

2.1 Winchelsea School Careers Education and Guidance Policy Statement

Careers Education, Information advice and guidance at Winchelsea School:

To give realistic expectations of what the future might hold for our young people.

Creative use of materials is needed as there are as there are few resources that suit our young people.

A need to be sensitive to the low self esteem of our young people and to build up their self-confidence.

To involve real people through various programmes using our partners.

To provide a broad range of experiences and opportunities for pupils.

Work towards accreditation that takes into account their short span of attention

To record their careers skills and knowledge not only using paper but through ICT, digital photos, videoing and tapes.

To involve our young people in the planning of activities to enable them to develop personal preferences and decision-making skills.

To promote personal development in an environment which is supportive and encouraging.

Our aims to help pupils:

To use the QCA programme of study Economic well-being as a starting point to adapt outcomes to suit our young people and their needs and so develop a range of careers activities to both boost their skills but also to develop self-esteem, self-confidence and self-awareness.

To clarify the Transition process so that they and their carers are fully aware of the 14 plus programme and the skills and the knowledge that they will gain before leaving school.

To develop staff training so that the underlying principals of CEG are understood by all staff teaching our young people in KS3/4.

To work with the Connexions PA linked to the school and to encourage their involvement with all CEG developments.

To give support and guidance for young people on personal issues and for them to be able to sound out new ideas in a safe and secure environment.

Guidance will be high quality, objective and impartial.

To manage various programmes through local employers and Education Business Partnerships to raise awareness of the local labour market and to value good relationships for work placements

To identify a range of career resources so that they are able to find out as much as possible about the careers that might interest them and are suitable for their level of ability.

To identify employability skills that are required and to try and match their skills and to enable them to present their strengths and experiences to others. Link with Progress File work to promote self- development by setting goals and targets.

Enable the pupils to develop career management skills which they can use in future decision making and problem solving

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To promote Career exploration skills through work experience (see Work Experience policy), visiting speakers, Enterprise Workshops and Days, College Links, ITT, individual interviews etc.

To encourage Networking with employers, support agencies, partners and support groups to ensure our young people and their carers are getting the most up to date information and access to careers advice to provide the most effective Careers Education available to them.

Management and Co-ordination

Mrs Seymour as Careers Co-ordinator is responsible for ensuring the delivery of the policy and programme. Other responsibilities are to

- Plan the curriculum content and resources
- Actively pursue Networking with partners
- Organise work experience
- Be responsible for Careers Curriculum monitoring
- Review and evaluation of CEIAG
- Support colleagues and arrange their training
- Report to the school governors in the overall review of the policy.
- Communicate with parents and carers on a regular basis.

Organisation of Careers Education

CEG will be delivered through Year 7 -11 for 1 hour each week. It will be delivered by either the Careers Co-ordinator or Class Teacher .Schemes and Learning outcomes have been updated September 2009 in years 7-11(will be updated as Foundation Learning is implemented) the programme will be supplemented by activities delivered by Partners. The Connexions room will be resourced with up to date job information and relevant leaflets from Connexions. ICT Suite has a Careers page with access to Jobs in Pawsland, JED and various differentiated worksheets and a Work Experience database. Resources listed on attached document.

Staff involved are

- Mrs Seymour is Careers Co-ordinator
- Sue Bullen is Connexions Personal Adviser
- Mr Robinson is KS4 Teacher
- Mrs Courtney has adapted Make it Real Game for 3SC
- Mrs Wilkin teaches Enterprise in Year 10
- Mrs Taylor has introduced New Horizons Asdan programme for KS3

Teaching and Assessment in the Careers Education and Guidance programme is

- Based on up-to-date knowledge and understanding of career developments
- Adapted for pupils to widen their career knowledge and understanding
- Provided with well organised resources and adapted to include computer based careers information

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Assessment is based upon AQA PSHE Entry level 1-3 .CEIAG also is involved in Employability EL2 and BS Health and safety being introduced in 2009.

Lessons designed to actively engage pupils in their own learning and meet the needs of all pupils

Experienced with such activities as group workshops with visiting specialists, simulated experiences in Make it Real game, research in the Connexions room, use of ICT, work experience preparation , College Link course, work experience placements and one to one interviews with Connexions PA

Recognition of participation in the above activities are presented as Certificates in Progress Files and provide a recognised sign of achievement and celebration of their key skills

Recording and action planning

An integral part of the career development process for young people is their ability to develop the skills of recording and reviewing their achievements, setting targets, and action planning. This takes place within the context of the Progress File which is used from Year 9 and constantly updated throughout the rest of their time at school and then beyond in college and the workplace.

Through the Progress File pupils will be helped to:

- Check their progress
- Set goals and targets
- Record key skills
- Keep accreditation certificates and awards
- Write personal statements and CVs
- Organise their career planning

Equal opportunities and equal access

This is in line with Winchelsea School Equal Opportunity Policy to ensure that all pupils can benefit from CEG by enabling them to participate in all the activities which make up the Careers programme. This will be done by

- Reviewing physical access
- Reviewing the range of activities
- Reviewing the materials and providing differentiated materials
- Providing any additional equipment required

Professional development

The school will assess the training needs of those delivering CEG on a regular basis and will offer opportunities to those staff through the Connexions training programme, INSET or independent training courses.

Evaluation and review

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The CEG programme will be reviewed on a regular basis by the KS3/4 working party and comments will be invited from pupils and parents in each year group. This review will inform the Partnership Agreement each year.

Policy and entitlement will be reviewed biennially and comments requested from staff, pupils and parents.