

CAREERS EDUCATION AND GUIDANCE POLICY

Introduction

All students will study Citizenship which incorporates elements of Personal, Social and Health Education and Careers Education and Guidance. Careers Education and Guidance courses begin in Year 7 and continue throughout the students' time at the college. The ongoing Careers Education and Guidance scheme is supported in Year 10 by one week of work experience and in Years 9, 10 and 11 by additional suspended timetable days. Form tutors and academic tutors are also involved in the guidance process.

This document is to outline the purpose, nature and management of Careers Education and Guidance in the college. It is to outline the principles for the delivery of Careers Education and Guidance and to provide a basis for its future development in college.

Careers Education relates to the college aims of preparing young people for the opportunities, challenges and responsibilities of adult working life. It is to help develop students personally, socially, vocationally and culturally.

Senior Leadership, the Faculty Leader for Social Studies and Careers Advisers have been involved in writing the policy document and the responsibility of implementing the Policy.

The Nature of Careers Advice

Aims to help young people to:

- develop an awareness of themselves and others
- develop an understanding of the full range of opportunities available
- learn how to make and implement well informed and realistic decisions about the available opportunities.
- manage changes and transitions within and between education, training and work.

Careers advice aims to help students to make and implement well informed and realistic decisions about their future lives and careers.

Entitlement

- access to impartial and objective individual guidance from classroom teachers, and careers officers.
 - careers education programme delivered through Citizenship
 - direct experience of work eg work experience, work shadowing, work related activities.
 - access to careers information on all education, training and employment options, that is up to date, reliable, accessible and objective.
- recognition of achievement, action planning and a personal career plan for use during transitions.

Other opportunities:

Industry links
Mini-enterprise

Work visits/observations
College links and Taster Evenings

All Year 10 and 11 students are entitled to individual interviews and group discussions with Careers Advisers.

Implementation

Careers Education and Guidance is delivered as part of the Citizenship Schemes of Work in Years 7 to 11 and in suspended timetable days.

A wide variety of teaching and learning strategies and methods are used to involve students in the learning process. Particular emphasis is given to active and participative methods such as group work, experimental learning and self supported study. ICT will be used where possible, particularly with regard to CV's and CAPS for Year 11.

The Careers Adviser assists the college by providing regular opportunities for individuals and group interviews for students in the upper college. The Adviser complements the Careers programme in college, contributing to the planning design, delivery and evaluation of careers work.

Employers, trainers and FE staff

Local industry, training organisations and colleges are involved with CEG of students providing opportunities for students and experience of the world of work both in college and in the working community.

Equal Opportunities

Careers Advisors has a particularly important role in promoting equal opportunities by helping students to challenge attitudes and damaging stereotypes within college and the wider community. Through the careers programme students are encouraged to become aware of, and to challenge stereotypes of gender, race, class, religion and disability that exist in the world of work and in the community. Students are encouraged to participate in non-stereotypical activities through the work experience programme and through link activities with employers and college. All careers and education information conforms to Equal Opportunities values.

Parental involvement

We recognise the vital role that parents/guardians play in helping to shape the career choice of young people. Opportunities are created to fully involve parents in the Connexions process through participative parents evenings, three-way discussions with students, parents and careers officer and/or careers teachers and through invitations to career conventions.

Material and Resources

- Careers Library integrated into the Learning Resource Centre containing a wide range of careers information and private study area.
- Interview room with telephone available for individual interviews and group work.
- ICT software programmes to support career planning.

Continuity and progression

- Reviewing of and updating CV's
- Through Further Education College staff and training providers.

Evidence of students work

- Folder of activities and information
- Work Experience log book
- Up to date records of interviews and personal statements.
- Students work at Key Stage 4 where relevant eg Citizenship and BTEC

Reporting to Parents

Reporting to parents is through discussion at Parents and Options Evenings, through Careers interviews and career plans drawn up with students, through annual written reports and through Academic Tutor Meetings which take place three times a year.

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