



Careers Education and Guidance Policy

Policy adopted by the Full Governing
Board: 14th October 2019

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Policy last reviewed: 27th June 2016 SLT

Policy review date: June 2022

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 College'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 careers.

Implementation

Management

The Careers/Work Related Learning Coordinator (Who is the Careers Leader for the College) is responsible for coordinating the careers programme at Sidmouth College. They work closely with the College's CSW PA and is responsible to the Principal. Student guidance is managed through the College's pastoral system, in conjunction with the CSW 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 Head of Sixth Form.

Curriculum

The careers programme includes careers education lessons, individual interviews with CSW P.A., information and research activities, work related learning, including work experience, action planning. Careers lessons within all years 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, Enterprise events and Careers days happen across the year groups. Work experience preparation will take place in PSHE lessons & through tutors, focus groups and other appropriate parts of the curriculum.

Assessment

Career Learning Outcomes have been identified for all years in conjunction with the PSHE coordinator and Head of Sixth Form.

Partnerships

A Partnership Agreement is negotiated between the College and CSW identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g.: - 'The Chamber of Commerce, Local Colleges, Schools & Business' & HOTSW Careers Hub.

Resources

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

Monitoring, review and evaluation.

The partnership agreement with CSW 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