



# **Careers Education & Guidance Policy**

Reviewed by 4<sup>th</sup> March 2021

## **Policy Statement**

Careers guidance must be presented in an impartial manner to promote the best interests of the students to whom it is given. Careers guidance for those under compulsory school age must also include information on all options available in respect of 16 – 18 education and training, including Apprenticeships. In Year 8, information should include options available at age 14 such as University Technical Colleges, Further Education Colleges, Sixth Form Colleges and Studio Colleges. Schools will be held accountable for the destinations of their leavers through the annual publication of Destination Measures.

The Careers Education and Guidance programme is an important means of motivating students to raise aspirations and attainment.

We firmly believe that all students have an entitlement to a Careers Education programme which will encourage them to see career development as a life-long process. Working in conjunction with parents, representatives from local industry, local colleges and other partners, the school aims to provide a high quality Careers Education and Guidance programme to all our students.

## **Principles underpinning Careers Education and Guidance**

- Individuals are treated without prejudice and have an entitlement to Careers Education and Guidance, regardless of race, gender, religion, ability, disability, social background or sexual orientation;
- Individuals have equal access to accurate, up to date and impartial information advice and guidance free from bias and stereotyping;
- Individuals' personal aspirations are the most important factor in any activity and should be treated with respect;
- Impartial Careers Guidance is an integral part of the programme;

## **Purpose**

Careers Education and Guidance has an important role to play in achieving the overall school aims. As part of a broad and balanced education, it helps individual students to build the skills, knowledge and values needed for the management of their lifelong learning and career development. Careers Education and Guidance will enable them to:

- Develop knowledge of themselves: strengths, weaknesses, personal qualities; and have a balanced view of their self-worth and potential;
- Be aware of education, training and career opportunities;
- Make informed choices about education, training and career progression;
- Develop attitudes of self-reliance and responsibility for their own decisions now and in the future;
- Setting personal objectives and goals;
- Develop employability and key skills.
- Increase levels of attainment.

## **Scope**

This policy will be used by all staff and will apply to all students regardless of age or ability.

## **Responsibility**

- The Personal Development Curriculum (PDC) Co-ordinator will have overall responsibility for the delivery of Careers Education and Guidance and will be responsible to a member of the Senior Leadership Team.
- Head teacher (alongside other staff members) will have responsibility for the delivery of Careers Education via the PDC programmes of study.
- The PDC Co-ordinator will be responsible for the Work Experience programme and the Key Stage 4 Post 16 Careers programme.

## **Publicity**

A statement regarding the Careers Education & Guidance Policy will be made on all publicity materials, all new staff and students recruited to the school will be made aware of it. The policy will be posted on the Shared (G) drive of the School's IT network and the School's website.

## **GUIDANCE**

### **Organisation and Content**

A programme of Careers Education and Guidance, appropriate to students of all abilities, will be provided as follows:

- A planned programme of Careers Education delivered as part of the PDC programme, the Tutorial programme and block timetabled 'events';
- Opportunities to access appropriate information in a range of forms;
- Individual advice and guidance;
- Experience of work;
- Action planning and recording of achievement.

### **Teaching and Learning**

A variety of teaching and learning styles will be employed. There will be opportunities for individual research, group activities, drama activities, videos, speakers and visits. Differentiation will be provided through the variety of resources used, tasks provided and through support to individuals and small groups.

### **Assessment**

The purpose and processes of assessment in Careers Education and Guidance support the whole school Assessment policy. Assessment will be chiefly in the form of student self-assessment supported by discussions with Tutors and teachers.

Students will keep exercise books to note when and how they cover Careers Education. They will be used to help to complete the PDC Reports and will also be used as part of the Quality Assurance (QA)

### **Moral, Spiritual and Cultural Education**

Careers Education and Guidance will contribute to students' spiritual, moral, social and cultural development by helping them to understand the meaning and value of different types of work to individuals, communities and the country as a whole.

## **Equal Opportunities**

Careers Education and Guidance will help to promote the school's policy on equal opportunities by:

- Providing a range of resources that match individual needs;
- Helping students to understand the importance of Equal Opportunities in working life;
- Monitoring resources to ensure the absence of stereotyping.

## **Staff Development**

All staff involved have an entitlement to Careers Education and Guidance training which may be as part of their performance review. Staff INSET training will be provided on an annual basis, and additionally, as and when appropriate. Volunteer Mentors will also receive training on Careers Education Information Advice and Guidance (CEIAG).

## **Partnerships**

We are committed to young people's learning Post 16 and will work in partnership with:

**National Careers Service**, to provide information, advice and guidance to help you make decisions on learning, training and work, and support and complement Careers Education and provide guidance to individuals.

**Local Industry and businesses**, who will be involved in curriculum projects, Work Experience placements, work place visits and Enterprise projects.

**Institutions of Further and Higher Education**, to regularly exchange up-to-date information and advice, and to provide cross-institution learning opportunities via meetings, assemblies, visits, emails and telephone conversations.

**Parents and other careers**, to exchange information, enrich the Careers Education and Guidance programme by contributing to careers education where appropriate and helping to evaluate provision.

## **Monitoring, Evaluation and Development Planning**

The Careers Education and Guidance Policy and programme will be regularly monitored and evaluated through a variety of techniques to ensure as far as possible:

- Relevance to student needs;
- Links with other school development priorities;
- Effective response to change;

## **Career education in Lockdown**

During Lockdowns, the school will initiate a remote teaching programme to support home learning including Careers education to ensure young people continue to have high aspirations and prospects. The programme will include and online lessons and websites to enhance their ability search, explore and learn their future career. The school will recommend some website which offers many courses to support all aspects of Careers education and build all essential skills to succeed in a home setting.

Students can also benefit from live online channels which a real-life encounter with the world of work to inspire young people about their futures. Those resources can be accessed by teachers, parents and students and they can be found at the school website, on this link:

[https://5ff9debf-6f30-4504-b5c4-a4caf7fafdfe.filesusr.com/ugd/b94e2f\\_43bfd37280b448f98e922f3a150662cc.pdf](https://5ff9debf-6f30-4504-b5c4-a4caf7fafdfe.filesusr.com/ugd/b94e2f_43bfd37280b448f98e922f3a150662cc.pdf) .