



Careers Education, Advice and Guidance Policy

Approved by:	Staff, Learning and Leadership Committee	Date: 16 June 2021
Last reviewed on:	16 June 2021	
Next review due by:	June 2024	

INTRODUCTION

Downlands Community School is committed to providing Careers Education, Advice and Guidance to all students through the curriculum and organised activities.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student.

AIM

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following to all students:

- Self-development – assessing their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.
- Work place experience in Year 10.
- Independent investigation through the use of the National Careers Service website.
- Progression planning through the provision of Information and Guidance (IAG) from careers advisor, support across the curriculum, organised progression activities, events and association with local colleges and businesses.
- Develop an understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships.

SUPPORTING DOCUMENTS

- Teaching and Learning Policy
- Assessment Policy
- PDC – linked to POS
- Safeguarding Policy
- Careers Provider Access Policy
- Careers Annual Plan
- SEND Policy

COMMITMENT

Downlands Community School is committed to all students, providing a planned programme of careers education, information and guidance for students in all years. All students will leave the school with the skills and knowledge required to support their entry to further education or employment. The school actively promotes parent/carer involvement through events, forums and ensuring access to information throughout the year.

IMPLEMENTATION

Careers are led by the Careers Lead, line managed by Deputy Head.

This area is also supported by the Governing Board.

All staff are expected to contribute to Careers Education and Guidance (CEG) delivery through their roles as tutors, subject teachers and support staff. Specialist careers education sessions are delivered by Personal Development Curriculum (PDC) staff. The CEG programme is planned, monitored and evaluated by the head of PDC in consultation with the Careers Lead

ENTITLEMENT

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents/carers. The programme will promote equality of opportunity, diversity and inclusion, whilst promoting the best interests of the students to whom it is given.

PROVISION

Careers resources, available in the Library and Careers Office for all students, are relevant and updated regularly. Access to careers software (Unifrog) and the internet is easily available.

Participation in activities, both in school and off-site, provide employer contact and further information. Downlands Community School employs a Level 6 qualified Careers Information and Advice advisor who provides careers interviews for KS4 students and those with higher need in KS3. The Careers Lead also attends parents evenings for years 8-11 and presents at the Year 9 Options Evening, The launch of Work Experience to year 10 and the careers fair (Find Your Path evening) to the year 11s.

Careers focused activities delivered through the PDC curriculum are provided and managed by the teacher responsible for PDC. This will include activities about work to develop knowledge and skills.

Training needs are identified and offered to all relevant staff as opportunities arise. Information is then brought back in to school and shared with other staff members. The Careers Lead attends meetings for career updates as necessary. The SLT lead and Careers Lead will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result. Auditing of the whole school approach will also take place and support offered where required.

KEY STAGE 3 PROVISION

- Curriculum support in all subjects promoting related job advice
- Allotted time through PDC lessons for self-development focusing on lifestyle and progression
- Access to the careers software via PDC lessons and tutor time
- Year 9 have a dedicated careers day where they meet local providers of 16+ education and training, as well as presentations from local university, degree level apprenticeships and entrepreneurs. They also meet representatives from a wide range of professions through the careers speed dating event.
- Year 9 will be invited to attend Upper School Choices Evening and have access to a variety of career speakers.
- Assemblies and other information on KS4 options including vocational and alternative courses.
- Visits from Employers.

By the end of Stage 3 all students will have:

- A better understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work
- A better understanding of the full range of 14-19 opportunities for progression
- An understanding of some of the qualities, attitudes and skills needed for employability.
- Used online careers resources to research information about opportunities and apply their findings to help to make informed choices for Key Stage 4 choices.
- Received appropriate advice and guidance on Key Stage 4 option choices, and prepared an individual learning plan that sets broad learning goals for the 14-19 phase.

KEY STAGE 4 PROVISION

- A visit to the University of Sussex to experience life at a University
- In person Work Experience with employers
- Further Education Evening with attendance by local sixth form colleges and apprenticeship training providers
- College presentations
- Careers interview for Year 11 students
- Information on college open days
- Support with completing college application forms
- Mock interviews, where deemed advantageous
- Supported CV and personal statement sessions within PDC and the tutorial programme
- Close monitoring of vulnerable students
- Assemblies from ex-students on work routes

By the end of stage 4, all students will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes

- Experienced the world of work through a work placement
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify and access a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources and training to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview
- Been given information about appropriate available funding
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves.

PARTNERSHIPS

The school works with a range of partners to deliver the CEG programme.

These include:

- Post 16 providers and higher education institutions
- Employers and training providers
- Parents/carers

STAFF DEVELOPMENT

Staff training needs are identified in conjunction with the Deputy Head. Downlands Community School will endeavour to meet training needs within a reasonable period of time.

MONITORING, REVIEW AND EVALUATION

The annual CEG improvement plan is connected to the school improvement plan. It is reviewed annually by the Careers Lead and the Senior Leadership Team.

Aspects of the programme are regularly evaluated by students and other providers using verbal discussion/surveys.

