS CURRENTLY BEING REVIEWED

Careers Education and Guidance Policy

Inspire - Believe - Support - Achieve

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them 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.

Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school years 8 to 13. Careers guidance secured under the new duty must:

- be presented in an impartial manner;
- include information on the full range of Post-16 education or training options, including Apprenticeships; and
- promote the best interests of the pupils to whom it is given.

This guidance is being issued under Section 45A of Part VII of the Education Act 1997 and schools must have regard to it.

Aims

We aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

In particular we intend our pupils to:

- develop a broad understanding of the world of work and an ability to respond to changing opportunities which enables students to have the skills, knowledge and understanding to manage their own lifelong learning and career development.
- develop independent research skills so that they can make good use of information and guidance.
- develop and use their self-knowledge when thinking about and making choices.
- develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.
- to develop enterprise and employment skills.
- to reduce drop out from and course switching in education and training.
- to focus students on their future aspirations.
- to involve parents and carers.

Careers includes both education and guidance. These aims will be achieved by:

iDAY - collapsed timetable through the PSHCEE programme to include:

- Self-development (understand themselves and the influences on them)
- Career management (make and adjust plans, to manage change and transition)
- Career exploration (investigate opportunities in learning and work)

Implementation of Careers Guidance

Resources

- Provision of a wide range of information through the newly developed Careers Library in the Learning Resource Centre which is open throughout the day with a dedicated careers area and office for one to one career interview sessions.
- Drop in sessions available one lunchtime per week with either the Careers Co-ordinator or the Adviza Careers Advisor.
- Access to impartial guidance in Partnership with ADVIZA at the end of Year 10 and all through Year 11.
- A range of software products available for students to use. These include:
 - Fast Tomato (a starter careers aptitude online test)
 - Careersbox (online careers and apprenticeship website with relevant videos)
 - Higher Ideas (accessible from Home)

- JED (careers resources)
- The Real Game (journey through the world of work through a tutor led programme)
- Experience of work-related activities to include:
 - Work Experience at the end of Year 10
 - Interview techniques, both face to face and telephone
 - Health and safety in the Workplace
 - Employers carousel
 - Careers Fair
 - Enterprise events
 - University Visits
 - Employer visits
- Development of careers related delivery in tutor time in conjunction with the Pastoral Tutor programme.

Management and staffing

The Careers Co-ordinator will be responsible for the management and co-ordination of CIAEG under the guidance of the SLT member. Delivery of CIAEG will be through the Careers Co-ordinator, members of the tutor teams and visiting speakers.

The Careers Co-ordinator will be responsible for:

- Leading and managing the continued development of CIAEG.
- Planning the content of the CIAEG programme.
- Liaison with the external agencies, and employers.
- Managing the budget for CIAEG.
- Support development of teachers involved in the delivery of CIAEG.
- Management of the careers resources, both digital and paper based books with the help of an administrator and library support.
- An SLT member will support the development of the Careers Co-ordinator and programme.

Links with other policies

The Careers Policy supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, PSHE, Work Related Learning and Enterprise, Equal Opportunities and Diversity, Health and Safety, Gifted & Talented and Special Needs. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum. It is reviewed every two years and based on current good practice guidelines by DfES / Ofsted and the CEG Framework.

Staff development and training

Tutors and Heads of Year to identify training needs and support through regular calendared year team meetings or performance management reviews.

Staff development and training will be provided through year team meetings and INSET.

All staff involved in CEG must:

- Be familiar with the content of the programme they are delivering.
- Be able to direct students to appropriate sources of further information and advice.
- Have a range of teaching strategies suitable to the delivery of CEG.
- Have an understanding of equal opportunities issues and their bearing on CEG.

Implementation of Careers Education

Careers Education is delivered during collapsed timetable sessions/ tutor time and planned events in Years 7 – 13 by the Careers Coordinator, supported by tutors. We also recognise the valuable resource of past students who are invited in to share their knowledge, and parents and carers who are also welcome to use the careers resources with their sons/daughters with prior booking.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Parents and carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through letters, and at open evenings. Parents are welcome at careers interviews and where necessary are invited.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Events and activities are planned and organised throughout the year.

Monitoring Review and Evaluation

Careers Education and Guidance is evaluated annually through discussion with an SLT CEG Line Manager.

The careers programme is monitored regularly and amended after annual review. Pupils' opinions are actively sought through student voice and survey.

The Partnership Agreement with Adviza is reviewed annually.