

St. Joseph's Catholic School & Sixth Form Centre
Ysgol Gatholig San Joseff

Careers Education Policy
2014 - 2016



Careers Education Policy agreed by Governors:

Signed by Chair *Date.....*

Policy due for review: Summer Term 2016

CAREERS EDUCATION POLICY

Careers education guidance should enable young people to make well informed educational and vocational choices, in order to manage the transition from education to Further or Higher Education and the world of work, and thereby fulfil the School's Mission Statement of "becoming fully human in Christ". Careers education is therefore concerned with the concepts of how people develop into contributing adults – valuing their own contribution, and respecting and valuing those of others. If young people are to develop as autonomous and responsible members of society, they need enhanced awareness of the major roles people play in life.

Work in Careers Education Guidance is an effectively integrated strand of the School Personal and Social Education Programme. Students are encouraged to reflect upon how CEG and Work Related Education (WRE) will help them plan their career and develop their wider skills.

Careers Education is a means of developing individuals' knowledge and understanding of self, role and opportunities in education, training and employment. It helps them develop the skills necessary to obtain and handle information, be realistic (but ambitious) about personal capabilities and aspirations and make informed decisions about future career moves.

Careers guidance is a means of helping individuals apply their knowledge, skills and information to make realistic choices and appropriate decisions about future options. It offers opportunities for reviewing learning, assessing, setting new goals and recording achievements in a variety of areas.

1. AIMS

An integrated Careers Education and Guidance programme should help our young people to:-

- Develop an understanding of their aptitudes, interests and personal qualities in order to make informed choices.
- To introduce young people to understand the wide range of career opportunities available.
- Develop skills in order to adjust to and cope with transition and change.

2. OBJECTIVES

- To provide young people with objective, impartial and up-to-date information about the labour market, training opportunities and education provision.
- To provide appropriate and individual guidance for all young people.
- To provide all young people with an individual action plan which includes targets and detailed objectives.
- To provide a Careers Education Programme that develops skill to make informed choices.
- To make detailed information about the range of opportunities available Post 16.
- To involve the Careers Advisor and outside bodies in the work of Pastoral Care in Years 9, 10, 11, 12 and 13.
- To provide a timetable for individual Careers interviews.

- To provide appropriate support and guidance for young people considering higher and further educational routes.
- To provide opportunities for young people to use the information retrieval systems.
- To provide open access to Careers information as an extra-curricular facility.

3. IMPLEMENTATION

The programme will be delivered by Form Tutors during the timetabled Personal and Social Education lessons (1 hour per fortnight). Awareness raising will be taken on board in Years 7 & 8. The programme proper will continue from Year 9 and ensure continuity and progression to school leaving.

The school enjoys a close partnership with Careers Wales and has a Careers Wales Adviser on site. The Careers Advisor plays an active part in WRE and CEG.

Not only will the Advisor work with pupils within the school timetable but will attend Open Days, Parents Evenings, Careers Conventions, etc. The Advisor is an integral part of the system, advising and supporting the school, maintaining and advising on upgrading the Careers library and information systems, and supporting appropriate provision for staff.

Year 7 & 8

Awareness raising through activities such as stereotyping of roles, positive image etc during the PSE Programme. Familiarising pupils with the Careers Advisor, 'Careers Room' and with their many services and expertise.

Year 9

1. Group work – retrieval skills.
2. Self-appraisal – identification of strengths and weaknesses.
3. Decision making – “Which Way Now” booklets.
4. Choices and consequences.
5. Option choices – the right choice for the right reasons.
6. Option guidance interview.
7. Option Evening.
8. Guidance for 14-19 learning pathways.

Year 10

1. Key skills for the workplace.
2. Careers guidance group sessions.
3. Work experience preparation – including “Industry Day” and ‘mock’ interviews.
4. Health and safety at work.
5. Completion of work experience statement (de-briefing).
6. Research projects on career paths.

Year 11

1. Careers guidance – individual interview with Careers Advisor.
2. Individual Educational and Careers Plans completed as a result of interview.
3. Interview techniques, CV’s, letters of application.
4. Careers Convention (every two years).
5. Post-16 pathways.

Year 12 & 13

1. Individual interview with Careers Advisor – action plan.
2. Preparation for higher education and completion of UCAS.
3. Open access to Careers software.
4. Work shadowing/experience placements as negotiated.
5. WBQ/Duke of Edinburgh/Reading Support Programme.

Copies of Personal and Social Education Programmes in appendix.

4. MANAGEMENT

The Management of CEG is the responsibility of a designated member of the Senior Management Team.

Regular meetings occur between the designated member of the Management Team and the Careers Teacher and Careers Adviser. A management team of key individuals support the CEG programme and meet at specific times of the academic year appropriate to the CEG programme.

A) Key Roles/Individuals

Assistant Head (Pastoral Coordinator)
Careers Co-ordinator
Business Careers Company Advisers
Learning Leader with Whole School Responsibility for WRE
Learning Leaders
ALN/SEN Coordinator
Governors
Parents

Specialist Careers Teacher/Careers Adviser

As students progress through the school they will require more specialist advice. The Careers Teacher, Work Experience Co-ordinator, and Careers Adviser will make individual contributions at all stages, particularly in Key Stage 4 through PSE modules or tutor periods. These will also be the key personnel in the delivery of whole year Career Education and Guidance events.

The Learning Leader

Will ensure that consistency is achieved across all groups within a year and the tutor team will plan a progression of experiences in CEG for all pupils of all years. Learning Leaders will work very closely with their tutors and with the Head of Careers Education in the delivery of the CEG programme and in its review and modification.

ALN/SEN Coordinator

The ALN/SEN Coordinator will work closely with all key staff to ensure that the CEG programme is appropriate for all students with ALN/SEN and that these students receive their entitlement.

5. Parental Involvement in Careers Education and Guidance

Parents have an important role in supporting the CEG Programme. The CEG working group will actively promote the philosophy of partnership trying to ensure that students maximise their potential.

6. Careers Convention

There will be a Careers Convention every two years. In addition, students will be encouraged to attend the Higher Education conventions and to visit Higher Education institutions or employers whenever possible.

7. The Role of the Governors

The Governors will support in the development, consultation, monitoring and evaluation of the CEG Programme. Some Governors are also parents and able to provide a parental perspective of CEG.

The range of expertise within the Governing Body will be used to provide a useful industrial/business perspective of CEG. When possible the school will use the Governing Body to provide external contacts.

8. Work Experience

The designated school coordinator for Work Experience is Mrs R. Curtis. Mrs Curtis is assisted by all pastoral leaders and works in collaboration with our on-site Careers Officer.

Work Experience is an integral part of Careers Education and plays an important role as a means of enabling students across the ability range to sample various occupations and gain an insight into the way in which the commercial, industrial and professional world is organised.

The school's Work Experience programme aims to:-

- Help prepare students for the transition from school to work.
- Develop their personal and social skills and raise economic awareness.
- Help students explore the world of work, enterprise skills and employer expectations.
- Integrate experiences with the rest of the curriculum.

All KS4 students are expected to take part in Work Experience.

Teaching staff, particularly Year 10 and Year 11 Personal Tutors and the Careers Co-ordinator, will be involved in monitoring students in the work place.

The Work Experience Programme includes a briefing and de-briefing day and is evaluated annually.