

Sherburn High School



Careers Education and Guidance Policy

"Achievement for All"

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Careers Education and Guidance (CEG) Policy

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Sherburn High School

Careers Education and Guidance (CEG) Policy

1. Introduction

Careers Education and Guidance is statutory from Y7. At Sherburn High School we are committed to provide outstanding CEG for all students. The school motto 'Achievement For All' underpins the work of all departments. Students are all able to achieve but can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them.

School Aim

To enable students to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world

Policy Statement

Careers Education and Guidance at Sherburn High School is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG is impartial and unbiased.

2. Aims of CEG

a) Self Development

Young people should be able to understand themselves and the influences on them

b) Career Exploration

Young people should be able to investigate opportunities in learning and work

c) Career Management

Young people should be able to make and adjust plans to manage change and transition.

Learning Outcomes

a) Self Development

Students should be able:

- To assess their achievements, qualities and skills.
- To present this information as appropriate
- To use this information for personal development
- To set career and learning targets
- To recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work

b) Career Exploration

Students should be able:

- To understand the nature of work and people's attitudes to it
- To use a variety of sources of careers information
- To use work experience to improve chances
- To understand employment trends

c) Career Management

Students should be able:

- To use decision-making techniques
- To understand and use sources of help
- To make informed and appropriate choices at 14 and 16
- To make and manage changes as appropriate
- To understand job / learning applications and the requirements of interviews
- To understand rights and responsibilities in the workplace

3. Careers Education and Guidance

Careers Education and Guidance consists of Careers Education and Careers Guidance.

Careers Education

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work. Careers Education takes place mainly through work in lessons.

Careers Guidance

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial, client centred and confidential. Careers Guidance takes place mainly through individual support.

4. Staffing

All staff are involved in preparing students for personal and working life, both as a young person and as an adult. All form tutors take a role in CEIAG, e.g. preparation of UCAS references, support during selection of KS4 options.

5. Careers Education and Guidance (CEG) Across the Year Groups

Year 7 and 8

CEIAG is embedded within the Life Skills programme and PIXL Edge.

An Options Evening follows class work designed specifically to aid students in the selection of GCSE/BTEC options at KS4.

Year 9 - 11

In Y9, students take part in a "Speed Dating" activity which gives them access to future employers and training providers.

The tutorial programme and Personal Development Days cover Opportunities at 16, and activities such as action planning, job hunting, writing a CV and interview skills. Year 11 also have a Post 16 Evening and taster sessions to sample post 16 at SHS. All year 11 are guaranteed a personal Careers Interview.

Post 16

Post 16 students CEIAG is embedded within their Tutorial programme. This programme also allows for drop in sessions to assist individuals. Post 16 students also have targeted CEIAG assemblies. All year 13 students are guaranteed a personal Careers Interview. All students are assisted with their future paths and there is an extensive programme in place to assist with UCAS application. All year 12 students do work experience.

6. Careers Interviews

Careers interviews are conducted in a private room and information from these is kept confidential. All year 11 and year 13 students are guaranteed an interview. Vulnerable students are prioritised. After this student interviews are allocated on a needs basis, either through direct referral from a member of staff e.g. House Achievement Leader or from a need assessed during a careers lesson. Students are free to request an interview at any time and one will be allocated as soon as possible.

7. Information and Resources

- Careers Information and Resources are located in the Careers Library.
- The Careers Library is updated on a regular basis to incorporate any new or additional information.
- In the Careers Library, there are IT facilities connected to the school network for programmes such as Kudos Inspire and access to the Internet.
- The Careers Library is available to students at break and lunchtimes.
- Materials are available on short-term loan to students and staff.

Keeping Up-to-Date

Copies of books that are up-dated annually are renewed each year. Other bought resources are up-dated as often as appropriate. College and universities prospectuses are current. Display is kept up to date both in the Careers Library and in Post 16 area.

8. Monitoring, Review and Evaluation

This takes place through normal Quality Assurance procedures,

e.g. Evaluation takes place through various ways such as

- Lesson Observations and Learning Walks
- Student voice
- Kirkland Rowell survey
- Students complete evaluation of Work Experience placements
- Staff complete evaluation of Work Experience placements

9. Equal Opportunities

The Careers Department supports the school Equal Opportunities Policy and endeavours to implement it in the following ways: -

- Equal Opportunities lessons.
- Careful selection of posters and display material.
- By encouraging all students to prepare to support themselves financially.
- By encouraging students to consider all options including non-traditional careers/roles.
- By avoiding the use of one gender and gender specific job titles, e.g. using she/he; son/daughter; waiter/waitress.
- By offering as free a choice as possible for Work Experience.
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.
- By not arranging and by discouraging separate sex groups for group work.
- Equal access to information for all students of all abilities.

We recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, F.E and H.E courses and employment. If a student does not have the academic ability for the career/course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.

10. Recording, Assessment and Reporting

Students' work is kept in exercise books or folders at Post 16. The work is individual and personal to the student and therefore marks are not often given. Some work is checked for spelling and to monitor students' progress.

In Y12, Work Experience Record Books are used for preparation, recording experience, de-brief and certification. Students also receive Work Experience reports from visiting staff and, in the majority of cases, from employers.

11. Entitlement

In the CEG and Work Experience Department, students from Y7 to Y13 should:

- learn about themselves and the influences on them
- develop decision-making skills
- develop skills to help them manage transition
- develop skills to use and research careers information
- have access to up-to-date information about opportunities in learning and work
- have impartial, confidential and up-to-date guidance
- learn about the world of work
- experience the world of work where appropriate

Parents

Parents are entitled:

- to have access to information on Options at 12, at 16 and during Post-16 Education via parents' evening sessions
- to have information about Work Experience and the opportunity to discuss Work Experience issues
- to access Careers information at all Parents Evenings

12. Links with the Community, Outside Agencies and Businesses

Sherburn High School has a vast bank of links with businesses in the local area and beyond in Leeds, York, Pontefract, Castleford and Wakefield. Speakers are invited into school as appropriate.

Speakers from local colleges and training providers are not invited in to school in order to avoid bias. However, students are encouraged to visit college departments and attend their Open Days where appropriate and, in addition, information is available in the Careers Library.

The school has strong links with NYBEP (North Yorkshire Business Education Partnership).

*Approved March 2006 by Governors
at Curriculum and Standards Committee
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