



# Careers Information and Guidance Policy 2017

---

Jane Haddow  
Deputy Headteacher  
Bea Sahota  
Careers Coordinator  
Rebecca Howells  
Education Development Trust

## **Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14–19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

## **Commitment**

Rooks Heath College is committed to providing our students with a programme of careers education, information, advice and guidance (CEIAG) for all students in years 7–13. Rooks Heath College endeavours to follow the National Framework for CEG 11–19 in England (DfE, 2003) and other relevant guidance from QCA, The Gatsby report and Ofsted as it appears.

## **Aims**

The careers curriculum is designed to meet the needs of the students at Rooks Heath College. It is differentiated and personalised to ensure progression through activities that are appropriate to the students stage of careers, learning, planning and development.

Rooks Heath College Careers Education and Guidance policy has the following aims:

- 1) To expose students to a range of activities to increase knowledge of different careers/ industries/ pathways and to provide an understanding of work, industry, the economy and the community.
- 2) To promote a greater awareness for students about the world of work and the development of key skills and employability.
- 3) To provide vocational, enterprise and work related learning as well as an academic curriculum.
- 4) To contribute to strategies for raising achievement, especially by increasing motivation.
- 5) To support inclusion, challenge stereotyping and promote equality of opportunity.

- 6) To encourage participation in continued learning including higher education and further education.
- 7) To develop enterprise and employment skills.
- 8) To reduce drop out from and course switching in education and training.
- 9) To contribute to the economic prosperity of individuals and communities.
- 10) To meet the needs of all our students through appropriate differentiation.
- 11) To inspire and motivate students to develop their future aspirations.
- 12) To involve parents and carers.
- 13) To prepare students for the transition of life beyond secondary school.
- 14) To support students in making informed decisions which are suitable, realistic and ambitious for them.
- 15) To provide students with careers experiences.
- 16) To encourage the development of essential employment characteristics eg social skills, communications, innovation, resilience which support the students in the curriculum and in careers.
- 17) To provide independent advice and guidance via careers advisor

### **Funding**

Funding is allocated in the annual budget planning in the context of whole school priorities and particular needs in the CEIAG area. The Careers Coordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

### **Roles/Responsibilities/Staffing**

All staff contribute to careers education through their roles as form tutors and subject teachers. The careers programme itself is planned, monitored by the careers coordinator, Deputy headteacher and PSE teachers in consultation with the independent careers advisor.

SLT overall responsibility – Mrs. J. Haddow (Deputy Headteacher)

Careers Coordinator – Mrs. B. Sahota

Work Experience Coordinator Sixth Form – Mrs Ruth Taylor

Independent Careers Adviser – Rebecca Howells EDT

### **Student Entitlement**

Careers Education and guidance (CEG) is an important component of the 11-19 Curriculum and at Rooks Heath College, we fully support the statutory requirement for a programme of careers education in Years 7–13.

## **Development**

*The policy was developed and is reviewed biennially by the **Careers Coordinator and the Deputy Headteacher** based on current good practice guidelines by DfE/Ofsted, CEG Framework and the Gatsby report.*

## **Links with other Policies**

It supports and is underpinned by key school policies including those for Equalities, Health and Safety, Gifted and Talented and SEN, OSA.

## **Implementation of Careers Education**

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers Education is delivered during relevant points in a lesson, PSE lessons, tutor time, and during collapsed timetable sessions in Years 7–13. It is organised and supported by the careers coordinator, teachers and directors of learning, at appropriate points throughout the academic year.

## **Equality and Diversity**

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## **Implementation of Careers Guidance**

**1) Careers library – Situated in the main library, all students have access to this.**

- A wide range of materials

- Open throughout the school day and extended before and after school

## **2) Independent Careers Adviser – Rebecca Howells (EDT)**

- Available to all students (Years 7-13) 2 days per week – Thursday & Friday with lunchtime & break drop in sessions. Room MF8 and extension 295.
- Used for individual interviews with all year 11s and other targeted pupils in Year 10, 12 and 13.
- Sixth form interviews.
- Delivers careers related assemblies to relevant year groups.
- Available at careers events and parents evenings.
- Delivers skills workshops to Years 7 and 8.

## **3) Extra support where appropriate**

- Support for Students with Special Educational Needs making transition from one key stage to another and onto careers is part of the student's action plan. Pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Directors of Learning, and the Careers Coordinator. Personalised support from the Senco, Careers advisor and external bodies is given where appropriate.

## **4) Careers Evening**

- A Post 16 Open Evening is arranged in school to complement other Open Events run by local colleges.
- A programme of information evenings throughout Years 7-13
- Industry talks & events – students are invited to attend specific specialist events either off site or in house.

## **5) IT**

A range of weblinks are available for pupils to use to independently explore different jobs and careers and the skills needed for them.

Key Stage 3 and 4

<https://www.prospects.ac.uk/job-profiles>

<https://icould.com/buzz/>

[Careers and 16+](#)

Key Stage 5

Unifrog

## [Careers and 16+](#)

### **6) Other**

Extracurricular clubs and trips support students in developing their understanding of a range of different subjects. Assembly talks are delivered by members of staff and external speakers on a range of careers that inspire and motivate the students. These are offered to all year groups.

Careers information is displayed:-

On noticeboard outside BF12

On Year group noticeboards

In the Sixth form common room

On subject display boards

Rooks Heath website

Alumni - A program where alumni will be encouraged to speak at assemblies, careers or subject specific events and share their profession, career path and further education with current students is being developed.

CPD for the careers coordinator attending industry events

### **Parents and Carers**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are kept up to date with careers related information through newsletters and at open evenings. Parents are welcome at careers interviews and, where necessary are invited.

The Careers Coordinator will liaise and consult with the Education Development Trust PA to ensure that specialist career guidance is available when required.

The Careers Coordinator is responsible for maintaining the Careers Library.

### **Partnerships**

A partnership agreement is ongoing with the Education Development Trust and is reviewed on a yearly basis

Other links with local 14-19 Providers are made when required. Post 16 and 18 destinations are reported to Prospects through Harrow Borough Council. Links with parents/carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings).

### **Monitoring Review and Evaluation**

Careers Education and Guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Deputy Headteacher.

EDT deliver interim and end of year reports to the school detailing the number of students seen from each targeted year group and student feedback.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers Education is fully supporting whole school aims.

### **Definitions**

- Careers Education – helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work.
- Careers Guidance – enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
- CEIAG – Careers Information Advice & Guidance.

### **Statement of entitlement**

As a pupil of Rooks Heath College you are entitled to receive a programme of careers education, advice, information and guidance.

### **Your CEIG 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 lessons.
- Guided tutor time.
- Access to the careers library – information is available in books, prospectuses, leaflets and on computer – ask for help.
- Interviews with the Careers Personal Adviser.
- Work experience – Year 12.
- Other subject lessons linked to careers.
- Trips linked to specific careers eg STEM and Law.
- Opportunity to attend specific careers events eg Techmix Jobs Expo, London Skills Fair.
- Workshops on choosing Apprenticeships.
- Speakers in Assemblies.
- Careers events in school eg Vocational Fair, Careers Fair, College Fair.
- Skills workshops.

**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 careers programme.
- Given extra help if you have special needs.

Reviewed December 2017