

## **Parrs Wood Careers Education Advice and Guidance Policy 11-18 2015/2016**

### **Rationale**

Our programme is designed to prepare our young people for life and ensure that they are well informed about all of their options. It will promote the interests of the individual and provide independent and impartial guidance from Year 8-13 with an emphasis on providing guidance in a timely fashion for Post 14, Post 16 and Post 18 decisions. It will support every young person but provide additional support to those that need it e.g. high attaining students, disadvantaged students, SEN, those that are unsure or unrealistic about their future choices. It will do this in a way which promotes inspiration and aspiration as well as equality and diversity.

We already provide a planned programme which is acknowledged as good by the achievement of the IAG Gold Award. We will continue to strive to maintain this quality Award. The next stage is to place our careers activities into a visible, coordinated and coherent programme which provides excellent support for all of our students and is clear to all of our stakeholders.

### **Policy Aims 2015/2016**

To develop a Programme that is:

- Coordinated i.e. displays clear progression and links
- Is coherent i.e. is seen as a whole programme
- Visible to all of our stakeholders
- Impartial, provides up to date information including LMI, is differentiated to meet the needs of all of our students and is referenced against the broad learning outcomes which appear in Table A.

This will be achieved by developing and coordinating a broad range of partnerships both inside and outside of the school which support us in presenting all the options. Alongside this we will offer independent and impartial advice and guidance that promotes the best interest of the individual.

The programme outline is presented in Table B and the Management and staffing in Table C

### **Resources Available:**

Careers Rooms: (2 in the main school and 2 in the 6<sup>th</sup> Form). To include information on a range of options including post 18 options.

Webpages for the Main School and the 6<sup>th</sup> Form

**The Careers Guidance Forum** will be introduced to aid coordination, coherence and visibility meeting at least once a term.

## **Monitor, review and evaluation of the programme**

### **Measuring Outcomes:**

**Destinations:** We will review destinations for Year 11 and the Sixth-form. We will use the destination measure data provided by the Department of Education alongside the early picture of destinations provided by the local authority and our Sixth-Form destinations.

This will be produced annually and presented to the SLT and the Governors alongside the proposed annual plan for careers.

We will work with the local authority to ensure that our data is up-to-date and provide the relevant information to inform the local authority when our Young People are at risk of being NEET

### **Evaluating the Careers Programme and activities within the programme**

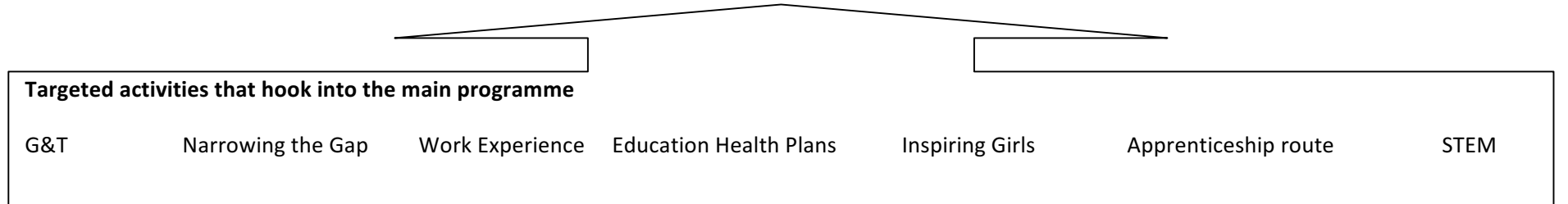
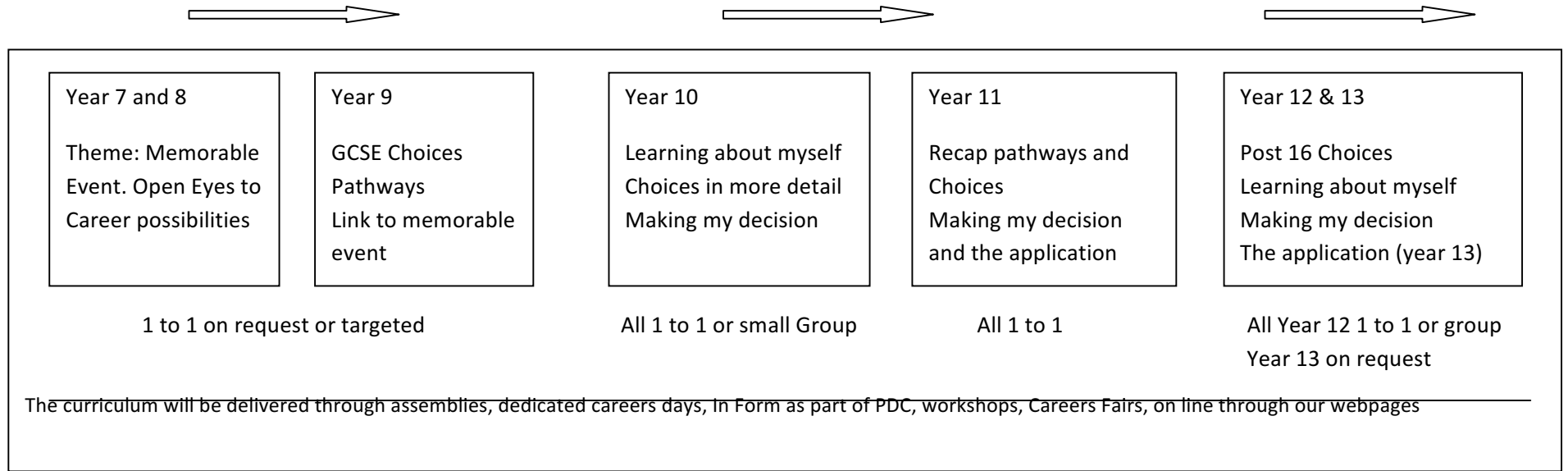
The destination data above will form part of this evaluation alongside evaluations of the individual activities and a review of the perception of the programme as a whole.

**This CEIAG Policy has been developed in line with school policies e.g. FRED (Fairness, Respect, Equality, Dignity), Government policy i.e. Careers Guidance and Inspiration in Schools March 2015 and CDI Framework for careers, employability and enterprise education 7-19 November 2015.**

<b>Table A: Learning Outcomes</b>	
Careers Exploration	Present and open up the wide variety of opportunities available.
Self-Awareness	Help young people to make the most of their opportunities.
Learning about Options and Decision making	Present a broad range of options to Young people to open their eyes to the wide variety of choice in the real world. Support young people to make the decisions about which route they would like to take; Encourage the young people to recognise that their ideas and the opportunities available may change; Encourage young people to recognise that different routes can be taken to achieve the same end i.e. Financial and/or lifestyle.
Employability skills	Show young people how employability/transferable skills may help them to meet the challenge of their future career path e.g. preparing for employment, showing initiative and enterprise.
Career Management Skills	Encourages young people to learn career management skills so they can navigate their way through their career e.g. managing changes and transitions, handling applications and Interviews, making the most of careers information, planning and deciding.
<p>These outcomes are based on those in The IAG Gold Award Criteria and the CDI Framework for Careers, employability and Enterprise Education 7-19 (November 2015).</p>	

**TABLE B: Outline of Future Choices Programme**

The Main Programme – Delivered to all



**Embedded in the curriculum transferable/employability skills:** These will be identified in the curriculum using the brand which will include a reference to employability skills. The student planner will include a table for employability skills and students will record the skills that they cover in the curriculum. This will be pulled together at set points in the Future Choices programme e.g. Year 11 assembly introducing the enterprise mornings, Year 10 applications for work experience etc

**Visibility:** The programme and its links are made visible to all of the stakeholders through the use of the brand on all related activities etc.

## TABLE C: Management and Staffing

### Leadership

Senior Manager: Deputy Head Mark McElwee

Careers Coordinator: Anita Brotherton

### The delivery team

Main programme	
Anita Brotherton	Careers Coordinator:
	Assemblies 7-13, Year 9 Options Fair, Design of Year 9 options PDC, Design and delivery of Year 9 Kudos sessions Year 9-11 Careers Fair, Year 11 and 13 Work Experience Year 11 Enterprise Morning Year 11 Interview mornings Year 11 Apprenticeship workshop, Year 12 and 13 PDC, Future Choices Day, Applications Day, Pathways Evening, University Applications Process. 1 to 1 Guidance interviews in the sixth form
Emma Woodward	Year 7, 8 and 9 PDC
Michelle Dean	Year 9 options
Andrew Wallace	Year 10 and 11 PDC
Jen Patrick	Independent Careers Advice
Carol Wilkinson	Careers Administration support, 1 to 1 interviews Year 11 work experience.
Curriculum Areas	Capture and publicise relevant activities undertaken by curriculum areas.

### The delivery team

Targeted activities	
Bernadette Sweeney	G & T Main School
Joan Kunawicz	G & T Sixth Form
Jo Shapero	Narrowing the gap
Ruth Sheldrake	Educational Health Plans
Stacey Copeland	Inspiring Girls
Richard Goldstone	Apprenticeship Route
Sarah Lyons	Apprenticeship Route
To be confirmed	STEM