

# **CALUDON CASTLE**

## **Careers Education and Guidance Policy**

We believe that a well planned Careers Education and Guidance programme plays a major contribution in preparing young people for the opportunities, responsibilities and experiences of life. It is instrumental in helping young people make decisions and manage transitions as learners and as members of the workplace. With the introduction of more flexible routes for 14-19 year olds, it is vital that young people have the knowledge and skills they need to make informed choices. Our continuous, progressive careers programme, alongside other related curriculum activities, promotes personal and social development. Effective careers programmes:

- contribute to strategies for raising achievement, especially by increasing motivation
- support inclusion, challenge stereotyping and promote equality of opportunity
- encourage participation in continued learning, including higher education
- develop enterprise and employability skills
- reduce drop out from, and course switching in, education and training
- contribute to the economic prosperity of individuals and communities.

### **Our Commitment:**

Caludon Castle is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with Connexions ensuring that Every Child Matters. The entitlement of all our learners is described and communicated via the 'Caludon Careers Commitment'.

This policy was developed and is reviewed annually through discussions with teaching staff; the school's Connexions personal advisers, students, parents, advisory staff and other external partners such as local Aim Higher representatives and our Finance Academy partners.

It is underpinned by the school's policies for learning and teaching and, assessment, recording and reporting achievement, PSHE and citizenship, enterprise and work related learning, equal opportunities, health and safety, and inclusion.

The careers programme is differentiated to meet the needs of all students at our school. It reflects the National Framework for Careers Education and Guidance and thereby ensures progression through activities that are appropriate to students' stages of career learning,, planning and development.

Students are entitled to careers education and guidance that is impartial and confidential. It is integrated into their experience of the whole curriculum which is based on a partnership with students and their parents or carers. The programme promotes diversity, equality of opportunity and is inclusive of all regardless of disability, ethnicity, gender and religious belief. We challenge stereotyping and

traditional role models and we encourage our students to achieve beyond their current socioeconomic background.

### **Caludon's Careers Programme:**

Our Careers Programme has two components -**education and guidance** which are interrelated and depend on each other for their effectiveness. Each supports and complements the other.

#### **Careers Education:**

-helps our young people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into HE/ FE/ work.

#### **Careers Guidance:**

-enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

Working with our onsite Connexions PAs, we aim to provide independent information, advice and guidance on learning and progression to HE, FE and work, both as a discrete activity and embedded within our learning programmes.

IAG is delivered at all stages of a student's learning and by a range of staff:

This impartial advice and guidance enables each individual learner to choose the courses which is right for them

The DfES National Framework for Careers Education and Guidance states that effective careers programmes should:

- contribute to strategies for raising achievement, especially by increasing motivation
- support inclusion, challenge stereotyping and promote equality of opportunity
- encourage participation in continued learning, including higher education
- develop enterprise and employability skills
- reduce drop out from, and course switching in education and training
- contribute to the economic prosperity of individuals and communities

All staff contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Work Related Learning Coordinator and the Student Support and Achievement Coordinators (for years 7-11) and the Post 16 team for transition from 11 into 12 and for years 12-14. The on site Connexions personal advisers are closely involved providing specialist careers guidance. Careers information is available in the Connexions Resource Centre.

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in *the Connexions Base*), work-related learning (including two weeks' work experience), action planning and recording achievement (using Progress File from Year 9). Careers lessons are part of the school's Personal Development programme. Other focused

events are provided from time to time. Work experience preparation and follow-up take place in pastoral lessons and other appropriate parts of the curriculum.( See work Experience information and folder). All our post 16 students have a comprehensive UCAS/ careers programme and we have close links with Birmingham, Coventry and Warwick Universities (who support the programme) and Aim Higher.

### **Partnership**

An annual Partnership Agreement is negotiated between the school and Connexions, identifying the contributions to the programme that each will make. Close links are maintained between the Connexions PA and other colleagues and school staff and there is particular close cooperation in working with our NEETS. The Connexions base is sited in the heart of the school close to the post 16 suite of rooms.

### **Monitoring and Evaluation:**

Our Careers Education and Guidance programme is evaluated annually as part of the school's self assessment process in order to identify areas for improvement. In addition, School and Connexions review their collaborative work and the Connexions programme at regular intervals during the year both informally and formally. We constantly obtain feedback from all year groups in addition to City-wide feedback obtained by the LA from Year 11 and Year 13 students.

Updated: July 2007