



## Policy for

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### CAREERS - INFORMATION, ADVICE & GUIDANCE

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## Responsibility

**Assistant Principal, Head of Careers / IAG, Work Related Manager**

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## Aims

To prepare all students for the world of work and adult life with timely information, advice, guidance, development of skills and experiences.

## Objectives

- To provide curriculum work which informs students about career opportunities and the required pathways in terms of qualifications, qualities, skills and experience.
- To provide curriculum and other opportunities which develop these skills – for example presentation of self and enterprise.
- To raise motivation and aspirations with industrial visits, work experience, internships, speakers and enterprise activities.
- To help students overcome any barriers to progression.
- To encourage high levels of entry to university and apprenticeships post KS5.
- To provide individual and unbiased advice and guidance at timely points – especially prior to transitions from KS4 and KS5.
- To raise the profile of Work Related Learning amongst students and staff.

## Guidelines

- Work with agencies and individuals such as BEST (Business and Education Succeeding Together), TYST (Targeted Youth Support) and Careers Officer.
- Close coordination with Heads of Year for example in organising speakers, careers interviews, Enterprise Days and any interventions.
- A higher level of input will be needed for certain pupils – for example those identified as potentially NEET in KS4, at risk of dropping out of KS5 or with a lack of pathway following the completion of a course.
- All post holders in this area should keep themselves up to date with developments in the world of work and higher education and be prepared to discuss this with students and parents.

## Implementation

- As of 2015/6 students in KS3 will receive 3 periods of careers education each year. Students in KS4 will study a half term unit on careers within their HPQ course. In KS5 students are timetabled a weekly careers lesson.
- In KS4 all students are allocated a careers interview. Vulnerable students will have further follow up interviews and may be referred to TYST for higher level support. Where appropriate students may take vocational courses and extended / weekly work experience.
- In KS5 careers interviews are available as is a block work experience for BTEC students.

- At various points students are offered enterprise activities – such as an organised activity day or an ongoing project such as a stationery shop.
- At suitable times students will visit work places and meet visiting speakers. These can be organised through BEST.
- The area of the college library devoted to careers and further education should be maintained and kept up to date.
- The contribution towards the overall PSHE / SMSC provision of the college should be kept up to date on the 'map'.

### **Review**

At least annually by Assistant Principal

### **Links**

This policy has links with the college policies on Child protection and Safeguarding and Curriculum.



**Ernest Bevin College**