



## **2e SCHOOL POLICY ON CAREERS GUIDANCE**

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|----------------------|---------------------------------------|
| 1 Statutory Policies | Part 2                                |
| ISI                  | Part 1: Quality of education provided |
| Author/led           | Headteacher                           |
| Review Date          | July 2026                             |
| Next Review          | August 2027                           |
| Comment              | 1 Year                                |
| Web site             | No                                    |

## **Policy Statement**

The purpose of the school's policy statement on Careers Education & Guidance is to clearly outline to students, staff, and parents the aims and objectives of the Careers Education and Guidance programme; how it is implemented; and their role in making it successful.

The policy is divided into four sections:

1. Aims and objectives of the Careers Education and Guidance programme.
2. The entitlement of all students.
3. How Careers Education and Guidance is delivered.
4. Careers Guidance Provision.

### **1. The Aims of Careers Education**

The aim of Careers Education and Guidance is for students receiving secondary education, access to accurate, up-to-date careers guidance which is presented in an impartial manner.

Furthermore, it enables students to make informed choices about a broad range of career options and so helps them to encourage them to fulfil their potential.

In addition, it promotes:

#### **Self-Awareness**

Students should know themselves better, i.e., have a clear appreciation of their strengths, weaknesses, values, attitudes, qualities, potential and needs.

#### **Opportunity Awareness**

Students should be aware of all the opportunities available to them in education, training, and careers.

#### **Decision-Making**

Students should be able to develop skills which enable and encourage them to make decisions about their own education, training, and career path.

#### **Transition Learning**

Students should develop skills which enable them to manage the transition to new roles and situations, e.g., pre-sixteen to post-sixteen education; to Higher Education; School/College to work.

### **2. Careers Education Entitlement**

It is the policy of the school that all students shall be entitled to:

1. Receive Careers Education and Guidance from the Year 8 Options stage upwards, with access to careers advice from the PHSCE Coordinator, Heads of Key Stage, and subject staff.
2. Careers education delivered through the formal curriculum, as part of the PSHCE programme and relevant activities and events held in school or provided by outside agencies.

3. Guidance on subject choice at relevant stages in their school career.
4. An individual careers interview at appropriate times during their school career, the outcome of which should be an action plan.
5. Advice at Parent Consultation Meetings.
6. Advice from specialists at careers conventions/talks.
7. Free literature on a range of education, training and career opportunities provided by professional bodies, COBIS and other organisations.

### **3. The Delivery of Careers Education**

The Careers Education and Guidance programme will be delivered through: -

- The formal curriculum
- Sixth Form tutorial sessions
- Careers Conventions
- Careers Experience Courses
- Work experience/work shadowing

### **4. Careers Guidance Provision**

Basic provision consists of:

- The Head of 6<sup>th</sup> Form, Leadership Team and Form Tutors are available at all times to discuss individual Careers Education and Guidance issues with students and/or their parents. All staff through their roles as tutor, teacher or Leader are involved with the delivery of Careers Education and Guidance.

Year 9

- Group talks about GCSE subjects are given by the Subject Leaders/Teachers.
- Group talks and individual guidance about GCSE options are conducted by the Heads of Key Stage.

Year 10/11

- All students will meet with staff for discussion about careers and post sixteen options.
- Careers conventions/talks provide specialist advice.
- Year 11 students attend a Sixth Form Information Evening.
- Year 11 students are encouraged to gain work experience (normally one week) after completion of their GCSE examinations.

Years 12 and 13

- All students in Year 12 and 13 receiving group and individual guidance by the Head of Sixth Form, Sixth Form Tutors, and teaching staff about post A-Level options, including careers, degree choice and GAP year opportunities.
- Students are encouraged to attend university and college virtual 'Open Days.'
- Attend university fairs arranged by the school.
- Careers and higher education fairs/talks and workshops provide specialist advice.
- Outside speakers provide a wealth of specialist advice about applications to higher education.
- The Sixth Form are provided with additional facilities specifically relating to Higher Education and careers opportunities.

### **Work Related Activities**

- Sixth Form students are encouraged and supported to gain experience of careers and the world of work through work-shadowing or work experience.
- Students participate in business enterprise activities.

### **The Role of Parents and Community**

- Parents contacts are used for organising work experience placements in Year 11.
- Speakers.
- Local community contacts are used for work experience/work-shadowing placements.
- Representatives of local and national organisations are invited into school to give career talks or attend career conventions.
- Local organisations participate in school-based workshops and conferences.

Ratified