

# Careers Education Information and Guidance Policy

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## Visions and Values

This policy outlines our approach to Careers and our commitment to meeting the statutory requirement to provide a planned programme (1997 Education Act) including how we prepare pupils for the opportunities, responsibilities and experiences of life.

The policy for Careers supports and is itself underpinned by our long term vision and core values through a range of key priorities and best practice, including the eight Gatsby Benchmarks (Good Career Guidance 2014). The Queen's School is currently committed to gaining the nationally recognised Quality in Careers Standard, to demonstrate excellence in Careers. This is now a recommendation of the statutory guidance (updated December 2017)

The eight Gatsby benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## Aims

Our aim is to enable students to develop the skills, knowledge and attitudes which will broaden their horizons and ensure they reach their full potential by making well-informed, realistic decisions throughout their school, adult and working lives. We will endeavour to ensure that students in all year groups gain access to personalised, relevant, impartial information at critical transition points. All pupils in Year 7-13 receive access to accurate, up-to-date careers guidance, presented in an impartial manner to allow them to make informed choices about a broad range of career options and help to encourage them to fulfil their potential.

## Careers provision

The Careers programme is delivered through a mixture of PSHE lessons, tutor time, assemblies and specific events such as our biennial Careers Conference and Work Experience weeks. The programme is co-ordinated by our Careers Leader with the support of PSHE staff, external providers, former pupils and parents, and other professionals, including academic staff of universities, and further education establishments. The programme aims to challenge stereotyping, and promote equality of opportunity and inclusion.

Provision is communicated to pupils through the school's website, through Firefly, as well as through our bi-weekly newsletters. The Careers Leader also attends:

- Parents' Evenings Year 9 – 13
- Parents Information Events such as Year 9 Options Evening, and New Sixth Form Evening
- Post 18 Competitive Course Evening & Post 18 UCAS Evening
- Open Morning, Open Evening and 6<sup>th</sup> Form Open Evening

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## **Roles and Responsibilities**

The Head of Careers, Mrs Dawson, is our Careers Leader, who is responsible for the strategic planning and management of the Careers programme, and in liaison with other staff will ensure continuity and the sharing of good practice. A link Governor supports our Careers Leader.

All staff contribute to Careers through their roles as tutors and teachers. Specialist sessions are coordinated and delivered by appropriate staff; whether internally or externally by learning providers, employers or community partners.

The programme for careers education and guidance is centred on:

## **Self-development and knowledge through careers, employability & enterprise education**

- Identifying personal qualities and skills, developing interests, values, beliefs and attitudes and relating personal strengths and interests to future career choices.
- Understanding the influences on them.

## **Career exploration through the world of work**

- Identifying and investigating appropriate pathways and opportunities that fit aspirations, aptitudes and attributes.
- Understanding how to access information and get the most from it.

## **Developing Career management and employability skills**

- Taking responsibility for managing academic and career development.
- Checking progress, identifying goals, setting targets and making plans to enhance own learning and achievements.
- Planning ways of coping with unforeseen changes or circumstances that may affect future careers.
- Presentations and workshops on the skills required in applications and interviews.

The school's aims are realised through the following approaches:

## **Careers education**

- A planned and well established programme of activities from Year 7 to Year 13.

## **Access to information and Providers**

- Careers information is available in both the dedicated Careers Library and the School Library.
- Exploration of the extensive and up-to-date resources in the careers room and main library. Full use of purchased careers software, such as Unifrog, and the internet to gain relevant Labour Market Information.
- The school is fortunate in having generous professional contacts with Providers and individuals. This enables us to organise a Year 10/11 Careers Convention, academic speakers for Year 12 for UCAS preparation and an opportunity for all Year 13 to

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experience a series of academic mock interviews, as needed. Visits to further and higher education establishments and work places are also organised.

- All pupils will hear about technical education qualifications and apprenticeships as part of a full range of academic and technical courses.

## **Experience of the world of work**

- Work experience is offered in Year 11 after GCSE examinations developed and coordinated by our Careers Leader. Placements continue to be supported throughout Sixth Form particularly for pupils looking at vocational routes post 18.

## **Access & entitlement to individual guidance**

- Each pupil is entitled to independent and impartial career guidance with information about all pathways, delivered in one-one interviews and reviewed regularly, particularly from Year 9 but available from Year 7.
- Records of individual interviews are kept by the Careers Leader and action plans are drawn up, as appropriate. These are working documents which form the basis of all future careers guidance opportunities.

## **Monitoring, review and Evaluation**

This policy will be reviewed annually in discussion with senior staff, the Careers Leader, pupil Voice and with our appointed governor in order to identify areas for improvement. Evidence is drawn from pupil and staff input as well as from external participants. This in turn informs the annual careers development plan.

This policy should be read in conjunction with Entitlement Statements for each key Stage and the Work Experience Policy below.