

ST. BARTHOLOMEW'S SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY

Approved by Learning and Achievement Committee, Summer 2006

Approved by Full Governing Body, Summer 2006

To be reviewed Summer 2008

RATIONALE

The 1997 Education Act places a duty on schools to give students in years 9 – 11 access to careers education, information and guidance. The 14 – 19 White Paper endorses careers education as mandatory from Year 7 in September 2004.

St. Bart's is committed to providing a planned programme of careers education, information and guidance for all students in Years 7 – 13 through the tutorial programme and in partnership with the Cfbt Connexions Service.

The provision of CEG aims to help our students to

- i) **Understand themselves and develop their capabilities.** In thinking about education, training and work, students need to assess their own needs, interests, values, aptitudes and aspirations. St. Bart's will provide students with opportunities to reflect on these matters and to develop the knowledge, self-reliance, key skills and other capabilities required for working life.
- ii) **Investigate careers and opportunities.** Students need to understand changing patterns of careers and work. Provision needs to be made for them to find out about local, national and international opportunities in education, training and work and gain direct experience of work as part of the curriculum.
- iii) **Implement their career plans.** Students need to develop increasing autonomy in making decisions and implementing their career planning. They need to be able to review and evaluate their decisions and cope with change. Students need to be able to gain access to sources of further help and weigh up the advice offered. They also need to acquire skills for making effective transitions, such as the move from school to further and higher education, training or work.

ENTITLEMENT

Students are entitled to CEG that is impartial and confidential. The programme is integrated into their experience of the whole curriculum and will promote equality of opportunity, inclusion and anti-racism. The components are:-

- i) **Careers Education** which provides a means of developing individuals' knowledge, understanding and experience of opportunities in education, training and employment and the skills necessary to make informed decisions.

ii) **Careers Guidance** which provides a means of helping individuals to apply relevant knowledge, understanding and skills to their own particular circumstances when choices have to be made.

In practice, Careers Education and Careers Guidance are interwoven. St. Bart's Cfbt Connexions Service must work in partnership, with St. Bart's taking the lead on the Careers Education programme and the Connexions Personal Adviser leading on Guidance at key decision points.

The overall programme of CEG will contain the following key elements:

- A coherent teaching programme.
- Continuing guidance.
- Accurate information.
- Experience of work.
- Action planning and the recording of achievement.

IMPLEMENTATION

i) The CEG Coordinator is the leading professional working with the support of his line manager, the Deputy Head Curriculum: Learning and Achievement and the Headteacher. The Coordinator's principle functions relate to

- Vision and leadership.
- Programme management – preparing schemes of work, developing materials and managing resources.
- Staff development.
- Working with partners, in particular Connexions, the Careers Service and the Education Business Partnership.
- Teaching and support of students.

ii) The planned programme will be delivered by Tutors, in year teams, during planned tutorial periods. The number of periods designated for Careers will vary to meet the identified needs of Careers Education and Guidance within each year group. In addition, the whole tutorial programme will support the development of decision-making skills, student action planning, the recording of achievement and the raising of self-esteem, all of which are key elements of successful career decision-making.

iii) Individual guidance will complement the teaching programme. The Service Level Agreement with the Connexions Service will be regularly reviewed. The school is committed to working in a partnership with our colleagues in Connexions in order to meet the needs of students.

iv) All faculties have a role to play in Careers Education. The Careers Coordinator will work cooperatively with Heads of Faculty to help develop appropriate schemes of work.

v) A CEG Management Committee will help in the continuous process of programme improvement.

EVALUATION

The CEG Management Committee will meet at least annually to consider programme development and evaluating the effectiveness of current practice. The committee should consist of at least the Coordinator, a Governor from the Learning and Achievement Committee, the Deputy Headteacher Learning and Achievement, a Connexions representative, a representative from the EBP and an employer.

There should be an annual review of work experience based upon student evaluation, employers' reports and the views of the Education business Partnership.

The Coordinator should report annually to the Governors' Curriculum Learning and Achievement Committee.

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Signed by Chairman

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Date