

Altrincham College Careers Education and Guidance Policy

Updated by Mrs S Clayton & Ms A Parkins

Date: 15/06/2017

Approved by: Governing Body

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Vision and purpose

Promoting a career development culture is an essential part of the mission and ethos of our school. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

National and local expectations

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for Y8-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)
- fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics
- The provision aims to maintain the Gold Standard of the Inspiring IAG Award.

Current priorities

Our careers strategy is informed by these current priorities:

- supporting individual aspirations, improving attainment and ensuring positive destinations
- meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities
- developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability
- improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways
- developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support

- working with parents/carers, alumni and education, community and business partners to meet students' career development needs

Strategy

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- identify a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO, Head of Sixth) and specialist careers staff
- identify a middle leader to manage the day-to-day running of the careers programme
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy
- commission independent careers guidance services from individuals/organisations that meet the standards set by the Quality in Careers Standard
- set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- communicate the benefits of effective provision to our partners, including link schools, and engage them in co-ordinating provision
- Actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

Entitlement

Pupils at Altrincham College are entitled to the provision of a comprehensive CEIAG programme, linking also with Work Related Learning and Enterprise and including economic wellbeing and financial capability.

All pupils at ACA have the following specific entitlements:

- Careers Education embedded in the PSHE programme and form period time.
- One or more individual careers' guidance meetings with a Connexions Personal Adviser and will receive a personal careers Action Plan
- A practice job interview in year 10
- Familiarisation sessions using Kudos, e-Clips and careers websites.
- Work related learning and enterprise activities
- Acquisition of job search skills including compiling a CV, completing an application form, job research and mock interviews.

Band Y year 10 pupils at Altrincham College of Arts have the additional following opportunities:

- One week of work experience including preparation, briefing and debriefing sessions
- a visit to Skills North West Apprenticeship Fair

Management

The Headteacher is the SLT link for CEIAG.

Content and delivery of the careers programme is the responsibility of the Careers Coordinator, in consultation with the pastoral team including the Connexions PAs, work experience coordinators, LRC & Aspire 6th manager and the EWO.

The careers co-ordinator chairs a pastoral team meeting to review and update the PSHE schemes of work and to prepare lessons and resources.

Careers Development

The careers co-ordinator conducts an annual review of the CEIAG programme and writes an annual plan with development targets.

This is reviewed termly with the lead Connexions Adviser.

Timetable

Careers lessons are taught as a discrete element within the PSHE schemes of work in years 7-9.

Years 10 and 11 participate in “off timetable” days at strategic stages in the school year. Such activities include the opportunity to work on CVs, application forms, practice interviews and enterprise activities.

In the sixth form pupils participate in an Enrichment Programme

Assessment Recording Reporting

Teachers of PSHE comment on pupils’ participation and progress in careers lessons within the overall PSHE report. There are opportunities for pupils to complete self-assessment and evaluation, both for careers lessons and for visits

Resources including ICT

The school has Careers Resource libraries, housed within the main library and Sixth Form LRC, with open access to all pupils. The school has online and network resources, used in careers education and for pupils’ own research.

The Connexions Advisers are in school 3-4 days/week.

Special Educational Needs

The lead Connexions adviser is available for the full ability range.
The adviser is present at SEN case reviews as required.

Communication with Parents

Parents are invited to an annual parents' evening; where the Connexions advisor is present in years 9-13. Parents and pupils are invited to a year 9 Curriculum Evening and an ACA sixth form Open Evening in year 11. Survey Monkey is used for parental feedback at these events.

Careers information is included in the termly newsletter.
Text messages are sent.

The EWO and the Connexions Personal Adviser make home visits as required.

WRL, Enterprise and Industry Links

Volunteers from industry, business and the uniformed services are involved in practice interviews, enterprise events and PSHE lessons. The Armed Services offer events outside and in school.

Equal Opportunities

Gender barrier and stereotypes are challenged through activities offered in Enterprise events, Gifted and Talented, and PSHE.

Staff Development

The school provides opportunities for the staff to take relevant and appropriate professional development to support the delivery of CEIAG, WRL and Enterprise.

Review

This policy will be reviewed by the governing body every two years.