

Haven High Technology College

Careers Library Policy

The Careers Library is part of the college career strategy which also includes education, lessons, work experience and career guidance interviews.

Aims The aim of the Careers Library is to provide all students with an invaluable and varied source of materials to help with any career choices they make and to raise their levels of aspiration..

Entitlement Students have use of the career library to access the information which is impartial and without bias.
Students with special educational needs will be entitled to access information resources differentiated to suit their needs.

Expectations * An introduction to the careers library will be given in year 7, at the same time as they have their introduction to the main library.

* Students in year 9 will be reintroduced to the Careers Library during Options evening and encouraged to use the available information before making their choices, also with the advice of the Connexions personal advisor.

* Students in year 10 will be continue to be encouraged to make regular use of the library, especially prior to work experience.

* By year 11 all students should be confident about seeking careers information from the library.

Maintenance The Learning Resource Centre Manager, **Bridget Blackham**, will work with the Head of the Social Studies Faculty to ensure:

- The library is attractive and welcoming
- The library is well organised
- Storage space and equipment to be used effectively
- All materials are up to date, disposing of materials out of date or over two years old and re-ordering new material.
- Materials date stamped on arrival.
- All licences for computer programmes are renewed annually eg. Cascaid and Careerscape
- ‘Occupations’ reference books are reviewed every year
- posters and shelf guides to be in evidence

Year 11 Prefects, after being given basic training their duties will involve:

- Help to date stamp the literature as it arrives
- Cope with day to day filing

- Help with displays
- Supervision
- Suggest new ideas

Funding/Budget

Review annually. A minimum of £300 is to be available, matching funding from Connexions. Liaise with Connexions to see which resources are available.

Use of ICT and Careers Software

- Careers information will be provided through online sources and careers software, readily accessible on the school network.
- The library will access funding for some careers software through the Connexions Library Initiative and all software will be updated annually to ensure currency of information.

Use of Resource Base

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- The careers library location to be advertised around the college, in year areas, outside the library and in the main foyer.
- The base is easily accessible both in and out of lesson times. Opening times indicated on the adverts.
- Any printed material with bias will not be used within the careers library. Material should be accessible to all and not prejudiced to either religion, colour or sex. Materials will be free from stereotypical images promoting equal opportunities.
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Accommodation and facilities:

- The Careers library is housed within the college resource centre.
- Facilities available for whole class, group work and individual students.
- Access to 15 computers for use of internet and career software.
- Access to printing and photocopying materials.
- Provision in the area to display posters, local and national opportunities and useful websites.
- Separate shelving system for careers library separate to other library materials.

Organisation and Display

- Information in the Connexions careers Library classified using the CRCI system.

- Information on the careers library are stored in A4 folders???, which are all clearly labelled using the CRCI system.
- Display stands are used to show latest vacancies within the area, connexions publications and information received from connexions, job file and apprentice information.
- In addition to the provision of display areas around the library there are also six display areas around the college and in the mezzanine area where the Connexions provider meets students.
- College and university prospectus are displayed in boxes in labelled area according to locality.

Content

- The careers library contains all information on the Connexions minimum content list. The information is available in a range of formats, such as books, leaflets, magazines, DVD's. Computer software, posters.

Evaluation

- to enable the careers library to function effectively, at the end of the induction lesson, students will be asked to complete an evaluation questionnaire. This will be recorded and any suggestions looked into.

Selected students will be asked to discuss the resources available and any useful recommendation will be acted on.

- A booklet will be provided to students, after use of the careers library, where their comments can be recorded and if they require further assistance. This is then to be checked on a regular basis by the career's librarian.

The Careers Library Policy to be reviewed annually, dated and signed by A Lightfoot, B Blackham and Governors.

09/01/2009

