

Policy: Careers Education and Guidance



Introduction

Rationale for CEG	Careers Education and Guidance offers all students the opportunity to increase their knowledge and awareness of self and of the world of employment, training and further education. All students should be prepared to meet the challenges and make appropriate choices when necessary.
Commitment	Sidmouth College is committed to providing a planned programme of careers education, information and guidance for all students in years 7 – 13 in partnership with Careers South West.
Development	This policy was developed and is reviewed annually through discussions with teaching staff, students, parents, governors, advisory staff and other external providers.
Link with other policies.	This policy is underpinned by the school's policy for teaching and learning, assessment, recording and reporting achievement, personal development, enterprise and work related learning, equal opportunities, health and safety and special educational needs.

Objectives

	The careers programme will meet the needs of students at Sidmouth College. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
Entitlement	Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership

with students and their parents or carers.

Implementation

Management

The Careers/Work Related Learning Coordinator is responsible for coordinating the careers programme at Sidmouth College. They work closely with the schools Careers South West PA and is responsible to the Principal. Student guidance is managed through the school's pastoral system, in conjunction with the Careers South West P.A. Work Experience is planned and implemented by the Work Related Learning Coordinator.

Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is to be planned, monitored and evaluated by the Careers/Work Related Learning Coordinator, in consultation with Careers South West P.A, Personal Development Coordinator and Director of 14-19 Education.

Curriculum

The careers programme includes careers education lessons, individual interviews with Careers South West P.A, information and research activities, work related learning, including work experience, action planning. Careers lessons within Year 9, 10 and 11 are part of the Personal development, additionally in year 11, students have one day collapsed timetable for input on post 16 skills and knowledge; this is delivered through rotating sessions. Other focused events, such as the launch of Work Experience, Work Experience debrief (including individual action planning) and Careers Roundabout, will take place. Work experience preparation will take place in PD lessons and other appropriate parts of the curriculum.

Assessment

Career Learning Outcomes have been identified for years 9 – 11 and a framework for year 7 and 8 has been developed in conjunction with the Personal development coordinator and Director of 14-19.

Partnerships

A Partnership Agreement is negotiated between the school and Careers South West identifying the contributions to the

programme that each will make. Other partnerships are being developed, e.g.:- with The Devon Education Business Partnership` The Chamber of Commerce, Local Colleges, Schools & Business'.

Resources

Funding is allocated in the annual budget. Sources of external funding will be actively sought.

Monitoring, review and evaluation.

The partnership agreement with Careers South West will be reviewed annually by the Principal, Careers and Work Related Learning Co-coordinator, and the P.A.
All events are evaluated to ensure they meet the objectives and improvements are made for the next academic year based on the evaluations.

Approved: Learning & Standards (20.04.15)