



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 – 11 access to careers information, education 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 Connexions

DEVELOPMENT

This policy was developed through discussions with Connexions, the Personal 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:

College's 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 Connexions 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 Connexions 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. *Personal Learning Plan (PLP)*, *Plan-it*), information and research sessions and special events e.g. Post 16 Options Convention. Specialist careers guidance is provided by the Connexions Personal 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 (*PLP 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 *PLPs* in Year 9 and reviews in Years 10 & 11. *PLP's* are assessed externally by Connexions.

PARTNERSHIPS

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

RESOURCES

Funding for running costs is allocated as part College capitation. External funding is also provided by Connexions for Personal Learning Plans and the Connexions Library. We are also supported through the Learning Skills Council (LSC) via work experience.

STAFF DEVELOPMENT

Staff training needs for planning and delivering the programme are identified in the Carers Education Development Plan in the Partnership Agreement with Connexions. Funding will be accessed from the Careers INSET Partnership budget held by Connexions, the Careers Advisory Teacher.

MONITORING AND EVALUATION

The programme is reviewed annually by the Connexions Manager and the Connexions Personal 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, 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 Connexions Manager in consultation with the Personal Adviser. There is also some evaluation done by pupils and teaching staff.