



PLYMOUTH HIGH SCHOOL FOR GIRLS

POLICY: Careers Education, Information and Guidance Policy

SLT LINK MEMBER: Shaun Willis

GOVERNORS SUB COMMITTEE: Teaching & Learning

This policy was adopted/updated: November 2017

This policy will be reviewed: November 2018

Statutory Policy: YES

Source: School

Rationale

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employment throughout their lives. Schools have a statutory duty to secure independent careers guidance for pupils in year 8 – year 13. (Department of Education guidelines April 2017)

Role of School

To enable students to make well informed and realistic decisions PHSG will provide access to impartial and independent information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.

Commitment

Plymouth High School is committed to providing a planned programme of careers education, information, advice and guidance (IAG) for all students in Years 7-13, in partnership with Careers South West, Youth Workers and external mentors that are both impartial and confidential.

In addition we have appointed a Careers and Work Experience Coordinator. Part of the Careers and Work Experience Coordinator's role is to provide one to one careers interviews with students arranging appointments with external providers when required. Completing the Level 4 Diploma in Careers Information and Advice was a requirement of this appointment.

Plymouth High School is committed to maintaining the 'Investors in Careers' Award'.

Development

This policy was developed and is reviewed annually in discussion with teaching staff, the school's Careers and Work Experience Coordinator, students, parents, governors, advisory staff and other external partners (e.g. Plymouth Learning Trust).

Links with other policies

This policy for CEIG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equality and diversity, gifted and talented, looked after children and special needs/LDD.

Objectives

Student Needs

The careers programme is designed to meet the needs of students at Plymouth High School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Complying with the requirement to secure careers guidance from an external source schools are free to make arrangements for careers guidance that fits the needs and circumstances of pupils.

Entitlement

Students are entitled to CEG and IAG which meets professional standards of practice and which is person centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. This programme will raise aspirations, challenge stereotyping, improve motivation and promote equality and diversity.

Implementation

Management

The Deputy Head leads a team of staff in the quality provision of careers education. He is supported in this work by the Careers and Work Experience Coordinator. This area is supported by a link governor. Work experience is planned and implemented by the Careers and Work Experience Coordinator. The Deputy Head is responsible for the work of the Careers and Work Experience Coordinator.

Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development/PSHE Education team. The CEIAG programme is planned, monitored and evaluated by the Deputy Head in consultation with the Careers and Work Experience Coordinator.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the library and on the school intranet), work-related learning (including one weeks' work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. Other focused events, e.g. a higher education fair are provided from time to time. Work experience preparation and follow-up take place in career lessons and other appropriate parts of the curriculum.

Students are actively involved in the planning, delivery and evaluation of activities.

Assessment and Accreditation

The intended career learning outcomes for students are based on the ACEG Framework and are assessed using assessment for learning (AfL) techniques.

Partnerships

An annual Partnership Agreement is negotiated between the school and 'Careers South West Ltd' which identifies the contributions to the programme that each will make. Other links are being developed; building strong connexions with employers, Youth Workers and external mentors.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Careers and Work Experience Coordinator is responsible for the effective deployment of resources within Careers. This includes the appropriate resourcing of the careers library and the updating of a suitable range of IT and software. The Deputy Head is responsible for the effective deployment of resources within Work Experience and Enterprise. Sources of external funding are actively sought.

Staff Development

Staff training needs, such as the role of tutors in CEIAG, are identified during professional development sessions with line managers. Funding is provided by the school. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring, review and evaluation

The Partnership Agreement with Careers South West is reviewed annually. The programme is reviewed annually by the Deputy Head and the Careers and Work Experience Coordinator using the Investors in Careers standards to identify areas for improvement. A report is submitted to the senior leadership team and governors. Action research evaluation of different aspects of CEG and IAG is undertaken regularly.