

POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Commitment

PromisedLand Academy is committed to providing our students with a careers education, information, advice and guidance for all students in years at an age appropriate level.

Aims

PromisedLand Academy's Careers Education and Guidance policy has the following aims:

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to reduce drop outs and course switching in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to involve parents and carers

Student Entitlement

Careers Education and Guidance is an important component of the 14-18 Curriculum and we fully support the statutory requirement for a programme of careers education.

Links with Other Policies

It supports and is underpinned by key school policies including those for Curriculum, Assessment, Citizenship, PSHCE, Work Experience, Equal Opportunities and Diversity, Health and Safety, and Special Needs.

Implementation of Careers Education

Careers Education is delivered through Citizenship, PSHCE, work experience, one-one tutorials, ICT and during timetable sessions such as careers open day visits, supported by tutors, at key appropriate points throughout the academic year.

Equality and Diversity

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Implementation of Careers Guidance

i) Careers library

ii) Careers advice

- available to all students through appointment
- used for individual interviews with all the 14 – 18s and other targeted pupils throughout the year
- available at Careers Events

iv) Post 16 options

- Post 16 advice is provided throughout the year. The information and discussion are non-biased and the needs and wishes of the student are central.

Parents

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through one-to-one handovers, information sent home and through school meetings. Parents are welcome at careers interviews.

Management

Currently work experience is also the responsibility of the Principal and the career advisor. However individual teachers will assist students, though discussion and support.

Staffing

All staff contributes to careers planning through their roles as teachers and subject teachers.

The senior team will liaise and consult with the careers advisors to ensure that specialist career guidance is available when required.

Curriculum

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Other events and activities are planned and organised separately throughout the year.

Monitoring Review and Evaluation

Careers Guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Head or Deputy Head.

The programme is reviewed annually and changes and improvements to the programme are recorded.

Appendix 1

Definitions

- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work.
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- C&FE - Careers and Further Education

Entitlement statement

Excellence for All

Statement of entitlement

As a pupil of PromisedLand Academy, you are entitled to receive a programme of careers education, advice, information and guidance.

The programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers advise
- Collapsed activities
- Guided tutor time

PromisedLand Academy
Reap the Rewards...Psalm 127

- Access to the careers information
- Interviews with the Careers Personal Adviser
- Work experience (where practical)
- Other subject lessons linked to careers

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the careers programme
- Given extra help if you have special needs

Policy Adopted by Trustees on: March 2015

Policy Last Reviewed on: March 2017

Policy Due for Review on: March 2018