



Careers Education Information Advice and Guidance Policy

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Mission Statement

Every child should leave school prepared for life in modern Britain. This means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment. High quality, independent careers guidance is also crucial in helping pupils emerge from school more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions. (DFE March 2015)

Aims

To ensure that the school has a planned and co-ordinated inspirational programme of learning and experiences across the whole curriculum at KS3, KS4 and Sixth Form. This will provide young people with the information, guidance and experience to understand their personal strengths, weaknesses, needs, potential, worth and values:

- **Information**
 - Students should take a proactive approach in researching future opportunities
 - Learn to make decisions and plans with confidence
 - To encourage participation in continued learning including higher education and further education
 - Become aware of education, training and employment – local, national and international
 - Be aware of current employment trends and rapidly changing nature of the work environment
 - To involve parents and carers
- **Inspiration**
 - Successful learners who enjoy learning, make progress and achieve
 - To focus students on their future aspirations
- **Experience**
 - Confident individuals who are able to live safe, healthy and fulfilling lives
 - To develop enterprise and employment skills
 - To contribute to the economic prosperity of individuals and communities
- **Guidance**
 - Responsible citizens who make a positive contribution to society
 - Make informed and considered life choices regarding education, training, employment and leisure options
 - Increase personal responsibility, motivation and flexibility
 - To support inclusion, challenge stereotyping and promote equality of opportunity
 - Develop research skills in relation to careers information
 - Appreciate work related issues such as equal opportunities, harassment and health and safety

Rationale

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 8-13. 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
- Promote the best interests of the pupils to whom it is given

Headteachers, school staff and governing bodies must have regard to this statutory guidance issued by the Secretary of State in exercising their functions under this section.

Schools have a role to play in supporting their pupils to make well informed and realistic decisions by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions. This information will become increasingly important as all young people must stay in education or training until the end of the academic year in which turn 18.

Apart from the elements identified in the statutory guidance, it is for schools to decide the careers guidance provision to be made available based on the needs of pupils and the opportunities available. Schools should meet the costs of provision from their overall budgets, including the pupil premium.

In fulfilling their duty, schools should secure access to independent face-to-face careers guidance where it is the most suitable support for young people to make successful transitions, particularly children from disadvantaged backgrounds or those who have special educational needs, learning difficulties or disabilities.

Implementation

There will be a planned and informative programme of events over the course of a pupil's school career the delivery of the key elements identified in this policy statement and the IAG statutory duty. It will indicate how all students will have the opportunity to access CEIAG and WRL (Work Related Learning) education and will identify who will deliver the plan and the most appropriate use of resources in order to deliver it.

The plan will bring quality to a range of programmes and activities, including:

- An ongoing tutorial programme which includes elements of career education KS3, KS4 and KS5
- Access for all pupils, through academic mentoring, to the 1:1 process of review and target setting
- Access to the careers library which contains up-to-date impartial information presented in a variety of media. Careers software and the internet can be accessed through the school network at an appropriate level
- Entitlement for pupils and their parents to impartial careers advice from an independent provider contracted in by the school. This will mean face to face interviews for students in year 11 and many identified in year 9. Students from other years are free to request a 1:1 interview
- Strategies to ensure monitoring, recording and evaluation
- Strategies to ensure that the school meets its legal requirements
- Focused programmed of events such as work experience in year 11 and 13, information evenings for students in KS3, KS4 and KS5 and outside speakers

Monitoring

The School will monitor the planning and delivery of IAG and Careers Education regularly according to the review cycle. This will be informed by survey data as well as government policy. Students who are vulnerable and disadvantaged will be supported individually.

Year 7

The focus is about introducing careers and thinking about the vast number of careers / jobs available. They will attend a Careers Fair that follows on from their year 6 'Aspiration' Day.

Year 8-The focus is linking our plans and dreams to reality.

Year 9-The focus is self-assessment, career paths and options post 14.

Year 10-The focus is on the world of work through BTEC Work Skills this includes preparation, implementation and evaluation.

Year 11-The focus is post 16 options and the Application process. This also includes the completion of the BTEC work skills qualification and Work Experience.

Year 12-The focus is on employability skills and preparation for University and the World of Work.

Year 13-The focus is on the next stage with a week of Work Experience and UCAS.

Implementation of Careers Guidance

- **Careers library**
A wide range of information and is open throughout the school day, situated in the Learning Resources Centre
- **Adviza, Advisor (Careers)**
Available to all students for individual interviews with all year 11's, many in year 9 and other targeted pupils throughout the year. Adviza is available at Careers Events for information and guidance
- **Extra support where appropriate**
Pupils are targeted for extra help by SENCO, Heads of Learning communities and the Head of Sixth Form
- **Careers Evenings**
A Post 16 Open Evening is arranged in school to complement other Open Events run by local colleges
Year 9 Options Parent Information Exchange Evening
There will be a Careers Fair for years 7, 10 and 12
- **IT**
A range of software products are available for pupils to use. These include:
Fast Tomato
Kudos
Carrus

Student's Responsibility

Students should take an active approach in planning their future careers. All students should seek out extra information in the Careers library, be ready with questions for the careers advisor and engage in careers information in lessons.

You will need to treat outside speakers with respect.

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 and carers will be kept up to date with careers related information through letters, newsletters and at open evenings. Parents and carers are welcome at careers interviews and where necessary are invited.

Enrichment and Personal Development days will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers lessons

- Registration activities
- Guided tutor time
- Access to the careers library – information is available in books, videos, leaflets and on computer – ask for help
- Interviews with the Adviza Personal Adviser
- Work experience
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs or are vulnerable

Links to other policies

Safeguarding

Equality

Role of the tutor

Enrichment and Sixth Form Studies

Social, Moral, Spiritual and Cultural

References:

Windsor High School

Fitzharry's School