



THE MARCHES SCHOOL

& Technology College

CAREERS EDUCATION AND GUIDANCE POLICY

Introduction

Schools have a statutory duty to provide careers education in Years 7-11, this policy provides The Marches with a framework for meeting those statutory requirements.

A student's career is their pathway through learning and work. All students need a planned programme of activities to help them make transitional choices that are right for them and to be able to manage their careers throughout their lives. This area is also composite part of the 'Every Child Matters' agenda.

The School's Commitment

The Marches is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance (IAG) in partnership with Connexions.

The school endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2001) and other relevant guidance from the DfES, QCA and Ofsted.

The school is also committed to gaining the Investors in Careers Award.

Development

This policy was developed and is reviewed annually through discussions with teaching staff, the school's Connexions personal adviser, students, parents, governors and the Investor in Careers steering group.

Links with other policies

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

Entitlement

The careers element of the Citizenship programme is designed to meet the needs of students at The Marches School and Technology College. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It is integrated into students' experience of the whole curriculum and is based on a partnership with students and their parents or carers. The programme promotes equality of opportunity, inclusion and anti-racism. (See Appendix 2)

Implementation of the Policy

The responsibility for the management of careers education and guidance lies with the Work Related Learning co-ordinator overseen by a member of the Leadership Group who is responsible to the Headteacher.

Staffing

The Work Related Learning co-ordinator manages the Work Related Learning budget and in conjunction with the Head Teacher and member of Leadership Group negotiates the Partnership Agreement with Connexions, co-ordinates work experience, liaises with Connexions Adviser, pastoral staff and other educational establishments as appropriate, takes responsibility for the careers area of the Learning Resource Centre, develops and maintains resources and notice boards, liaises with other agencies linked to careers activities e.g. employers, the youth service, Connexions and co-ordinates the H.E. programme including arranging talks and visits to and from HE organisations. All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the Citizenship team. The careers programme is planned, monitored and evaluated by the Work Related Learning co-ordinator in consultation with the Connexions Personal Adviser who provides specialist careers guidance. Careers information is available in the Connexions Resource Centre and in the Learning Resource Centre.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Connexions Resource Centre and on the school intranet), work-related learning (including one weeks' work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's Citizenship programme. Other focused events, e.g. Post 16 Evening, Year 9 Choices Evening and other activities are also provided. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the Citizenship curriculum. (Please see Appendix 1)

Provision of Careers Education 2008 – 2009

Year 7 The Careers unit is delivered within Learning to Learn once a week and taught by specific members of staff.

Year 8 PSD is timetabled and organised on a carousel and Careers forms one of the modules delivered by a team of interested staff.

Year 9 PSD is again organised on a carousel with pupils experiencing three half termly modules one of these being Careers and delivered by interested staff who include the Pastoral Leader.

Year 10/11 have one timetabled period a week and a half term unit of Careers is taught within this by interested staff.

Assessment

Career learning is assessed using outcomes based on the National Framework and Assessment for Learning techniques.

Partnerships

An annual Partnership Agreement is negotiated between the school and Connexions which identifies the contributions to the programme that each will make. The Marches School and Technology College has very strong links with other 14-19 providers within the North West Forum of Shropshire, training agencies and local employers. The school encourages and provides students with general advice about University Entrance Post 18 and also has close connections with AimHigher, a national programme which aims to widen participation in higher education (HE) by raising awareness, aspirations and attainment among young people from under-represented groups.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEG area. The Work Related Learning co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff Development

The school holds the Investor in People award and in keeping with these principles the school is committed to training and developing all staff. Consistent with the Investor in Careers award requirements, the school will support specialist training and development for staff involved in careers guidance.

There is on going training for tutors to help with the continued development of the careers programme and to up-date skills.

The Careers Co-ordinator has gained the Manchester Metropolitan University Postgraduate Certificate Course in Careers Education and Guidance.

The Careers Co-ordinator attends County Network meetings and other relevant courses.

The Careers Co-ordinator attends the School Liaison meetings with the local College.

Evaluation and Review

The Careers Co-ordinator monitors, reviews and evaluates the policy. The programme is reviewed annually by the careers co-ordinator and the Investor in Careers Steering Group, using the Investor in Career Award to identify desirable improvements, and a report is submitted to the Leadership Group and governors.

Signature of Headteacher

Signature of Chair of Governors

Date

Date of annual review

Appendix 1

Careers Education Programmes KS3 and KS4

The Careers Programme and lessons are set out below and reviewed against the learning outcomes on the **National Framework for Careers Education and Guidance**.

Year 7 Careers

Learning to Learn

Year 8 Careers

Year 8 pupils have six lessons on Careers Education using The Real Game.

1. Starting Out (Self Development 5, Career Exploration 6, Career Management 12)
2. Dream Cloud (Self Development 2, Career Management 12)
3. Getting a Job (Self Development 1, 4, Career Exploration 9)
4. Balancing the budget (Self Development 1, Career Management 12, 15 17)
5. Other peoples job (Self Development 1, 4, Career Exploration 9)
6. Finding a job to suit you (Self Development 1, 2, 5 Career Exploration 6, 7 Career Management 12, 15)

Year 9 Careers

Year 9 pupils have approximately six lessons on Careers Education covering the following:

1. Looking at Me and Transferable Skills (Self Development 1/5)
2. Choosing Subjects (Career Management 12/15)
3. World of Work (Career Exploration 6. Self Development 4/5)
4. Job Classifications and Levels (Career Exploration 6/9)
5. Local jobs (Career Exploration 6 Career Management 16)
6. Careers Information Advice and Action Planning (Career Management 13/16 Careers exploration 8/10)

Additional Careers Information

- Skills Festival
- Choices Evening at The Marches School & Technology College
- Collaborative Evening at Walford and North Shropshire College
- Assembly – Talk by Connexions
- Drop-in – Pupils can make appointments with Connexions
- Booklet – All pupils have a copy of Which Way Now and Job File
- Form time – Work with Form Tutor on Which Way Now

Appendix 1 continued

Year 10 Careers

Within the PSD lessons pupils have half a term of focused lessons on Careers Education covering the following:

- Post 16 options (Career Exploration 6/9 Career Management 13)
- Qualifications (Career Exploration 9 Career Management 13)
- Personal Skills and Qualities (Self development 1)
- Researching information – Fast Tomato (Career exploration 8 Self Development 1)
- What do employers expect?(Self development 5Career exploration 7Career management 17)
- Further Education Awareness and Careers Action Planning (Career Management 13 Self development 3)

Year 10 Work Experience Lessons

Pupils have a number of lessons during the year consisting of:

1. Work experience application lesson (Self Development 1 Career Exploration 7, Career Management 12)
- 2/3/4. Work Experience Preparation lessons (Career Management 16,17)
5. Work Experience De- brief (this is the first PSD lesson in Year 11) (Self Development 2,3, Career Exploration 10, Career Management 17)

YEAR 11 CAREERS

Within the Year 11 PSD Programme pupils have approximately five lessons focussed on Careers Education covering the following areas:

- Post 16 Options and Action Plan (Career Exploration 9/11Career Management 12/13/14)
- Research and Planning for the future (Self Development 1, Career Exploration 8)
- Interview process and practice (Career Management 16)
- Producing a CV and filling in Application Forms (Career Management 15)
- Employment trends and LMI (Career Exploration 7)

Appendix 2

Entitlement Statement

Students of The Marches School and Technology College are entitled to Careers Education that will:

- Be independent, impartial and relevant
- Be treated with respect as an individual
- Provide opportunities to learn the skills and gain the knowledge needed to succeed in life after you leave The Marches School and Technology College
- Offer support as and when required
- Be professional in all its dealings, be well informed and utilize the right skills to help
- Offer a confidential service
- Guarantee access to careers information which is up to date, comprehensive and unbiased
- Ensure access to professional and expert guidance when needed
- Guarantee access to information about all the options in education, training and employment available on leaving The Marches School and Technology College
- Promote equality of opportunity

The staff at The Marches School and Technology College expect that students will:

- Be active in helping themselves
- Be prepared to be realistic in considering the range of opportunities available and in making choices
- Be prepared to reach their potential
- Carry out activities agreed
- Be punctual and considerate of others

As a parent or guardian

You are entitled to expect that the staff of the Marches School and Technology College will enable you to take an active part in the processes of Careers Education and Guidance through:

- Attendance at Parents Consultation Evenings and other events
- Encourage you to contact them at any stage for information or advice about your daughter/son
- Provide appropriate help for parents / carers of students with special educational needs
- Allow an opportunity to comment on the nature and quality of the service provided
- Provide ample opportunity for discussion with the Careers Co-ordinator and the Connexions Personal Advisor