



**CAREERS EDUCATION
AND GUIDANCE
POLICY**



Walton Girls' High School aims to help all students fulfil their potential and experience success through an educational environment which responds to individual need and stimulates and challenges each and every student. The policy is updated on a yearly basis.

Careers education and guidance is accorded a high priority, in preparing students for the opportunities and challenges of adult and working life. It also provides realistic, unbiased advice and ensures that Walton Girls' are aware of equal opportunities legislation.

Aims

Through careers education and guidance, students will

- develop a positive self-image, in relation to future learning and work roles, and which is based on an accurate assessment of abilities and aptitudes
- acquire a sound understanding of the range of opportunities available through learning and work, and of career progression structures
- develop skills to form and implement effective decisions and a reflective approach to learning from experience.

This policy is informed by the following documents:-

- Careers Guidance and Inspiration in School DfE 2015
- Securing independent Career Guidance DfE 2012
- Raising the Participation Age: supporting local areas to deliver 2009 December 2009
- Career and Work-Related Framework – ACEG April 2012
- The Education Act 2011 Duty to secure independent and impartial careers guidance for young people in schools – statutory guidance for head teachers, school staff, governing bodies and local authorities - DfE March 2012
- DCSF Quality, Choice and Aspiration : A strategy for young people's information, advice and guidance
- DCSF Statutory Guidance : Impartial Careers Education/Resource pack
- DCSF Quality Standards for Young People's Information, Advice and guidance;
- DCSF The Work-related Learning Guide – second edition;
- Better Practice : A guide to delivering effective career learning 11-19;
- QCA Programme of Study for Citizenship at KS3 and 4;
- QCA Programmes of Study for PSHE education at KS3 and KS4;
- QCA Economic wellbeing framework 11-19 ; career, work-related learning and enterprise;

Links with other policies

Careers education and guidance links closely with PSHE, Citizenship and the library policy.

Definition

The careers education and guidance **entitlement** consists of five elements which all together provide a coherent and progressive programme for all students at each stage of their career

- careers education
- work related learning - work experience
- careers information
- guidance
- enterprise
- action planning

Delivery of the careers education and guidance entitlement

Careers education

Careers education is delivered to all students in Years 7 – 13, through careers education elements of the Life Skills and Choices (LSC) programme. The LSC programme consists of a weekly lesson in Key Stage 3 (Years 7 and 8) and three full days during the academic year for all students. Key Stage 5 students have access to the Academy's alumni which offers direct and networking opportunities to access relevant career professionals. Returning ambassadors also provide Key Stage 5 students with advice and guidance to life after school.

Enterprise

Enterprise education is delivered through the curriculum areas or by organised year based activities.

Work Related Learning

The curriculum includes planned learning, which is undertaken **through** work, **for** work and **about** work. Work related learning is provided through LSC lessons, Industry Days, vocational options, work experience, young enterprise, and vocational challenges in Key Stage 4.

Work experience

Work experience is offered to students in Years 12 to 13. Placements are provided by the Education Business Partnership, and through private contacts with local employers and parents. Students on specified Key Stage 4 courses will undertake work experience where relevant.

All work placements are checked for health and safety. All students who take part in work experience are visited by a member of staff.

Preparation for work experience including health and safety briefing takes place during LSC lessons.

Careers Information

The Learning Resource Centre is part of the school library and is open to students during regular library opening hours. The resource centre is maintained by the school librarian. The school has an online careers library accessible via the school's VLE. All students are taught how to access the virtual careers library via the LSC Programme. The CEIAG lead has a dedicated CEIAG room in the centre of the school, with a range of resources, including PCs and access to specialist software. All students take part in training on the use of a range of careers software; for example "Unifrog" and "Fast Tomato". All students are provided with logins for these software packages, which are web-based for easy access.

Guidance

All students in Years 7 – 13 have careers advice from the Career lead.

One to one help is available for all students at key decision making points.

Action planning

All students produce a plan during Year 8 which sets out their chosen options for Key Stage 4, and outlines routes through learning at 16 to 19 and beyond. Students are encouraged to add evidence of achievements outside school to their record of achievement. During Year 11, students work on producing a personal statement and CV and have the opportunity to attend mock interviews.

Management and Coordination

The careers education and guidance programme is coordinated by the CEIAG lead. The CEIAG lead is responsible for

- production/updating of the careers education scheme of learning, and support materials
- in-service training for staff delivering careers education elements of LSC
- managing the careers information section of the school careers library including purchasing new resources

Monitoring, Review and Evaluation

- Students' performance on work experience is monitored and reported on by staff visiting, and placement providers on the work experience report form, and comments included in Year 10 reports to parents
- Destinations of students at the end of Year 11 and Year 13 are used to inform the development of the careers education and guidance entitlement.

Statutory requirements: Careers Guidance and Inspiration in Schools, DfE March 2015

The statutory requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from Year 8 to Year 13.

Systematic planned evaluation takes place on a rolling basis.

Published:	Interim Review:	Review Due:	Statutory:	Committee:	LT Lead:
April 2017	April 2018	April 2019	Non-Statutory	TLA Committee	AWR
Signature:					