

# **Farney Close School**

## **Careers Education and Guidance Policy**

### **Why do we need a Careers policy?**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make informed decisions and it is the responsibility of the school to advise and guide them while making these choices.

The 1997 Education Act places a duty on schools to give pupils in years 9-11 access to careers education and guidance, in Farney Close this is developed and supported in curriculum time. In order to illustrate the level of importance that the school places on an individual's preparation for work or college double the advised timetable time is allocated to all pupils in years 10 and 11, with one specific lesson focused on Careers in isolation.

### **How is Careers Education taught?**

Careers education is taught through the PSHE curriculum in years 9, 10 & 11( following the AQA specification Entry Level syllabus – Units 7&8. It does however have a special focus in yrs 10 & 11 with one lesson per week designated to careers as a stand alone subject. In these lessons pupils will look at what opportunities are available to them once they leave school. They will also have an interview with the Connexions officer who works closely with the careers advisor and the subject teacher to determine any areas of interest for future study or work. The individual is then supported in researching the relevant opportunities that might be available in their chosen field.

### **What is included in Careers Education?**

The main focus of the learning will take place in careers lessons; there is individual guidance by the subject teacher, the careers coordinator and the Connexions advisor. All of this work is accessed through normal teaching methods which include differentiated lessons as well as individual research by the pupils involved. Greater detail relating to subject content can be found in the programmes of study and on the curriculum map. Work related learning through work experience will also

supplement the classroom activities and provide a large bank of resources for the individual. There is pre work experience preparation as well as post work experience analysis and evaluation. The work experience programme for our pupils is quite comprehensive with one week in year 10 and one day per week in year 11. There is also cross curricular work done wherever the opportunity arises.

### **What sort of support will be available?**

Support levels within the classroom are comprehensive. Every pupil is given the opportunity to be withdrawn from the lesson to have individual support for college/ job applications and phone calls and where necessary support is offered for the interviews themselves. Consultation with parents is regular and staged. The local Connexions advisor holds individual careers interviews and this forms, not only information for feedback sessions, but is part of the individuals annual review paperwork. In this way the Local Authority is kept in touch throughout the whole process.

### **How is the programme monitored and evaluated?**

The careers programme itself will be subject to the normal procedures for monitoring, review and evaluation that are in place throughout the curriculum. These are identified in the school's monitoring and evaluation policy. This is because Careers is taught through PSHE, predominantly in years 10 and 11, and as such will be monitored as part of the curriculum in the usual ways. On top of this the careers advisor is guided by the Investor in Careers programme and their quality standards which help identify improvements and any need for change.

### **How is the programme staffed and managed?**

Careers is taught by the PSHE department and supported by a consistent classroom assistant who is responsible for Careers and Work Experience. The local Connexions office provides support in the form of an officer who attends and conducts career interviews as well as providing advice in the pupils' educational reviews. The Deputy Head/ Head of Education oversees Careers development throughout the school.

## **How is staff development managed?**

Staff development in this area of the curriculum has been very comprehensive. Considerable support and guidance has been accessible through the Investors in Careers programme. Staff have also been well supported and informed through Local Authority conferences, comprehensive in-service courses and access to Local Authority advisors. In an effort to keep up with an ever changing programme that incorporates more and more of the ECM agenda training has been extensive.

## **How often is the policy reviewed?**

The Careers policy has been written and incorporated into the school's practice, policy and procedure manual and as such will be reviewed annually in line with other documentation.

## **Is it linked with other policies?**

The Careers policy is underpinned by the school's Curriculum policy as well as the teaching and learning guidance. The Assessment policy and Monitoring and Evaluation policy also support the work that is undertaken.

## **What is the overall objective of teaching Careers?**

The careers programme is designed to meet the needs of the pupils at Farney Close. It is differentiated to ensure progression through activities that are appropriate to the individual's stages of career learning, planning and development. The objective is that every pupil, on leaving Farney Close, will be able to access either employment or a college place in an appropriate environment and thereby maximise their true potential.