

THE THOMAS AVELING SCHOOL

POLICY

for

CAREERS EDUCATION

incorporating

Work Experience/Work Related Learning

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY, INCORPORATING WORK EXPERIENCE & WORK-RELATED LEARNING

This is a policy, which takes into account the governors' legal responsibilities as employers and occupants of the school premises, and the statutory guidance in the most recent DfE publications and guidelines.

Rationale

The term career refers to the progress and actions taken by a person throughout their lifetime related to their employment. At Thomas Aveling School we consider that all young people will lay the foundations for their future economic well-being and spiritual, moral, social and cultural progression through their subject, Careers and Work-Related Learning.

Careers Education and Information, Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Supporting young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employment and achieve personal and economic well being throughout their lives

All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives.

Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 8-13 (April 2014.) Although careers education and work experience is no longer a legal requirement we wish to continue to make provision in this area. Our policy is also framed to help us prepare for the Raising of the Participation Age (RPA) and to support our Pupil Premium students.

Commitment

The Thomas Aveling School is committed to:

- Providing a planned programme of activities to which all students from Years 7 – 13 are entitled which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs

Objectives

The School's CEIAG and WRL programme is designed to meet the needs of all students at Thomas Aveling School. It is differentiated and personalised to support transitions and ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to CEIAG and WRL which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

1. Management

A link Assistant Headteacher (AHT) has strategic responsibility for the management of CEIAG, and oversight of a CEIAG Coordinator who co-ordinates the day-to-day delivery of the CEIAG programme, work experience and work related learning programmes. Extended work placement programmes for Alternative Curriculum students in Years 10 and 11 are arranged by the CEIAG co-ordinator in conjunction with Medway Education and Business Partnership and the teacher responsible for the Alternative Curriculum. The AHT and CEIAG co-ordinator will review CEIAG Policy and evaluate the provision with all stakeholders including young people and the external IAG service, taking into account the school's destination measures.

2. Staffing

All staff are expected to contribute to CEIAG through their roles as tutors, subject teachers and support staff. Specialist sessions are planned by the Subject Leader for PSHE in conjunction with the CEIAG co-ordinator and are delivered by the PSHE teachers with support from Medway Youth Trust. The CEIAG programme is planned monitored and evaluated annually by the link Assistant Headteacher and the CEIAG Coordinator. Impartial and accurate IAG at transition points, such as the Year 8 options process, is the responsibility of all teaching and support staff.

In addition to this Medway Youth Trust's personal adviser offers individual and independent advice and guidance to students. The CEIAG co-ordinator ensures key groups such as pupil premium students, Looked After Children, and those with poor attendance, are prioritised in their access to a one-to-one Careers Guidance Interviews. The parents and carers of all students are invited to attend these interviews. Students can also request a careers interview directly with the CEIAG co-ordinator or through their form tutor or Director of Learning. Further careers information is available in the school's learning resource centre which is maintained by the school librarian.

3. Curriculum

The CEIAG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, and work-related learning (including Alternative Curriculum, one weeks' work experience in Year 10, and further work experience opportunities within KS4 and KS5 courses). Work experience preparation and follow-up takes place in PSHE lessons.

Careers Guidance enables students to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The programme is provided to pupils and students through:-

- The PSHE curriculum via targeted lessons;
- Tutor and mentoring activities;
- Careers interviews;
- IAG from Careers Advisors at Parents' Evenings;
- Careers activities with employers;
- Enterprise activities;
- The Work Experience programme;
- Extended work placements;
- Visits to MidKent College;
- University Visits;
- Apprenticeship talks from Carillion

Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

4. Assessment

Career-related events are evaluated by staff and students to assess their effectiveness. Learning objectives are shared in PSHE lessons and revisited at the end of lessons to assess whether they have been achieved. Students following the Alternative Curriculum courses achieve externally accredited qualification

5. Partnerships

The policy recognises the range of partners that support the CEIAG offer within Thomas Aveling School. These include:

- Arrangements with Medway Youth Trust to provide independent careers advice.
- Liaison with post 16 providers, particularly MidKent College, and higher education institutions.
- Work experience placements organised by MEBP
- Apprenticeship offers from Carillion
- Employers (work experience contacts etc.) and training providers.
- Regular contact and visits from the National Citizen Service
- Parents and carers.

6. Funding

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The link AHT is responsible for the effective deployment of resources. Sources of external funding are actively sought.

7. Staff development

Staff training needs are identified by the link AHT and the CEIAG co-ordinator in conjunction with the school inset co-ordinator.

The school will endeavour to meet training needs within a reasonable period of time.

8. Monitoring, review, evaluation and development

Our partnerships are reviewed regularly. The following provision is reviewed by the PSHE Co-ordinator and the CEIAG Co-ordinator:-

- Annual review of partnership activities with Medway Youth Trust
- Annual review of partnerships with MEBP.
- Lesson and tutor observations within PSHE lessons as part of School Self Review
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student voice, and consultation with staff. Resulting action points then feed into the following year's planning process to ensure they are addressed.