

Campion Careers Guidance Policy (Aspire Engage and Achieve)

Careers Guidance Policy Rationale to engage aspire and achieve

Careers Guidance makes a major contribution in preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood.

Quality Careers Guidance provision should include the following elements:

- A planned progressive programme of career and employability education from year 7 - 13 that is firmly embedded in the curriculum
- Opportunities for every young person to have information and or experience of the full range of pathways at key transition points
- Engage with a range of employers and learning providers (This should include Further Education Colleges, 6th Form colleges, Apprenticeships, Higher Education Institutions, employers and other learning providers. These opportunities should provide young people with a variety of experiences that could inform and inspire their careers ideas)
- Have access to a wide range of careers and labour market information in a variety of formats
- Opportunities to have tailored support at key transition phases
- Access to a specialist career guidance professional for personal guidance

Good careers provision should support the wider agendas of attainment, achievement and participation in learning.

Aims

Here at Campion School we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence. In addition, our aim is to help learners, through careers and work-related activities and interventions, to be able to:

- Develop their understanding of themselves in relation to future learning and employment opportunities
- Develop their career management and employability skills
- Learn and experience careers and the world of work

The Academy has a statutory duty to secure independent and impartial careers guidance for all students from Year 7 – Year 13. We have chosen to employ a full time careers adviser that is based at Campion school five day per week.

This will enable us deliver our statutory duty to include Years 7 –13 under this policy.

Government statutory guidance for schools

Links with other policies

The Careers Guidance and Inspiration policy is linked to the following policies:

1. Personal, social and health education policy
2. SEN/ Learning support policy
3. Able, Gifted and Talented policy
4. CPD policy
5. Equalities policy
6. School improvement plan
7. Recording achievement policy
8. Curriculum policy

Our Commitment

Careers guidance is seen as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond and has a high priority in this academy in particular we intend our pupils to:

Develop a broad understanding of the world of work and an ability to respond to changing opportunities

Develop independent research skills so that they can make good use of information and guidance

Develop and use their self-knowledge when thinking about and making choices

Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our pupils will make their final choices post 16

Commitments

The Governing Body and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years
- Encouraging pupils to achieve and to be ambitious
- Involving pupils, parents and carers in the further development of careers work
- Ensuring that no pupil is disadvantaged in gaining access to education, training or employment through the delivery of CIAG by our own team of impartial careers advisers
- To achieving and retaining the Investors in Careers Award

Organisation, management and staffing

Head Teacher – Jassa Panesar
Deputy Head – Steve Bolsover
Careers Lead – Michael Wilson
Achievement and Challenge – Peter Forsey
Curriculum Development - Nick Hawkins

Staff development and CPD

All relevant staff has access to a range of professional and locally run courses. The Careers Lead holds IAG qualifications specific to the job role. The school are represented at a number of meetings and forums such as:

The Leamington Rotary Club
Leamington Business Network meeting
Coventry & Warwickshire Chamber
The Skills Show career sessions
Coventry & Warwickshire Careers Guidance Network Meeting
Central Warwickshire Careers Adviser Network Meeting
Coventry & Warwickshire Local Enterprise Partnership

Resources

Health and Safety checks for work experience placements.
U-Explore
JED
Pathways Tracker
CDI registration

Curriculum Opportunities

Careers include both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance pupils are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in pupils' self-development and understanding of careers is regularly monitored.

Careers education forms an integral part of the curriculum in the REAL programme. The three main areas of careers learning, identified in the National Framework, form themes throughout careers work from years 7-13.

Self-Development

Understanding themselves and the influences on them

Career Management

Make and adjust plans, to manage change and transition

Career Exploration

Investigate opportunities in learning and work

Curriculum Opportunities

The curriculum includes planned learning, which is undertaken through:

A Careers education programme for Years 7 -13 linked to a careers scheme of work

Work related learning activities for Years 7 -13 (see Appendix 3)

The careers education and work related learning curriculum should meet the following

Learning outcomes:

Developing themselves through career and work-related learning education

Self-awareness

Self determination

Self-improvement as a learner

Making the most of career and work-related learning activities and experiences

Showing initiative and enterprise

Learning about careers and the world of work

Understanding careers and career growth

Understanding work and working life

Understanding business and industry

Investigating career and labour market information

Respecting equality of opportunity and diversity

Maintaining health and safety

Developing career management and employability skills

Making the most of guidance and support

In addition we organise:

- Careers convention for pupils 9-13
- Compulsory Work experience for Year 10
- Compulsory work experience for Year 12 exploring vocational options
- Careers Lab 7-13 (Delivered in conjunction with the National Grid)

Further details of the curriculum programme can be obtained from the head of careers

Careers guidance takes place on a one to one basis and is one aspect of the school's pastoral system. In this respect careers work is supported by the pastoral leads and form tutors in tutorial time. We are also well supported by our Careers Adviser who is here full time.

Equal opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. In lessons teachers are asked to ensure that pupils work in mixed gender groups and that girls as well as boys are asked to be spokesperson. We monitor careers resources regularly to ensure that they encourage both boys and girls and pupils from minority ethnic groups to enter different careers.

At special events such as the Careers Convention we aim to give parents and pupils a view of young, successful career women and men. The destinations of our leavers are closely monitored and younger pupils informed so that we are aware of trends and opportunities.

Monitoring, evaluation and review

The careers programme is monitored regularly and amended after an annual review. Pupils' opinions are actively sought and a working party of pupils helps in evaluation and review

Our Careers provision is monitored, reviewed and evaluated in the following ways:

- Verbal feedback and discussions during meeting time
- Work experience diaries?
- Employer feedback forms?
- Year group questionnaires and surveys?
- Mock interview employer to student feedback forms?
- Destinations data
- Parents' forum

Destination data is regularly monitored using U-Explore pathways Tracker. The academy uses this software to identify and track students chosen pathways and destinations.

Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the School's equal opportunities policy, work experience policy, external visits policy and other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum

Personalised Opportunities

Access to individual information, advice and guidance and careers guidance for Years

8 -13 through internal staff, external visitors, mentors, computer software packages and forums via websites such as I-cloud and the National Careers Service

Access to a qualified specialist source of impartial careers guidance Employer Engagement

We work closely with employers through a range of activities including:

- Work experience placements
- Shadowing placements
- Class talks
- Assemblies
- Mock interviews
- Employer visits
- Careers Fairs
- Coventry & Warwickshire Local Enterprise Partnership Advisor (Sarah Windrum)

Partnerships

We work in partnership with a number of organisations to ensure learners receive specialised and impartial advice when needed:

- Independent careers advisor – Michael Wilson
- Warwick University
- Loughborough University
- Warwickshire College
- Coventry & Warwickshire Local Enterprise Partnership Advisor (Sarah Windrum)

Management

The overall management of Careers Education and Guidance is with the Head of life Skills (Julie Gardner).

Resources

The School has provided an excellent careers Office comprising of information on employment, Training, university and opportunities' available in the world of work. Champion School is committed to maintaining this office and it is readily accessible to all pupils and is open from 8.30 am to 5pm Mon -Fri. A drop in service is available at lunch time 12:20 – 13:00 where students can discuss and research their career ideas with our fully qualified careers advisor.

Our careers adviser is based at Champion full time and interviews are booked for all students. Pupils are also welcome to book an appointment with the Adviser. Here at Champion we recognise the key role that parents and carers play in career choices. They are welcome them to use the careers room and to accompany their daughters/sons to interviews.

Past students are a valuable resource and come into help with careers work. We are also grateful for the support we have had from local and national industries and higher education institutions.

Investors in Careers

We aim to work towards the prestigious Investors in Careers Award and are currently in consultation with the CDI to undergo the requirements needed to gain the award

The execution of this policy is monitored by the senior management team and the Governing Body as part of the monitoring of progress of the School Development plan. The policy is reviewed every two years by the Governing Body.

Engaging with Parents / carers

Parental/carer involvement is important in ensuring learners receive support at home. We include parents/carers and keep them informed of what we/learners are doing within Careers guidance and inspiration in the following ways:

- News Letters
- Work experience evenings?
- Year 7 induction evenings
- Year 9 out to work day?
- Work experience placements
- Parents' forums?
- Careers Fair (Open to parents/carers)
- Access to fulltime careers adviser