

CAREERS EDUCATION AND GUIDANCE **(CEG) THROUGHOUT THE SCHOOL 2014**

All staff are responsible for providing guidance and advice to pupils as part of their professional duties: 'providing guidance and advice to pupils on education and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;' (para.62.2.2 of School Teachers Pay and Conditions Document, 2003)

In order to support this responsibility, specific CEG Schemes of Work are integrated into the PSHE curriculum, which is delivered via Form Tutors in most instances. The schemes are compiled, and training and suggestions on delivery given by the Careers Co-ordinator. The following table gives an outline of the topics covered in each year, although the content is continually being evaluated and assessed, using feedback from tutors and pupils about the effectiveness and value of each unit:

YEAR	CONTENT/DELIVERY	Outcomes
7	4 sessions, what is a career, extra- curricular activities, key skills and a research project	Students will be able identify skills they can develop to become more employable
8	4 sessions, covering various aspects of CEG, learning to research jobs, identifying areas of interest, guest speakers.	Students will take an open approach to career and hear from a guest speaker about their role at work
9	4 timetabled sessions. Careers project, students research different careers and present their findings. Students will also learn about job stereotyping Delivered by Form Tutor. Review day will help students with options choices.	Year 9 students will be in a strong position to make informed decisions regarding their options.
10	4 session, covering CVs, letters of application and interview skills	Students will be able to apply for work experience
11	6 timetabled sessions, including looking a Post-16 options, improving a CV, building a 'job match' profile and work experience preparation. Delivered by Form Tutors	Students will be well prepared for their work experience placements. Students will know their rights and responsibilities

A Higher Education Programme for Years 12 and 13 is delivered via the Head of Sixth Form and various tutors, and includes sessions on UCAS applications, finance, study skills, gap years, often involving outside speakers and links with Further Education institutions, such as Cambridge admissions tutors.

More specific guidance is available to all students in Year 11, where they each have an interview with the school's Careers Advisor from Prospects. The school has regular contact with the Prospects advisor, and our assigned Careers advisor attends parents evening in year 9 and 11, offering opportunities for parents to discuss any questions they may have about their daughter's next steps.

All schools are required to give impartial careers advice to students in years 8 to 13. Our Careers advisor from Prospects will be available for drop in sessions with all students and

group sessions will be held for year 10 students. Students are given access to a web based careers programme where they can receive impartial/ independent careers advice.

A Careers Fair in the autumn term is a vital part of Careers Education information and guidance. This gives students in key stage 4 the opportunity to meet employers and to develop their understanding of the world of work. Students also have the opportunity to meet with subject teachers to discuss options at A-level.

The overall aim of the CEG programme in school is to enable students to learn about themselves, to provide them with the tools and skills to enable them to explore all the options open to them, and to apply this effectively to their career for most satisfaction, and the most successful transition from education to work i.e.

- self development
- career exploration and
- career management

-the three main **learning outcomes** outlined in the 'National Framework for careers Education and Guidance'

Through the delivery of CEIAG students we seek to help students become Confident of their own worth, courageous and resilient

- Self-reliant in life and in learning
- Independent in thought and belief
- Receptive to new experience and interested in everything
- Assured and articulate in communication
- Considerate and kind
- Respectful of difference in other individuals and cultures
- Ready to assume responsibility as members of multiple communities
- Clear-sighted and imaginative in planning for their futures
- Unwilling to settle for less than their best in anything they do

A small Careers Resource room is located in Flat 3 in school, where the stock is continually being updated. A growing selection of software programmes including Fast Tomato, Barclays Lifeskills and Teaching resources UK r are also incorporated into the various Schemes of Work, and students have free access to these via the school network. Through their PSHE sessions, students are introduced to, and encouraged to make good use of, the resources provided, during their lunch hours, and at other specifically allocated times during the programme.

Early in their careers programme (Year 7), students are introduced to the **key skills*** that are essential for success in their education and training, and it is the role of all subject teachers to identify and emphasise these across the curriculum, as appropriate, when they arise:

- communication
- application of number
- information and communication technology
- working with others
- improving own learning and performance
- problem solving

If any students ask for specific information or guidance relating to career issues, subject and form tutors can refer them to the Careers Co-ordinator, who will link them with our Prospect Careers Advisor.