

## **Longdean School**



## **Career Education and Guidance Policy**

**Reviewed:** Autumn 2017  
**Ratified:** September 2017  
**Next Review** Spring 2019

## **POLICY STATEMENT**

The CEG programme at Longdean School seeks to help students make informed choices and transitions affecting their future education, training and employment. Specifically it is concerned with promoting self-awareness, self-development and personal assessment.

It aims to prepare young people for their working lives by enabling them to review previous transitions, their interests, aptitudes and preferred approaches to learning and to identify targets for developing skills to prepare for future choices and transition. The programme enables young people to develop the career management skills of decision-making, action planning and self-presentation.

## **AIMS**

### **Key Stage 3**

We aim to:

- Develop the skills and confidence needed to make realistic and informed decisions about KS4 courses.
- Develop an understanding of self in relation to future roles and an understanding of work, training and continued education. This will be aided by a Year 9 work shadowing day.
- Improve self-awareness through encouraging the students to review their own interests, aptitude and preferred approaches to learning and preferred subjects.
- Develop an understanding of Equal Opportunities and to understand that every subject and almost every occupation is open to both men and women but also be aware of the difficulties to overcome in wishing to choose a subject/occupation traditionally regarded as being the preserve of members of the other gender.
- Develop decision making skills.
- Develop an understanding of the world of work and widen their knowledge of what different jobs entail.
- Increase their awareness of Higher Education Opportunities.
- To develop a transferable skill set that prepares students for the demands of the various workplace skills that may be asked of them in their employment career.

### **Key Stage 4**

We aim to:

- Develop the skills and confidence to make realistic and informed decisions about their future beyond compulsory schooling.
- Develop the skills necessary to manage the transition from KS4 into the Sixth Form or FE, apprenticeships, training or employment.
- Further develop an understanding of self in relation to future roles and an understanding of the place of work, training and continued education in society.
- Further develop self-awareness and the ability to identify strengths and achievements.
- Support students in understanding how to write a CV and its importance in the interview process. This will be aided by the BT mock interview programme.
- Prepare the students for the interview process through providing a mock interview with local business personnel. They then identify the important qualities employers are looking for and also identify their own qualities and how they can develop these.

- Encourage research skills so they can find out the information they need to make career choices.
- Explore a career and how some of the key skills are important in particular jobs.
- Increase awareness of patterns of destinations for school leavers at 16 and 18/19 and be aware of local market information. Also to understand the changing nature of work and highlight local opportunities.
- Encourage the entrepreneurial skills of setting up, running, marketing and advertising a new business
- Encourage students to present themselves to make the most of any opportunity.
- Key Stage 5<sup>[JR1]</sup>

## **IMPLEMENTATION**

### **Commitment**

Longdean School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with Hertfordshire Youth Connexions Service

### **Development**

This policy was developed and is reviewed annually through discussions with teaching staff; the school's Youth Connexions personal advisers and Education Services Team, students, parents, governors, advisory staff and other external partners and was approved in order to achieve the Quality Award in Careers Education and Guidance.<sup>[JR2]</sup>

### **Links with other policies and partnerships**

The CEG programme is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSCE, enterprise and work related learning, equal opportunities, health and safety and special needs. It specifically relates to the 3 components outlined in Careers and Work related Framework (ACEG 2012); self-development, finding out about careers and the world of work and developing skills for career wellbeing and employability.

The Careers programme is designed to meet the needs of students at Longdean School. It is differentiated to ensure progression through activities that are appropriate to student's stages of career learning, planning and development.

Longdean School recognises the statutory duties to secure independent, impartial, face to face careers guidance for pupils in years 8 to 13. An annual Partnership Agreement is negotiated between the school and the Youth Connexions Service who offer information, advice and careers guidance to students at Longdean School. This partnership compliment the careers education programme.

### **Management**

The Director of Learning for Careers is responsible for co-ordinating the careers programme and planning and implementing the Work Related Learning programme.

Also for co-ordinating with the Youth Connexions adviser for careers.

### **Staffing**

All staff are expected to contribute to the CEG programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the Youth Connexions personal adviser and Education Services Team. A specialist personal development team, including form tutors, delivers it. The Youth Connexions personal adviser provides specialist careers guidance. Careers information is available in the Study Support Centre. Extensive administrative support is available to the careers coordinator whenever it is needed.

The careers coordinator attends the annual Hertfordshire IAG conference and training courses on careers and the world of work through Youth Connexions.

### **Curriculum**

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities in the Connexions Resource Centre, work related learning including a week of work experience and work shadowing, action planning and recording achievement. Careers lessons are part of the school's PSCHE programme. Other focussed events are an Aim Higher day at the University of Hertfordshire<sup>[UR3]</sup>, a mock interview programme for all Year 11 students, an extensive programme of outside speakers to cover all major career areas for Year 10 students, and involvement in the Real Game and the Be Real Game. Students have access to Kudos and Careerscape on-line software programmes. Year 9 students take the 'Buzz Test' through the icould web site to create self-awareness.

Work Experience preparation and follow up take place in careers lessons and other appropriate parts of the curriculum.

### **Business links**

The careers coordinator attends the Dacorum Borough Council business link meetings every half term, this is an opportunity to create networks and obtain knowledge about the local labour market<sup>[UR4]</sup>.

### **Assessment**

Career learning outcomes have been identified and a framework for assessing achievement is being developed for all year groups.

### **Monitoring, review and evaluation**

The partnership agreement with Youth Connexions is reviewed termly. The careers education programme is reviewed annually using the Careers and Work related Framework (ACEG 2012) to identify desirable improvements. Student's complete evaluation forms about the programme and parents/carers have the opportunity to feedback at various events.