



ST IVO SCHOOL

Careers Policy incorporating:

- **Information and Guidance**
- **Work Related Learning**
- **Enterprise**

The 1997 Education Act places a duty on schools to give students in year's 9-11 access to Careers Education, Information and Guidance. In 2004 this duty was extended to include years 7 and 8. St Ivo School offers the same access to students in years 12 and 13.

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Rationale

A young person's career is their pathway to adulthood through learning and work. St Ivo students have a planned programme of activities to facilitate their decisions and career planning. They are encouraged to keep developing their career pathway once they have left the school to study further or enter the world of work.

St Ivo school is committed to providing a programme of careers education for all students aged 11-19. This is done by endeavouring to follow the guidance in the National Framework for Careers Education and Guidance 11-19 in England as well as the Every Child Matters agenda. This policy supports the school's curriculum aims as defined in the St Ivo School Curriculum Policy and the School's Guiding Principles.

Entitlement

In short, the entire Careers programme has the "whole child" at its heart.

This policy was developed by discussions with teaching staff, the Connexions Personal Advisers who are attached to the school, the Link Governor, Senior Management Team, parents, and other external partners. It is reviewed annually.

Students are entitled to Information, Advice and Guidance that is impartial and confidential. This is supported by the school's Connexions Personal Advisers who are in school on a rotation basis for 4 days per week. All students in year 10 are offered a work experience placement of two weeks duration. Other students may also be offered a targeted work experience if it is appropriate. Students in year 12 and 13 are encouraged to find a work experience placement to fit in with their current courses and career aspirations. Students in KS4 and KS5 are also offered an opportunity to participate in the Enterprise Scheme.

Introduction

This policy seeks to support the personal, social and academic aims of the school namely,

- to help pupils recognise their own areas of competence and achievement,
(Personal)
- to help pupils prepare for their adult lives at home, work and at leisure as citizens,
(Social)
- to give pupils a better understanding of the developing financial, service, scientific, technological and industrial society of which they are part.
(Academic)

In addition, this policy supports the school's curriculum aims as defined in the St. Ivo School Curriculum policy, namely to *'enable pupils to develop knowledge and skills relevant to adult life with employment in a changing world'* and critically that the pupils and students *'need to develop an understanding of the demands and challenges of the new millennium'* with reference to changing employment patterns.

Finally, since Careers Education and Careers Guidance are interlinked and interdependent activities they are necessarily concerned with personal, social and academic potential. Together they form Careers Information, Advice and Guidance (IAG). The St. Ivo School 'Guiding Principles' document acknowledges how important it is to develop the three areas, so that we 'contribute to the education of the whole

person'. Careers Information and Guidance from years 7 to 13 will emphasise at defined times these three areas of potential.

CAREERS EDUCATION AND GUIDANCE AT THE ST. IVO SCHOOL

POLICY STATEMENT

St. Ivo School will educate its students to regard a career to mean a developing path through life. In other words the whole journey from school to retirement and beyond, a process of lifelong learning and personal development.

The Context and Principles Underpinning the Policy

The associated programme and schemes of work will need to reflect the changing nature of occupational patterns and trends. As adults, St Ivo students will need to be able to adapt to these changes, so that they are able to operate in a climate of competition and be willing to develop new knowledge, transferable skills and competencies throughout their working lives. They will need to be flexible self-starters, with multi-faceted and transferable skills, willing and able to participate in a world in which they may find themselves 'in' and 'out' of work. An environment of continuing education and retraining is likely to be the norm redefined as mobile and evolving.

In short, 'security for the individual lies not in employment but in employability...' (Choice and Careers DfEE 1998).

An effective Careers Education and Guidance programme lies at the centre of the necessary experience for **all** students, and it will be a crucial component of their entitlement if we are to prepare them for the future. In this sense the policy subscribes to the concepts of pupil entitlement and access expressed in the School Curriculum policy.

Aims

Given the context and principles above, the aim of the Careers programme at St Ivo School is to develop, through a planned, structured and progressive programme of learning, students' ability:

a) To understand themselves and develop their capabilities:

- to identify their own interests, aspirations, strengths and areas for development
- research skills
- knowledge of how to access sources of information and guidance
- personal presentation and communication skills
- problem-solving skills
- the ability to market and sell their skills and credentials
- the skills, values and attitudes to be self reliant, positive, optimistic, confident and assertive
- the ability to 'make things happen' rather than waiting for situations to happen
- personal motivation to work
- the flexibility to acquire new and 'sought after' skills
- to consider the benefits of different types of work

b) To investigate Changing Patterns and Trends:

will include:

- an understanding of the demands of the workplace in the 21st Century
- an understanding of the rewards and satisfaction work can bring

- knowledge and requirements of employers and educational institutions
- an understanding of the rights of employers and employees
- the ability to assess realistically new employment markets
- the capacity to appreciate the benefits of a range of work opportunities

c) To implement Careers Planning:

- planning and self-management skills through a programme of lessons
- realistic decision-making skills
- the ability to appreciate the benefits of a range of work opportunities
- the ability to use breaks in employment, leisure time and education and training as opportunities

As part of students' spiritual, moral, social and cultural development, the school's Careers programme will:

- 1 enable students to understand the meaning and value of work to individuals, community and the country as a whole;
- 2 make clear that there are types of work other than paid employment – which are intrinsically valuable;
- 3 identify a range of experiences which may include employment, self-employment, volunteering, work in the home and work in the community.

Although Careers Education and Careers Information and Guidance are really interlinked and interdependent activities, at St. Ivo School the careers programme will seek to make a clear distinction between:

Careers Education

The means by which an individual develops the knowledge, understanding, skills, values and attitudes necessary to make informed choices and take advantage of the opportunities in education, training and employment.

and

Careers Information and Guidance

The means by which an individual is helped to **apply** relevant knowledge, understanding, skills, values and attitudes to their own particular circumstances when choices have to be made at particular times during a student's school life.

Students will have an 'entitlement' to expert guidance provided by our close working partnership with Connexions, Cambridge. Trained and qualified Connexions Personal Advisers will make a significant contribution to this process.

The Careers Information and Guidance programme will enable the pupils and students to achieve the following broad aims:

a) To understand themselves and develop their capabilities

In thinking about education, training and work, the pupils and students will assess their own needs, interests, values, aptitudes and aspirations.

b) To investigate the changing patterns and trends

Provision will be made for pupils and students to find out about local, national and international opportunities and gain direct experience of, and insights into different types of work and training and the associated modes of access. The programme and schemes of work must address the changes in traditional 'guarantees' and ensure that the personal and social implications of occupation, leisure, employment and education are fully explored with particular reference to the age and maturity of the students.

c) To implement careers planning

The need to develop the skills necessary to implement, with access to good information, career planning and the ability to review and evaluate decisions in the light of change.

Implementation

Management

Mrs Linda Bartlett, Head of Careers is responsible for the management of the department. She works closely with Cambridge Connexions and the School's Senior Management Team. The work experience co-ordinator is Mrs England. (Appendix 1 providing the job descriptions of the roles within the department is available on request).

Staffing

All staff are encouraged to contribute to Careers Information in their roles as subject teachers and tutors. Careers Education, Information and Guidance is planned and monitored by the Head of Careers. The module in year 10 is delivered by the Head of Careers and the Labour Market Information module in year 11 is delivered by the Work Experience Co-ordinator. The Work Related Learning module in year 9 is delivered by the dedicated PSHE team.

The Connexions Personal Advisers deliver specialist guidance by one-to-one and group interviews, as well as an information activity to year 9. Careers information is available in the Careers Resource Centre, the Careers website within the whole school website and some information is available in the School Resource Centre. The information is maintained by the Careers Administrator.

Curriculum

The learning outcomes are identified for each module. The Careers Programme includes lessons on the world of work, information and careers research and local labour market information. These areas are supplemented by a variety of modular lessons across the year groups presented by the PSHE team and the Careers Department. Individual Learning Planning (ILP) augments this and is co-ordinated by the ILP Co-ordinator.

There are a variety of focused event days which are:

Year 9	World of Work
Year 9	Work Related Learning activities
Year 10	Enterprise and Work Related Learning
Year 10	Work Experience - 2 weeks
Year 10	Financial Capability activity days
Year 11	World of Work

Year 12	Careers Information and Financial Capability morning
Year 12	Enterprise and Work Related Learning

Students are encouraged to research as many options as possible and be realistic in their planning.

Evaluation

At the end of each careers module event and event days students and practitioners involved are encouraged to provide feedback, which is used to implement improvements where necessary. The feedback is gathered via questionnaires and group discussions in Careers lessons where appropriate. The Careers Department is currently undergoing the process of achieving the Connexions suite of quality marks. Feedback from this self-evaluation process will be acted upon to maintain continued improvement.

Partnerships

A partnership agreement is negotiated annually between St Ivo School and Connexions. It identifies the contributions each partner is to provide. Links with the local business community are forged with the assistance of Cambridgeshire Education and Business Links Organisation (CEBLO).

Resources

The Careers Resource Centre is updated annually via the addition or replacement of books, software, audiovisual resources, pamphlets and posters. This is facilitated by discussion with the Connexions Personal Advisers who, through their expertise, provide valuable insight into resources which work well for young people. Funding for this is augmented with Connexions Information funding.

ICT facilities are available in the Careers Resource Centre, school network in ICT suites, School Resource Centre ICT facilities in the 6th form block. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment as well as provide opportunities for self-appraisal.

Staff Development

Careers staff development is provided by Connexions Cambridgeshire and Beacon East. Work Experience training for the year 10 tutor team is embedded in the Staff Professional Development Program (SPD). Additional Inset, where appropriate, is attended by all members of the department and other teachers and support staff. The purpose of this is for other teaching staff to gain a wider knowledge of the labour market and the relevant information associated with this.

Parents and Carers

Parents and carers are encouraged to participate and facilitate their children's use of IAG by attending the Options/Choices/Open evenings. The Careers Department and Connexions deliver impartial information and guidance which can be further accessed by parents and carers via the Careers page on the School website. Students are actively encouraged in Careers lessons to discuss IAG with parents and carers.