



# GEORGE ABBOT SCHOOL

<b>Policy Title:</b>	<b>Careers Education and Guidance</b>	
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<b>Date of most recent review:</b>		<b>May 2018</b>
<b>School Mission Statement:</b>		
Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.		

A young person’s career is their pathway through learning and work. All young people need a planned programme of activities to help them make 12-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a duty to provide careers education in Years 8 -13 and to give students access to external and impartial careers information and guidance.

## Aims

The programme has three aims and is designed to help students make the most of themselves and their opportunities and is based on the eight Gatsby Benchmarks.

### Self-knowledge

- To help students understand their own skills and aptitudes and develop their capabilities.
- To enable students to understand that a career is a personal journey that includes learning, work and career breaks (both planned and unplanned), and that all career decisions involve making choices about learning and lifestyles.

### Career knowledge

- To help students develop career awareness allowing them to investigate careers and different opportunities. Through this they will begin to understand the changing pattern of careers and work at both a local, national and international level.

### Career management

- To help students manage the transitional stages in their lives by acquiring the skills necessary to make their own informed decisions about their career planning and transitions at the end of each Key Stage. Students will develop the skills of reflection which will allow them to evaluate their decisions and take appropriate actions to manage their personal career development.
- To contribute to wider school action to raise aspirations, improve motivation, develop key and other employability skills and illustrate the relevance of subject studies in future life.
- To promote equal opportunities and to challenge stereotypical thinking and attitudes.
- To ensure that students receive appropriate information and guidance, especially at key decision and transition points.

## Implementation

This policy adheres to the schools legal obligations regarding pupil entitlement under Section 42B of the Education Act 1997. All students in years 8 – 13 are entitled to have access in school from various technical education and apprenticeship providers and to fully understand how to access a full range of academic and technical courses.

This policy supports and is underpinned by key school policies/guidance including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

Governors and staff are committed to providing a planned programme of careers education for all students in Years 8-13 and information, advice and guidance (IAG). This programme is reviewed annually to ensure its effectiveness.

George Abbot School endeavours to follow the Framework for careers, employability and enterprise education (CDI, 2015) and other relevant guidance from the DfE, QCA and Ofsted.

**Management** - The careers programme is planned, monitored, administered and evaluated by the Head of PSE and the Information Centre Manager. The planned programmes are delivered through PSE lessons.

**Resources** – USIC has relevant and up-to-date CEG resources available to all students. Students have supervised IT access to careers websites. Support systems are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events, external IAG consultants, employers, business and other organisations. Funding is allocated for CEG annually. The Information Centre Manager is responsible for the effective deployment of resources.

**Guidance** - is provided by George Abbot staff and external IAG consultants who provide individual and group activities. When approached by students, all staff respond with appropriate guidance and support. Guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality.

Year 11/12 students who have been given RONI status are looked after by a representative from U-explore.

**Staff Training** - needs are identified through the George Abbot annual performance management process and to support the school development plan.

**Curriculum** - Careers lessons are part of the school's PSE programme. All Heads of Departments additionally highlight a 'careers focus' within their schemes of work. Other focused events for example a Year 10 interview day, are provided from time to time.

**Monitoring, review and evaluation** - All programme activities are monitored, reviewed and evaluated with active involvement of students. The development priorities identified form the basis of the programme's development plan. The agreement for the external IAG Consultancy Agreement is reviewed annually.