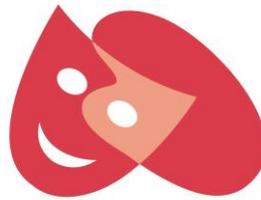




HENLEY-in-ARDEN SCHOOL

Careers Policy



arts colleges

Written: October 2014

Approved by Governors: December 2014

Review: November 2017

A POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG)

This policy reflects current practices as of September 2014, which follow the Careers guidance and inspiration in schools document (statutory guidance) published by the DfE in April 2014

Rationale

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

Henley in Arden School offers Careers Education and Guidance through the pastoral system, curriculum areas, outside agencies and CSWP (formerly the Connexions Service). The programme is designed to help young people make informed decisions about their future careers and to aid the development of the skills necessary to accept and adapt to change.

It is the aim of the school:

- To enable the student to develop a self awareness of their strengths and skills
- To encourage the student to make decisions based on knowledge and understanding
- To provide accurate information in a number of different forms of media and in a variety of styles in order that all abilities may have access to that information.
- To make students aware of the resources, both material and human, which are available.
- To link with curriculum areas to access knowledge of skills used in different careers.
- To increase awareness of the world of work through industrial links, work experience and talks by adults from outside agencies.
- To enable young people to plan for their future economic independence.
- To heighten the awareness of students of the opportunities available to them when they complete their education post 16 via: for example;
 - CSWP (Connexions Service)
 - Talks by parents, ex pupils, representatives from education establishments, the local community and industry
 - Interviews with the CSWP Personal Adviser, Melanie Mills
 - Up to date information
 - Taster visits to other establishments – e.g. – Aim Higher / ACE days
 - Careers conventions – e.g. – Skills West Midlands / The Skills Show
- To support students with their transition from Key Stage 3 to Key Stage 4 and from secondary education to their chosen destination.

Commitment

The school will undertake to provide:

Impartial Information Advice & Guidance as part of the Careers Education Programme
The school is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-11, in partnership with the local Connexions Service.

The school endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) the statement of careers education principles (DCSF, 2008) and other relevant guidance from DCSF, QCA and Ofsted that appears from time to time.

Student Entitlement Statement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

This statement is designed to help you understand the type of help you can expect to receive.

You will:

- Have advice and support from staff such as your form tutor, Head of Year, PSHE teacher and Careers Co-ordinator.
- Be shown how to use the Careers resources in the Careers Office.
- Have access to the Careers Office (when staffed).
- Have access to a range of computer support programmes to aid identifying strengths and career planning – e.g. - Kudos
- Have group/individual access to the Personal Adviser linked to this school – **(when brought in on an ad hoc basis)**.
- Have the opportunity to meet adults other than teachers.
- Take part in a work experience scheme.

Preparing you to make informed decisions about your future is an essential part of your PSHE and tutorial programme. Such preparation is designed to enable you to:

- Make decisions about your choice of GCSE subjects.
- Develop a growing self-awareness of your strength and skills.
- Develop the skills needed to apply for jobs and to be interviewed.
- Make use of a computer guidance programme.
- Gain knowledge of a wide range of further and higher education, training and career opportunities.
- Make decisions about your choice Post 16.

Implementation / Procedures

Management

- The careers programme at KS3 and KS4 is co-ordinated by the Careers co-ordinator. (Mr. Seán Taylor)
- Monitoring of the programmes is the responsibility of the Faculty Head for Social Studies (Line manager for Careers) (Mrs. Laura Laszcz)
- This area is supported by a link governor. (Dr. Karen Williams)
- The careers co-ordinator is responsible for the work of the administration staff. (Donna Reynolds)
- Work experience is planned and implemented by the work experience co-ordinator. (Mr. Seán Taylor)

Staffing

All teaching staff contribute to CEIAG through their roles as tutors and subject teachers. Careers information is available in the Careers Office which is maintained by the Head of Careers.

Staff Development

Attendance at Careers updates and meetings as necessary.

Curriculum

Careers lessons are part of the school's PSHE programme and as such are planned, resources and monitored by the Careers co-ordinator.

The careers programme includes:

- Careers education sessions,
- Career guidance activities (group work and individual interviews),
- Information and research activities (in the Careers Office and online),
- Work-Related Learning (including one week work experience), and
- Individual learning planning/portfolio activities.
- Other focused events, e.g. a higher education / jobs fayre are provided from time to time.
- Work experience preparation and follow-up take place in PSHE lessons / assemblies / tutor time and other appropriate parts of the curriculum.
- Students are actively involved in the planning, delivery and evaluation of activities where appropriate.

Monitoring, Evaluation & Review

- The Partnership Agreement with CSWP is reviewed annually, although CSWP are contracted by Warwickshire Local Authority to work solely with students at Henley in Arden School who are classified as Risk of NEET (Not in Education, Employment or Training) (RONI)
- Any further work commissioned through CSWP is privately arranged on an ad hoc as you need basis.
- Monitoring meetings are convened annually with the link governor as part of the ongoing monitoring and evaluation processes.
- Action research evaluation of different aspects of CEIAG is undertaken regularly.

- Development & Review of Policy & Provision also takes place within school, ensuring consistency and development.

Links to other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs.

Sean Taylor
Head of Careers
1st October 2014