

THEALE GREEN COMMUNITY SCHOOL CAREERS EDUCATION AND GUIDANCE POLICY

Purpose and background

The school has a statutory duty to provide a planned programme of careers education within the curriculum in Years 7 to 11 (Education Act 2011). The recommended learning outcomes for Key Stage 3, 4 and post-16 are outlined in the DFE document 'Statutory Guidance: The duty to secure independent and impartial careers guidance for young people in schools' (March, 2013). The school is required to give students access to independent careers advice from years 8 to 13. The school will negotiate a Partnership agreement with an independent service and ensure that this agreement is reviewed annually.

Careers education and guidance at Key Stage 5 follows the new statutory framework, placing a particular emphasis on the transition into higher education, but also supporting students with planning further study or training in the workplace. Further details can be found in Appendix 1.

The policy is underpinned by the following statement of intent:

"Good quality careers education and guidance is a high priority issue for schools in enabling young people to make successful transitions through learning and into employment...Effective CEG programmes (also) contribute to both achievement and inclusion, by raising aspirations, increasing motivation, challenging stereotyping and enabling young people to make the most appropriate choices" (ASCL paper 29: Careers Education and Guidance in England).

Policy objectives

- To fulfil the statutory requirements for delivery of careers education within the curriculum in Years 7 to 11
- To provide a planned programme of careers education in the curriculum that gives students knowledge and skills for planning and managing their careers
- To provide up-to-date and relevant careers information, including information about learning options, occupations and progression routes
- To provide work-related learning experiences within and outside of the curriculum which help students to learn about the world of work
- To provide personalised support and guidance, including specialist guidance from Independent Careers Adviser, which helps students to manage their learning and plan for future progression.
- To reduce the number of students registered as NEET (not in employment, education or training post-16) and increase the proportion of students succeeding in completing their sustained destination outcomes
- To provide support and guidance for students at Key Stage 5, with a specific focus on planning for further study in higher education, including UCAS applications and interview technique.

Management of policy

School:	This policy is implemented and managed by the Deputy Headteacher with responsibility for Healthy Schools and PSHE (Personal, Social and Health Education).
Governing Body:	The Governing Body has delegated the oversight, review and update of this policy to its Student Progress and Learning Committee
Approval:	Approved by the Governors' Teaching and Learning Committee June 2013
Next review due:	Summer 2016

Associated policies and documents

Confidentiality	Curriculum	Equality
Personal, Social & Health Education and Citizenship		Statement of Values

Practice and procedures

Careers education

Careers education is delivered by tutors as part of the 'Learning For Life' programme. Key Stage 3 students learn about a range of occupations and identify those that match their personal skills and strengths. Year 9 students complete an options module which prepares them for making appropriate Key Stage 4 option choices.

In Key Stage 4 students learn about the world of work and are supported in planning their progression to post-16 education, employment or training. All Year 11 students produce a personal C.V. and participate in a mock interview with a representative from industry. In Years 12 and 13 students investigate higher education provision, student funding, budgeting, the job application process and gap year opportunities.

This curriculum is supplemented by a range of visits and suspended timetable days and higher education events (Year 12).

Careers information and guidance

Students in Years 8 to 13 are identified for one to one or group interviews with the Independent Careers Adviser using needs analysis forms completed by Heads of Year. The Independent Careers Adviser uses these forms to allocate each student a support level – 'minimum', 'supported' and 'intensive'. Those allocated an intensive support level are perceived as most at risk of disengaging from education and potential NEET (Not In Education, Employment or Training).

For more information on careers information and guidance provision refer to the Partnership Agreement (Appendix).

Related documents (for further guidance if required)

- A Careers Education and Guidance in England - A National Framework 11-19 (DfES publication 0163/2003)
- B Careers Education and Guidance in England (Association of School and College Leaders Paper 29: Guidance)
- C White Paper entitled 'Skills: Getting on in business, getting on at work'.
- D Green Paper entitled 'Youth Matters: Next Steps' (0260-2006DOC-EN)
- E Ofsted, self-evaluation and CEG (February 2006)

Appendix

Partnership Agreement (Connexions 2007)
Careers Advice and Guidance for the 6th Form