



# **OAKMEEDS COMMUNITY COLLEGE**

**“Succeeding Together”**

## **CAREERS EDUCATION, ADVICE AND GUIDANCE POLICY**

<b>Statutory Policy</b>	<b>NO</b>
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<b>Ratified by Governing Body</b>	
<b>Next Review Date</b>	<b>March 2018</b>



# CAREERS EDUCATION, ADVICE AND GUIDANCE POLICY

## 1. Aim of Policy

The aim of the policy is to support our students to raise their aspirations, challenge the stereotypes which exist around certain jobs and encourage students to consider a wide range of careers. Through careers education and guidance (CEG) it is hoped that our students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their ability, intelligence and needs whilst developing a broad understanding of the world of work.

We will look to support our students in assisting them to be able to make good use of information and guidance when thinking about and making choices for their future.

We aim:

- To ensure the career development, wellbeing and progression of all students.
- To provide CEG that is relevant, timely and sufficient to meet students' needs and integrated into their overall curriculum.
- To uphold the standards and code of practice of the Careers Profession Alliance's standards and codes of practice.
- To provide CEG in partnership with students themselves, their parents/carers and our chosen professional and community partners.

## 2. Scope

This policy applies to all the employees of the College.

## 3. Links with other Policies

This policy should be read in conjunction with, or takes into consideration; any additional specific policies within the College and these are listed in Section 5 below and are available on the West Sussex Grid for Learning and on the College's Q:\\drive.

## 4. Ratification

This policy should be reviewed every 3 years and should be approved by the Headteacher and link governor.

## 5. Supporting Documents

- Teaching and Learning Policy
- Assessment Policy
- PSHE
- Gifted and talented Policy
- Safeguarding Policy
- Work related learning appendix
- SEND statement – Local Offer



## **POLICY STRUCTURE**

### **INTRODUCTION/BACKGROUND**

Young people's careers are forged out of their experience, progress and achievements in learning and work. All young people will benefit from a planned curriculum or programme of activities to help them make curriculum choices that are right for them and to develop the personal resources and readiness that will enable them to manage their careers throughout their lives. Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 8-11 (2014 Careers Statutory Guidance). Our policy is also framed to benefit our Pupil Premium pupils.

### **PURPOSE**

Oakmeeds Community College is committed to career learning and development and fulfils its statutory obligations by providing a planned programme of careers education activities and information, advice and guidance (IAG) which supports the college's overall vision and is linked to the School Improvement Plan. This is provided for all students in Year 8-11 via PSHCE, tutorials and assemblies. Students can access this information via the college website.

### **IMPLEMENTATION**

Leadership and management are secured through the careers lead team. Membership includes the Assistant Headteacher (Students) as SLT lead and the Careers' Co-ordinator who co-ordinates the day-to-day delivery of the careers programme and reports to the Assistant Headteacher.

This area is also supported by the Governing Body.

All staff are expected to contribute to CEG delivery through their roles as tutors, subject teachers and support staff. Specialist careers education sessions are delivered by PSHE staff. The CEG programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the careers lead team.

### **CURRICULUM**

The careers programme for each year group is constructed around taught careers education, assemblies, events (such as Careers Day), work-related learning, online and printed information, personal tutoring, group work and individual interviews.

Students will:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills
- Save all work (CVs, Careers Action Plans etc) in their own area on a shared drive

We will secure additional access to face to face external specialist careers guidance available to all students with interviews for all students in Year 11 and vulnerable students in Year 10.

### **PARTNERSHIPS**



The schools works with a range of partners to deliver the CEG programme. These include:

- LA IAG Participation Consultant
- Post 16 providers and higher education institutions
- Employers and training providers
- Parents and carers
- Business mentors
- Careers Guidance and Training (independent careers' adviser)

## **RESOURCES**

Funding is allocated in the annual budget planning round and the level of funding is related to whole school priorities and particular needs in the CEG area. The careers co-ordinator is responsible for the effective deployment of resources.

## **STAFF DEVELOPMENT**

Staff training needs are identified in conjunction with the AHT – Teaching and Learning. The school will endeavour to meet training needs within a reasonable period of time.

## **MONITORING, REVIEW AND EVALUATION**

The annual CEG improvement plan is connected to the school improvement plan. It is reviewed annually by the careers co-ordinator and annually by the Senior Leadership Team.

Aspects of the programme are regularly evaluated by students using verbal discussion/Survey Monkey.

The Investors in Careers quality standards for CEG will be used to ensure good practice is maintained and to identify desirable improvements.