

Careers Guidance and Inspiration Policy



SAMUEL WARD

Careers Guidance and Inspiration Policy

Rationale for Careers Guidance and Inspiration

Careers Guidance makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood.

High quality Careers Guidance provision should include the following elements:

- A planned progressive programme of career and employability education from age 11 onwards that is firmly embedded in the curriculum
- Opportunities for every young person to have information of, and experience of, the full range of pathways at key transition points, engage with a range of employers and learning providers. (This should include Further Education Colleges, 6th Form colleges, Apprenticeships, Higher Education Institutions, employers and other learning providers. These opportunities should provide young people with a variety of experiences that could inform and inspire their ideas)
- Access to a wide range of careers and labour market information in a variety of formats
- Opportunities to have tailored support at key transition phases
- Access to a specialist career guidance professional for personal guidance

Good careers provision should support the wider agendas of attainment, achievement and participation in learning (RPA).

Aims: Our aim is to help learners, through careers and work-related activities and interventions, to be able to:

- Develop their understanding of themselves in relation to future learning and employment opportunities
- Learn and experience careers and the world of work
- Develop their career management and employability skills

The school/academy has a statutory duty to secure independent and impartial careers guidance for all students from Year 7 – Year 13. We choose, however, to include Years 7 – 13 under this policy.

[Government statutory guidance for schools](#)

Links with other policies

The Careers Guidance and Inspiration policy is linked to the following policies:

- ✓ Personal, social and health education policy
- ✓ SEN/ Learning support policy
- ✓ Able, Gifted and Talented policy
- ✓ CPD policy
- ✓ Equalities policy
- ✓ School improvement plan
- ✓ Recording achievement policy
- ✓ Curriculum policy

Commitment

Careers guidance is seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond and has a high priority in this academy

Organisation, management and staffing

Governors

Principal – Andy Prestoe

Vice Principal – Chris Dale

Careers Lead – Jo Ager

Aspiration and Challenge – Jenna Powell

Work Club groups – Debbie Tabrar

Learning Resources – Angie Lane

Staff development and CPD

All relevant staff has access to a range of professional and locally run courses. The Careers Lead holds IAG qualifications specific to the job role.

The school are represented at a number of meetings and forums such as: Western Area IAG Group, 14-19 Operational Board, County Careers Development days, One Haverhill Board, Haverhill Youth Action Group and attendance at resource fairs/career days.

Resources

Health and Safety checks for work experience placements.

An independent and impartial Careers advisor is bought. WRC budget £3K includes Work Experience and independent advisor

Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through:

A Careers education programme for Years 7 -13 linked to a careers scheme of work

Work related learning activities for Years 7 -13 (see Appendix 3)

The careers education and work related learning curriculum should meet the following learning outcomes:

Developing themselves through career and work-related learning education

- Self awareness

- Self determination

- Self improvement as a learner

- Making the most of career and work-related learning activities and experiences

- Showing initiative and enterprise

Learning about careers and the world of work

- Understanding careers and career growth

- Understanding work and working life

- Understanding business and industry

- Investigating career and labour market information

- Respecting equality of opportunity and diversity

- Maintaining health and safety

Developing career management and employability skills

- Making the most of guidance and support

- Preparing for continuing learning and employability

- Developing personal financial capability

- Investigating choices and opportunities

- Planning and deciding

- Handling applications and selection

- Managing changes and transitions

(Taken from the ACEG career and work related learning framework 2012)

Personalised Opportunities

Access to individual information, advice and guidance and careers guidance for Years 8 -13 through internal staff, external visitors, mentors, and through email, telephone, web chat and forums via websites such as www.thesource.me.uk and the National Careers Service

Access to a qualified specialist source of impartial careers guidance

Employer Engagement

We work closely with employers through a range of activities including:

- Work experience placements
- Shadowing placements
- Class talks
- Assemblies
- Mock interviews
- Employer visits
- Careers Fairs

Monitoring, review and evaluation

Our Careers provision is monitored, reviewed and evaluated in the following ways:

- Verbal feedback and discussions during meeting time
- Work experience diaries
- Employer feedback forms
- Year group questionnaires and surveys
- Lesson Observations
- Mock interview employer to student feedback forms
- Destinations data
- Parents' forum

Partnerships

We work in partnership with a number of organisations to ensure learners receive specialised and impartial advice when needed:

- Suffolk County Council Integrated team
- Independent careers advisor – Ellie McCarthy
- Cambridge University
- Anglia Ruskin
- University Campus Suffolk
- West Suffolk College
- Cambridge Regional College

Engaging with Parents / carers

Parental/carer involvement is important in ensuring learners receive support at home. We include parents/carers and keep them informed of what we/learners are doing within Careers guidance and inspiration in the following ways:

- Options evenings
- Work experience evenings
- Year 7 induction evenings
- Pupil review day
- Year 9 out to work day
- Work experience placements
- Parents' forums

**This policy is reviewed annually by
Chris Dale and Jo Ager**

Appendix 1 Definitions of terms used in this policy

Careers Education - planned progressive provision by learning providers for all young people that enables them to learn about careers, learning and work so that they can manage their development, make life choices and decisions that will benefit their own personal and economic well being.

Work Related Learning – a series of opportunities and experiences for learners to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise.

Careers Guidance – a personalised service, delivered by a specialist and qualified careers guidance practitioner that assists young people make educational, training and occupational choices and manage their careers. This would usually be in a 1:1 interview but may take place in small groups.

Information, Advice and Guidance (IAG)

Information – up to date, impartial data on career and learning opportunities conveyed through different media.

Advice – activities or further discussions that help young people understand and interpret information. This can individually or in groups.

Guidance – in-depth, individual support to help young people understand themselves and their needs and overcome barriers to progression, learning or achieving their career ambitions.

It is important to remember that **IAG** is three separate elements, though it often overlaps as one activity or intervention. For the purposes of this document, IAG can be delivered by a number of people in and out of the school/college environment – for example;- careers co-ordinators, tutors, teachers, mentors, external visitors or agencies and employers.

Appendix 2 Learners Entitlement

Please see document 'Learners Entitlement to Careers Guidance and Inspiration at Samuel Ward Academy' for the full details of what students can expect as part of our offer.

A brief overview:

Your Career & work-related programme will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

You will receive:

- Careers and / work-related lessons, activities or opportunities
- Guided tutor time
- Access to the career & work related resources via a range of media
- Guidance interviews – from a trained specialist if your needs can't be met by staff in school.
- A range of experiences of work inside and outside of the classroom
- Other subject lessons linked to careers and work related learning

You can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial
- Treated with respect by visitors to the school who are part of the career & work related programme
- Given extra help if you have additional / special needs