



CAREERS EDUCATION AND GUIDANCE POLICY

INTRODUCTION

A young person's career is his/her path through learning and work. The Education Act 1997 placed a duty on schools to give pupils in Years 7 – 13 access to careers information, education advice and guidance. All pupils need planned learning activities to help them make decisions and plan for their careers, both in College and after they leave.

COMMITMENT

College is committed to providing a planned programme of Careers Education and Guidance for all its pupils in Years 7 – 13 in partnership with Young Peoples Services

DEVELOPMENT

This policy was developed through discussions with YPS, the Guidance Adviser. It will be approved by College Governors.

LINKS WITH OTHER POLICIES

It is underpinned by College's policies for teaching and learning, assessment and recording achievement, Information advice and guidance, work related learning, equal opportunities, health and safety and special needs. It links in also with the College Development Plan (Improving attendance, performance at KS4 and Monitoring and Evaluation of pupils).

OBJECTIVES

Pupils need:

Information Advice and guidance careers education programme is designed to meet the needs of all pupils and to ensure progression through learning activities which are appropriate to pupils stages of career development.

Entitlement:

College's pupils are entitled to careers education and Information advice and guidance which is independent, impartial and confidential, integrated into their whole curriculum experience, based on partnership with pupils and their parents or carers, and embraces equality of opportunity regardless of gender, race or disability.

IMPLEMENTATION

College *IAG Manager* is responsible for implementing the programme. She is line managed by the *Vice Principal*. Work related learning including Work Experience is also the responsibility of the *IAG Manager*.

STAFFING

All staff have a responsibility to contribute to the programme through their roles as tutors and subject teachers. Careers Education is taught by Form tutors in Personal, Social Health and Economic Education and PSHEE lessons, through recording, review and planning activities (e.g. Individual Learning Plan IILP), information and research sessions and special events e.g. Post 16/18 Options Convention. Specialist careers guidance is provided by the Guidance advisor. The Connexions library is maintained in the Learning Resource Centre (LRC). Appropriate administrative support is available as resources allow.

CURRICULUM

The programme includes careers education lessons, careers guidance groupwork and 1:1 interviews, access to a careers library with up-to-date occupational information in paper and ICT formats, work related learning including a 2-week work experience placement, and a recording achievement and action planning process (ILP in Year 9/10/11). Other focused events e.g. Real Game activity in Years 7 & 8, Post 16/18 Options Convention will be provided. Preparation and learning for work experience will take place through PSHEE lessons and in other appropriate parts of the subject curriculum. Evaluation of pupils' work experience placements will take place in de brief sessions in the last week of the school year and in other areas of the curriculum.

ASSESSMENT

Pupils continually review their own progress and set appropriate and realistic targets. This is mainly achieved through ILPs in Year 9 and reviews in Years 10 & 11.

PARTNERSHIPS

An annual partnership agreement is negotiated between College and *YPS*. We are a member of the Fenland schools partnership.

RESOURCES

Funding for running costs is allocated as part College capitation.

STAFF DEVELOPMENT

Staff training needs for planning and delivering the programme are identified in the Carers Education Development Plan in the Partnership Agreement with YPS. *The IAG Manager is a member of the Fenland Partnership IAG Group.*

MONITORING AND EVALUATION

The programme is reviewed annually by the *IAG Manager and the YPS Guidance Advisor*, using the Career Foundations to identify improvements. These will be included in the departmental Development Plan. Evaluations of special events e.g. work experience placements, *Work Shadowing, WRL events*, Post 16 Options Convention and Post 16 Information Evening are carried out annually by staff and pupils. Careers Education is planned, monitored and evaluated by the *IAG Manager* in consultation with the *Guidance Adviser*. There is also some evaluation done by pupils and teaching staff.