

ST. BARTHOLOMEW'S SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY

Approved by the Governors' Education Committee, Summer 2019
Approved by the Full Governing Body, Summer 2019
To be reviewed Autumn 2019

RATIONALE

Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to Careers Education, Information, Advice and Guidance (CEIAG). The school also seeks to follow The National Framework for Careers, Education and Guidance 11 – 19 in England (DCSF 2003) and other relevant guidance, such as: Section 19 Education Act (2011); The Technical and Further Education Act (January 2017); Careers strategy: making the most of everyone's skills and talents (December 2017); Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

St Bart's is fully aware of the eight Gatsby Benchmarks and is well on the way to meeting all of these in advance of the deadline of September 2020.

St. Bart's is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 7 – 13 through the Personal Development Programme and in partnership with the Adviza Service. In addition, the school aims to gain the Investors in Careers award to ensure high standard of provision is maintained and reviewed on a regular basis.

The provision of CEIAG 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 in order to make choices at 14 – 19 and to manage their careers throughout their lives.
- 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 CEIAG that is impartial and confidential as appropriate. The programme is integrated into their experience of the whole curriculum and will promote equality of opportunity, inclusion and anti-racism. Teaching and learning will be appropriately personalised to meet student needs. 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 Information Advice and Guidance are interwoven. The school and the Adviza Service will work in partnership to deliver a high quality programme.

The overall programme of CEIAG will contain the following key elements based around the three core aims of the CDI framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education.
- Learning about careers and the world of work.
- Developing your career management and employability skills.

IMPLEMENTATION

i) The CEIAG Coordinator is the leading professional working with the support of his line manager, the Deputy Headteacher: Curriculum & 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 Adviza, the Careers Enterprise Company, 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 Personal Development Periods, and also supported by subject teachers. 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 Personal Development 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 Partnership Agreement with the Adviza Service will be reviewed annually in order to reflect local and national demands.

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.

EVALUATION

Evaluation will take place initially via the annual conference of Personal Development Plan (our PSHCE curriculum) leaders in the summer term. This will be supported by the Link Governor for Careers and fed through an annual report to the Governors' Education Committee.

.....
Signed by Chair of Governors

.....
Date