

## **Careers Education and Guidance Policy**

### **Intro**

The focus at CFBS is to ensure that every student achieves their maximum potential. The school views educational attainment as a key determinant of students' life chances and employment opportunities. We seek to develop a passion for lifelong learning through the provision of a dynamic and challenging curriculum, which meets the needs of all learners by developing relevant knowledge and skills that promote employability.

Outstanding careers education and guidance is integral to preparing students to make informed choices about their education within school and after they leave.

### **Context**

The Education Act of 2011, due to come into force in September 2012, places a new duty on schools to ensure that all students have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers. Those schools, such as ours, that have already developed their own arrangements for providing impartial careers advice and guidance - for example by employing their own careers adviser – may continue to do so as long as they ensure students have access to a source of guidance which is independent and external to the school. This may include web based or telephone services and/or face to face guidance from a specialist provider.

### **Aims**

#### **The school is committed to**

- Providing students with outstanding careers education and guidance across all key stages, through planned, differentiated activities and experiences which are embedded in the curriculum and are designed to ensure progression.
- Ensuring access to independent, accurate, impartial and confidential careers advice and guidance for all students and their parents/carers through the school's website and written materials. Students' entitlement is outlined within the Careers Programme.
- Meeting the needs of all learners; ensuring statutory duties are met in respect of students with special educational needs. The school is meeting the new statutory duties for Careers Guidance for all young people from Year 9-11.
- Promoting equality of opportunity for all students by challenging stereotypes about careers.
- Monitoring the quality and evaluating the effectiveness of careers education.
- Sharing good practice and developing the potential of staff to become outstanding practitioners.
- Working with external agencies to secure specialist advice e.g. Islington Information Advice and Guidance.

### **Development and Review**

This policy was developed and is reviewed every two years through discussions with teaching and non teaching staff, the school's I.A.G and careers co-ordinator, students, parents, governors, advisory staff and external partners including business links.

As we review our policy we will take into account emerging policy guidance and materials.

### **Links with other Plans, Policies and Guidance**

This policy is underpinned by the school's development plan and policies for teaching, learning and curriculum, assessment, recording and reporting achievement, PHSE, Citizenship, Career, Work Related Learning and Enterprise 11-19 framework, equal opportunities, health and safety and special needs.

The school endeavours to follow the guidance in the National Framework for CEG 11-19 in England, the National Curriculum programmes for study for PHSE and Citizenship.

### **Implementation**

The Deputy Headteacher is responsible for managing the careers programme. The school's I.A.G and Careers co-ordinator works with the Deputy Headteacher to design an implement a plan which involves input from other school staff and external advisors. Student guidance is managed through the curriculum plan with support from Head of Year, Subject Leaders and the Head of PHSE and Citizenship. Work experience is planned an implemented by the I.A.G and careers co-ordinator.

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject leaders. Careers education is planned, monitored and evaluated by the I.A.G and careers co-ordinator and Deputy Headteacher in conjunction with external advisors. The I.A.G and careers co-ordinator liaises with the Islington Information Advice and Guidance Service in respect of meeting specialist needs. There is a specialist careers library and dedicated careers base within the main library with additional specialist sixth form resources in the sixth form study area.

The careers programme is part of the curriculum and as such includes; assemblies, a tutorial programme, formal lessons, careers guidance activities, visits, speakers from the world of work, activities and research into the world of work and individual careers interviews. It also involves students working with adults who are successful in different occupational sectors through the school's business links and the specialist programme, the Key Project which provides advice and guidance in addition to academic tutoring and support for students applying to Russell Group universities. The school provides opportunities for specialist projects involving staff from a variety of occupational sectors and access to careers and HE Fairs. Specialist work experience placements are on offer to students with specific career goals and through our vocational courses.

Student progress is assessed in lessons and students are involved in evaluating the provision in both formal and informal ways.

The school works in partnership with the Islington Information Advice and Guidance Service and the LEA to fulfil the statutory duties for groups learners with special needs and those needing specialist advice. The school makes use of specialist links with business and the LEA.

The school has a full time I.A.G and careers co-ordinator, a dedicated careers base and specialist library located within the main library and a separate sixth form base within the study support area. The school also benefits from the Key Project which works to support progression by providing academic tutors and support and advice on post 16 applications and progressions routes to HE including support with the UCAS process and applying to Russell group Universities.

All staff are able to access training on careers education through the school's CPD programme and sixth form tutors have access to specialist advice. The I.A.G and careers Co-ordinator and head of PHSE and Citizenship also provide advice and guidance to staff including subject leaders.

The policy is reviewed annually by the Deputy Headteacher and I.A.G and careers co-ordinator to ensure that it is meeting the needs to a diverse and aspirational student population with a 6<sup>th</sup> form of 200 students.

As with all school policies, this policy is formally reviewed as part of the work plan of the Teaching and Learning Committee.

Headteacher: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date of next review: April 2014