

## **Saint John Houghton Catholic Voluntary Academy**

### **Delivery of Careers Education and Guidance**

#### **Policy Statement**

From September 2013 The Education Act 2011 has been amended to extend the requirements for schools to secure access to independent careers guidance for students in Years 8 - 13. Careers guidance must be presented in an impartial manner to promote the best interests of the students to whom it is given.

Careers guidance for those under compulsory school age must also include information on all options available in respect of 16 - 18 education or training, including apprenticeships. In Year 8, information should include options available at age 14 such as University Technical Colleges, Further Education Colleges, Sixth Form Colleges and Studio Colleges. For those over compulsory school age, information should include Higher Education and employment options post 18, including apprenticeships. Schools will be held accountable for the destinations of their leavers through the annual publication of Destination Measures.

The Careers Education & Guidance programme is an important means of motivating students to raise aspirations and attainments.

We firmly believe that all students who come to us have an entitlement to a Careers Education & Guidance programme which will encourage them to see career development as a life-long process. Working in conjunction with our IAG Adviser, parents, representatives from local industry and other partners, we aim to provide a high quality Careers Education & Guidance programme to all our students.

#### **Principles underpinning Careers Education & Guidance**

- Individuals are treated without prejudice and have an entitlement to Careers Education & Guidance, regardless of race, gender, religion, ability, disability, social background or sexual orientation;
- Individuals have equal access to accurate, up to date and impartial information advice and guidance free from bias and stereotyping;
- Individuals' personal aspirations are the most important factor in any activity and should be treated with respect;
- Impartial careers guidance is an integral part of the whole guidance programme;
- Careers Education & Guidance underpins and runs through the whole curriculum.

#### **Purpose**

Careers Education & Guidance has an important role to play in achieving the overall school aims. As part of a broad and balanced education, it helps individual students to build the skills, knowledge and values needed for the management of their lifelong learning and career development.

*Careers Education & Guidance will enable them to:*

- Develop knowledge of themselves: strengths, weaknesses, personal qualities; and have a balanced view of their self-worth and potential;

- Be aware of education, training and career opportunities;
- Make informed choices about education, training and career progression;
- Develop attitudes of self-reliance and responsibility for their own decisions now and in the future;
- Setting personal objectives and goals;
- Develop employability and key

### **Delivery of Careers Education and Guidance**

Saint John Houghton Catholic Voluntary Academy holds Career Mark status and is a member of the Career Development Institute (CDI)

The CEG program is delivered to all year groups via Form Tutors within the PSHE programme.

Lesson content is informed by and adheres to The 'Framework for Careers, employability and enterprise education' provided by the CDI and is reviewed annually.

We employ the services of Derbyshire Careers Service who provide;

- a Careers Adviser one day a week to conduct one to one interviews and individualised action plan with KS4 students. Our Careers Adviser also attends event and parents evenings and is on hand to discuss individual needs with parents
- Data in relation to student destinations and NEET.
- Information and advice in relation to the latest thinking and developments in Careers Education and Guidance.

In addition we continuously run a comprehensive and varied programme of CEG related activities. These include:

- Guest speakers; local business and the community, post-16 education providers, local universities, alumni
- A bespoke 'Planning for Work' programme delivered to year 11 during Core ICT lessons covering Labour Market Information, the use of social media, personal awareness of traits, skills and qualities, searching for employment, CV, application form and cover letter writing, preparation for interview
- Outreach visits to universities, employers and post-16 education providers
- STEM days and activities
- Careers advisor conducting one to one interviews with year 10 and 11 students, following up by an individualised action plan.
- Suspended timetable mornings/days for Years 10-11 to cover topics such as Preparation for exams, study skills, motivation and interpersonal skills
- A careers library in the LRC
- Evening events; A post-16 careers roadshow where a wide range of providers attend to inform students about their post-16 choices and year 9 options evening
- Acts of Worship dedicated to nurturing students in terms of their spiritual, moral, social and cultural development in preparation for the world of work.
- National Citizen Service to educate students about the rewards of voluntary work

## **Communication**

We ensure that all key stakeholders are aware of the programme and their roles within it.

*Staff are:*

- provided with lesson plans and comprehensive guidance on their delivery
- informed of activities via meetings, briefings, the school calendar
- encouraged to build careers related themes into curriculum and Act of Worship time

*Parents are kept informed of events and key information via:*

- The Friday Letter
- A bespoke Careers newsletter via email
- Events
- Twitter

*Students are kept informed via:*

- Tutors
- Email
- The Friday Letter
- Act of Worship
- Twitter
- Lessons

## **Evaluation**

There are a few different mechanisms for evaluating the quality and success of CEG.

Students:

- completion questionnaire related to their experiences in their one to one careers interview. The Careers Adviser analyses the results and uses them to inform her approach
- feedback their views to the careers coordinator following outreach visits, activities and guest speakers
- end of year survey to identify successes and gaps and feed into planning

In addition:

- The careers coordinator attends all in-school events and observes the quality of delivery and student reactions
- Staff will feedback about outreach visits in staff briefings
- The careers coordinator produces written evaluations following events and activities
- Destination data is analysed to establish the effectiveness of year 11 support
- Conversations with parents at evening events and parents consultation evenings

The policy will be reviewed annually in April.