



Caedmon School

CAREERS EDUCATION Information & Guidance Policy

History of Document

Issue Number	Author	Date Written	Approved by Governors	Comments
1	K Chapman	October 2012		
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Signature of Headteacher

Signature of Chair of Governors

CAEDMON SCHOOL

Careers Education Information and Guidance Policy

Background and ethos

All pupils have an equal entitlement to high quality careers education, information, advice and guidance that provides them with an understanding of the world of work, helps them to explore career options and supports them in making decisions on the opportunities open to them.

As an 11-14 school we strive to enable all pupils to make an effective transition into Key Stage 4.

The aims of our Careers Education Information and Guidance (CEIAG) Programme

We fully subscribe to the idea that CEIAG should help young people with:

- Self Development
- Career Exploration
- Career Management

Principles

Our CEIAG programme must:

- Link effectively with PSHE Education and the National Curriculum in order to maximise student learning and avoid unhelpful repetition.
- Provide totally impartial and up to date information through close working with the school career advisor, employers and other local education institutions.
- Challenge stereotyping and encourage pupils to widen their career ideas allowing pupils to learn how to deal with prejudice and discrimination and how to use skills of assertiveness and negotiation.
- Reflect the true nature of today's and tomorrow's world of work.

Delivery and content

In Year 7

- Pupils will have 7 one hour lessons as part of PSHE education and taught by the Citizenship & PSHE team. The programme will revolve around 'The Make it Real Game'.
- Pupils focus on the transition from primary school and on understanding their own skills and abilities

In Year 8

- Pupils will have 7 one hour lessons as part of PSHE education and taught by Citizenship & PSHE team. The programme will revolve around 'The Real Game'.
- Careers Adviser runs a one hour workshop on skills employers require.
- Pupils focus on their strengths and weaknesses, practice decision making and look at a wide range of jobs including less common ones in order to encourage them to think widely.

In Year 9

- Pupils will have 7 one hour lessons as part of PSHE education and taught by Citizenship & PSHE team.
- Focus on choices for Key Stage 4 and the implications of these. Group and 1 to 1 sessions with the Careers Adviser will be available to all pupils.
- All pupils are given 'Which Way Now' booklet.
- Careers Adviser within school runs an 'employer event' for pupils to find out about careers and local opportunities.
- Pupils are taught how to use the Careers Centre, and are encouraged to visit at lunchtime.
- All pupils carry out a job project using recommended websites.

Roles and responsibilities

The CEIAG programme is planned, co-ordinated and evaluated by **K Chapman, Careers Co-ordinator** working closely with the Careers Adviser.

- The Citizenship & PSHE team are responsible for teaching and Learning and giving feedback on the taught aspects of the CEIAG programme.

- The Librarian is responsible for maintaining the careers information stored in the Citizenship department and the Careers advisor will audit both paper and IT resources annually

Resources

- The Careers Centre is housed within the main Citizenship Department and is easily accessible to pupils and staff. Materials are audited and replaced annually through support from the Careers Adviser.
- Careers software including 'Making it Real' & 'The Real Game', which are available in the IT suite.
- Pupils are able to access particular sites on the internet.
- The budget for CEIAG is negotiated annually in line with the CEIAG improvement plan and the need to update materials.

Partnerships

The CEIAG programme is greatly enhanced through links with a number of partners who help us to make the pupils learning 'real' and up to date. As well as the strong links with the **Careers Adviser** we constantly strive to expand and improve our links with **employers** and other local groups. This involvement includes working with local universities, talks in PSHE education and the visitors, careers lessons, curriculum projects linked to particular subjects and mock interview sessions.

Monitoring and evaluation

All activities that form the CEIAG programme are evaluated which is used to inform planning for the next year. We use a mixture of evaluation forms (e.g. pupils fill one in at the end of the careers unit in PSHE education). Evaluation focuses on how effective the event/activity has been in helping pupils to learn what ever the intended learning outcomes were. Staff feedback is gathered through evaluation forms and discussion during meetings.

We operate a system of peer observation for careers and PSHE education that supports the team in sharing successes and problems and for looking for practical ways of improving the programme.

An annual report for CEIAG uses evaluation findings and is then turned into a detailed improvement plan.

Link Senior Team Member – Mrs Mary Carter.