



CLOUGHWOOD ACADEMY

Careers Education and Guidance Policy

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1. INTRODUCTION

Cloughwood Academy will provide a programme of Careers Education and Guidance (CEG) for all students aged 13-16. Effective Careers Education and Guidance is crucial to preparing young people for adult and working life.

It is an integral part of the preparation of students for opportunities, responsibilities and experiences of adult life.

2. PURPOSE

The purpose of the programme is to help individual students to gain the knowledge, skills and attitudes they need to manage their own lifelong learning and career development. Careers Education and Guidance helps the student to achieve this by raising aspirations and levels of motivation.

The provision of Careers Education and guidance is an essential part of every student's entitlement and will address the following areas.

Self-development.

Students will be taught self-awareness, which is a pre-requisite to students making well-informed choices throughout their education and beyond, into training and employment.

Career Exploration.

Students will be taught to understand the concept of 'career' and its relevance to their own lives and how to investigate careers and opportunities.

Career Management.

Students will be taught to develop greater self-reliance in managing and implementing their own personal goals and targets and how to make realistic careers decisions based on their own research.

3. AIMS

Cloughwood Academy seeks to achieve the following through Careers Education and Guidance:

- the development of student self-esteem, self-confidence and self-awareness.
- to enable the students to use career management skills which they can use in future decisions making and problem solving.
- to raise awareness of the local and labour market.
- to enable students to relate learning and experience to future opportunities.
- to help students to develop skills which can lead to success in employment, training and education?
- to encourage flexibility, adaptability and self-reliance.
- to ensure students are aware of all the options available at key transition points (Year 9 to Year 11).

4. PRINCIPLES

1. The Careers Education and Guidance programme will be related to the individual needs and aspirations of students.
2. The programme will be delivered to the students by following an ASDAN Employability qualification which is an accredited structured course consisting of completion of Credits.
 - 8 Credits is the equivalent of an Award
 - 15 Credits is the equivalent of a certificate.
3. The programme will also be delivered in partnership with other organisations (such as MPLOY Solutions) who will provide all year 10 students with a two week block work experience placement to ensure a broad range of experiences and opportunities for the students. Guidance provided will be high quality, objective and impartial.
4. The underlying theme will be the promotion of personal development in an environment which is challenging, supportive and encouraging.

5. ENTITLEMENT

All students 13-16 are entitled to a Careers Education and Guidance programme which has clear stated objectives; which is progressive; and which has an integrated method of assessing student outcomes. The school will have a framework which will describe the knowledge, skills and understanding which should be developed during the period of the programme.

6. WORKING IN PARTNERSHIP

With students: the school will inform students about how the school will support their career, how the school will support their career development and what the student's role will be.

With parents: the school will communicate regularly with parents, enabling them to participate in events such as parents evening, guidance interviews and it will inform them about how the school will support their son's career development and their role in supporting the process.

With the careers service: the school will draw up a Partnership Agreement with the Careers Adviser and review annually. This will include details on access to students, sharing information, delivery of Careers Education and guidance activities and the provision of labour market information and careers information.

With MPLOY Solutions: the school will work with them to offer the students a range of work-related activities, including work experience and extended work based placements.

With providers: the school will invite a range of opportunity providers to offer information to students about local and national opportunities in employment, training and education via presentations, materials or group sessions, and also a Careers fair.

7. TEACHING AND LEARNING

Teaching Material in the Careers Education and Guidance programme will be:

- based upon sound and up-to-date knowledge and understanding of career developments.
- challenging for students to widen their careers knowledge and understanding.

- designed to actively engage students in their own learning and meet the needs of all students.
- up to date and well organised resources, including computer based careers information.
- based upon clear outcomes so that students' knowledge and understanding can be assessed.

The Careers Education and Guidance Programme will use a range of activities which encourage such involvement.

- one-to-one discussions with the Careers Co-ordinators and Careers Advisers.
- whole class discussion or group work in the classroom with tutors.
- group sessions with Careers Advisers, employment or other adults with expertise.
- direct experience of the work environment.
- individual field or desk research and the use of computer based information.

8. EQUAL OPPORTUNITIES AND EQUAL ACCESS

The school will ensure that all students can benefit from Careers education and Guidance by enabling them to participate in all of the activities which make up the programme. Students who may have identified special needs will have plans made to ensure they can benefit from the provision. This will be done by:

- reviewing the range of activities.
- reviewing the materials and providing differentiated materials.
- providing any additional equipment required.

9. ORGANISATION

Careers Education and Guidance will be delivered through the Personal, Social and Health Education programme at years 7 and 8. Designated timetabled Careers Education and Guidance lessons will be delivered through Years 9, 10, 11, delivered by a Careers / 14-16 Co-ordinator. A two week block Work Experience placement will be delivered in Year 10. The Careers Education Guidance Programme will be resourced as other departments. Additional resources may be obtained through the Careers Library Initiative.

10. MANAGEMENT AND CO-ORDINATION

The Principal will take responsibility for ensuring the delivery of the policy and programme. The Careers 14-16 Co-ordinator will take responsibility for the overall delivery of the Careers Education and Guidance programme, but reporting directly to the Principal.

11. PROFESSIONAL DEVELOPMENT

The school will seek to assess the training needs of those delivering Careers Education and Guidance on a regular basis, and to offer opportunities of those staff through the careers service INSET programme, internal staff development training programmes, as and when appropriate.

12. EVALUATION AND REVIEW

The Careers Education and Guidance Programme will be reviewed on an annual basis by the Principal, Careers /14-16 Co-ordinator and MPLOY staff using the local quality standards for CEG to identify desirable improvements. This review will also inform the review of the Careers Partnership Agreement. Evaluations are carried out from time to time.

13. CHILD PROTECTION & SAFEGUARDING

The welfare and safety of the students is the paramount consideration in all matters of child protection. The school will ensure that all staff including outside agencies that come into contact with the students when taking part in work related learning exercises, including college courses, have been DBS checked beforehand.