

POLICY FOR CAREERS GUIDANCE

Rationale

The governing body believe that all students have the right to independent careers guidance. This policy demonstrates this view and in doing so fulfils the requirements of the Education Act 2011. The Act places a duty on schools from September 2012 to secure access to independent careers guidance for all students, including those from disadvantaged backgrounds, with special educational needs or a disability.

Policy

The aims of the policy are to enable students to:

- become aware of their personal strengths and weaknesses
- foster independent career action planning, setting realistic goals for the future, researching, reviewing and evaluating
- gain experience, knowledge and understanding about the nature of work, business and industry
- develop key skills for employability
- promote life-long learning, as a response to meeting the demands of changes in personal, industrial and economic circumstances
- support transitions at 14 and post 16 transition to full-time education, employment or training
- encourage aspirations and promote the importance of school to their future career prospects.

Guidelines

- 1 The school has employed the services of a level 6 qualified independent careers adviser who also co-ordinates careers activity within the school. The co-ordinator works three days per week and attends Parents' Consultation Evenings providing independent and impartial advice.
- 2 Guidance is presented in an impartial manner (ie showing no bias or favouritism towards a particular work option) and promotes the best interests of students to whom the advice is given.
- 3 Following a one-to-one interview an action plan is created for each student. Copies of the action plan are distributed to the student, attached to the student's profile in Sims and saved in staff files.

- 4 The guidance provided includes information on the options available to post 16 students including further education, apprenticeships and other work-based education or training. This information is reinforced through the personal wellbeing programme.
- 5 Students with special educational needs or disabilities receive advice about all mainstream opportunities as well as the full range of specialist provision available. The SENCo works closely with the local authority in the provision of SEN support services and section 139A assessments.
- 6 The school finances careers guidance from the school budget and pupil premium.
- 7 The school provides a wide range of careers activities including:
 - one-to-one interviews
 - lunch-time drop in sessions
 - group workshops on a variety of topics eg apprenticeships, college applications, jobs of the future, options post 16/18
 - seminars with a particular career focus eg digital media, engineering
 - bi-annual careers fair.
- 8 The Careers Guidance calendar provides a more detailed view of the provision for each year group.
- 9 The school also provides students with an insight into the world of work through work related activity and work placements.
 - In year 10 students are taken off timetable to develop their employability skills through organised activities.
 - All year 11 students are encouraged to organise work experience during the summer term after their GCSEs.
 - Where relevant to their course Sixth form students attend a work placement.
- 10 Some students in years 10 -11 have the opportunity to study a vocational qualification at level 1 through the Central Beds consortium. Students attend Bedford College for one day a week. Students are encouraged to attend open days and a taster session before they commence the course. Where appropriate some students participate in the school's extended work experience programme.
- 11 The school has developed strong links with local post-16 learning providers including Bedford College and the University of Bedfordshire. To enable students to make well-informed decisions visits are arranged to relevant colleges with access to prospectuses.

Monitoring, Evaluation and Review

- 1 The Careers Co-ordinator and the Assistant Head will annually monitor the effectiveness of the policy. Where necessary an action plan will be agreed to overcome any deficiencies.
- 2 The policy will be evaluated and reviewed every three years by the Careers Co-ordinator and the Assistant Head.

Dissemination of the Policy

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Principal.

Other Policies that have relevance

Work Experience
Special Educational Needs
Equality Policy

Date approved by governors	Feb 2017
Date to be reviewed	Feb 2020