



# CAREERS EDUCATION GUIDANCE POLICY

Chair of Governors:

Date: 26/2/20

Review date: February 2023

## **1. AIMS**

1.1 The school aims to prepare students for a smooth transition to adult life and to provide the support necessary for them to achieve the transition.

1.2 The particular needs of the students mean that this preparation includes the development of a range of skills to enable them to take responsibility as far as is possible for their own life and to be involved wherever possible in the plans for their own development.

## **2. PRINCIPLES**

2.1 Careers Education Guidance (CEG) is taught with and through the whole curriculum and must support student.

2.2 All students are entitled to a planned programme of careers education which provides opportunities to meet their needs for them to gain knowledge and understand and develop skills.

2.3 Wherever possible outside agencies actively support CEG.

## **3. OBJECTIVES AND PUPIL OUTCOMES**

3.1 Each student has an individual education plan based on their individual needs. These contain individual targets which address these individual objectives outlined in their statement of SEN or IDP.

The setting for these targets is frequently vocational or to build life skills. These targets build on a series of curriculum experiences (see 4.2) in which targets have been agreed with each student. The emphasis in this respect firmly centres upon what they would like to achieve out of this programme.

3.2 Every opportunity is made to ensure that the effects of disability upon the extent of each Student's participation in the CEG programme is kept to an absolute minimum and that they participate as fully as their potential will permit.

3.3 Similarly every effort is made to ensure that gender and race do not create any artificial barriers to the maximum participation of all our students in the CEG programme.

## **4. DELIVERY AND CONTENT**

4.1 Careers education/Work Related Education (WRE) is coordinated and lead by a teacher of experience who delivers with other members of staff the programme to pupils in an age and stage relevant manner.

4.2 The curriculum seeks to equip young people to lead as full and independent life as possible. The programme is offered through a modular format to develop life skills, vocational training and an understanding of the world around them.

4.3 Students will have opportunities to experience work related activities.

4.4 Students will have opportunities where appropriate to take part in supported work experience within the school environment and in the community in year 11 & 13.

4.5 Students will visit local places of work.

4.6 Students will develop links with local business.

4.7 Students will have the opportunity to help develop their enterprise projects through personal interests and the school café?

4.8 Students will have access to specialised careers advice and individual careers advice.

4.9 Students will have the opportunity to volunteer.

## **5. APPROACHES TO TEACHING / LEARNING**

5.1 The C.E.G programme is built into the experiences being taught through the whole curriculum.

5.2 C.E.G is taught wherever possible through practical activities which encourage students to learn through experiences.

5.3 Students are taught individually or in groups according to their needs and the nature of the module.

5.4 Non Teaching staff who have much experience of working with our students are involved in taking part and evaluating the work achieved within the C.E.G programme although overall responsibility rests with the teaching staff.

5.5 Work is presented and recorded where ever possible with the support of symbols, pictures or objects of reference.

5.6 Students have access to ICT equipment to enhance their learning and present and record their work.

5.7 Accreditation is through AQA programme - "Key Skills", and other schemes such as Duke of Edinburgh Award Scheme and Young Enterprise programme.

5.8 Literacy and Numeracy skills are carefully mapped across the curriculum following the statutory National Literacy and Numeracy Framework; enabling all pupils to consolidate and apply the three strands of literacy (oracy, reading and writing) and the four strands of numeracy (developing numerical reasoning, using number skills, using measuring skills, using data skills)

across a wide range of contexts. Their achievements in literacy and numeracy are captured and reported on in their individual achievement portfolios, End of Year reports, and in key stage 4 and key stage 5 (post 16), via national accreditation schemes.

## **6 STAFFING /TRAINING / COMMUNICATIONS /ROLES**

Every effort is made by the coordinator to keep abreast of CEG and WRE developments.

6.1 Meetings are held for the staff involved in delivering the programme to exchange ideas and information and to share good practice.

6.2 Students are involved in their self-development wherever possible through target setting.

## **7. RESOURCES**

7.1 A Careers library with access to books, college prospectus, local community information is available for pupils, including careers contact numbers.

7.2 Specialist student resources are frequently developed to support modular programmes using symbols and pictorial images to ensure maximum student access.

7.3 I.C.T equipment and materials are available within the programme to provide information and offer opportunities to present and record work through a professional medium.

7.4 Staff have access to ICT training in order to provide support for student learning.

7.5 Other information through website and reference books are available for use in school by staff and students.

7.6 Pupils have access to Career Wales' website.

## **8. PARTNERSHIP**

8.1 School enjoys successful partnership with a variety of external agencies who provide a varying levels of support. These include:

- Links with local businesses
- Careers Wales
- Links with local colleges and education centres

8.2 Through discussions in home / school visits, teachers endeavour to enlist the co-operation of parents to support, develop and reinforce the skills necessary for preparation for work.

8.3 Information is stored in compliance with the Data Protection Act and in pupils' personal files.

## **9. MONITORING AND EVALUATION**

9.1 Given the nature of the school and its population monitoring is largely qualitative in nature, and is based upon the extent to which the individual needs of each student have been met. Particular reference is made to the extent to which individual objectives have been met and delivery of tasks for each student. The 14-19 co-ordinator leader sets annual targets for pupil achievement and service delivery with teachers. These are shared with the Head Teacher. On an annual basis progress towards these targets is reviewed and evaluated. This process informs future planning. The Career Service visits school regularly to work in close partnership with the school to evaluate provision.

## **10. POLICY REVIEW**

This policy will be reviewed within 3 years of approval.