



ST WILFRID'S CATHOLIC SCHOOL CAREERS EDUCATION & GUIDANCE POLICY

""For I know the plans I have for you,' declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.'"

[Jeremiah 29:11]

1. Introduction

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance.

2. Commitment

St. Wilfrid's is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG) in partnership with the *local Connexions Service*

St. Wilfrid's is committed to gaining the Investors in Careers Award for CEG and has currently completed stages 1&2.

3. Aims

The careers programme is designed to meet the needs of students at *St. Wilfrid's*. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

It is designed to help students to

- know themselves better
- be aware of education, training & career opportunities
- make choices about their own continuing education, training & career paths
- manage transitions to new roles & situations
- develop their key skills

It is expected that most students should achieve the following objectives

- to identify their own needs, strengths, interests and ambitions
- to know about the changing nature of work & the related opportunities in education training & employment.
- to develop skills required to cope with transitions to new environments whether in further education or the world of work
- to take responsibility for their own decisions and to develop their own plan of action.



4. Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism

5. Implementation

Management:

PEV co-ordinates the careers programme and is responsible to *the Assistant Headteacher (JWA)*. This area is supported by *a link governor*. *The careers co-ordinator* is responsible for the work of *the WEX administrator*. Work experience is planned and implemented by *PEV*.

Staffing:

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by *Connexions PA* and outside agencies as required. The careers programme is planned, monitored and evaluated by the careers co-ordinator in consultation with the *Connexions personal adviser* who provides specialist careers guidance. Careers information is available in the *Connexions Resource Centre* which is maintained by the school librarian. Administrative support is available to the careers co-ordinator in organising work experience

Curriculum:

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in *the Connexions Resource Centre* and on *the school intranet*), work-related learning (including one week of work experience), and individual learning activities. Careers lessons are part of the school's Personal Development programme and the outcomes of all activities are linked to the outcomes expressed in the national framework to which the school is committed. Other focused events, e.g. a Higher Education Fair are provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Students are actively involved in the evaluation of activities

Partnerships:

An annual Partnership Agreement is negotiated between the school and *the local Connexions Service* which identifies the contributions to the programme that each will make

Resources:

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEG area. *The careers co-ordinator* is responsible for the effective deployment



Monitoring & Evaluation

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser to identify desirable improvements. Evaluations are carried out at the end of the specific CEG sessions for each year group & at the end of WEX for Yr.10.

6. Policy Development/Review

This policy was developed and is reviewed biennially through discussions with teaching staff; the school's Connexions personal adviser(s), students evaluations and the link assistant Headteacher.

Reviewed PEV December 2008

For Review December 2010

Ratified by Governors