



# **Banovallum School**

## **Careers Education and Guidance Policy**

Excellence through endeavour-  
Creativity through collaboration'

Approved by Governors at  
Curriculum and Achievement Committee: February 2017

Next Review Date: February 2019



Banovallum School  
Careers Education and Guidance (CEG) Policy

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## **Banovallum School**

### **Careers Education and Guidance (CEG) Policy**

#### **• Introduction**

Careers Education and Guidance is statutory from Y7. At Banovallum School we are committed to provide outstanding CEG for all students. The school motto 'Excellence through Endeavour- creativity through collaboration' underpins the work of the department. Students are all able to achieve but can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them.

#### **School Aim**

*To enable students to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world. We aim to offer a range of opportunities to help raise aspirations.*

#### **Policy Statement**

Careers Education and Guidance at Banovallum School is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEG is impartial and unbiased.

#### **• Aims of CEG**

##### **a) Self Development**

Young people should be able to understand themselves and the influences on them

##### **b) Career Exploration**

Young people should be able to investigate opportunities in learning and work

##### **c) Career Management**

Young people should be able to make and adjust plans to manage change and transition.

#### **Learning Outcomes**

##### **a) Self Development**

###### **Students should be able:**

- To assess their achievements, qualities and skills.
- To present this information as appropriate
- To use this information for personal development
- To set career and learning targets
- To recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work

##### **b) Career Exploration**

###### **Students should be able:**

- To understand the nature of work and people's attitudes to it
- To use a variety of sources of careers information
- To use work experience to improve chances
- To understand employment trends

### **c) Career Management**

#### **Students should be able:**

- To use decision-making techniques
- To understand and use sources of help
- To make informed and appropriate choices at 14 and 16
- To make and manage changes as appropriate
- To understand job / learning applications and the requirements of interviews
- To understand rights and responsibilities in the workplace

#### **• Careers Education and Guidance**

Careers Education and Guidance consists of Careers Education and Careers Guidance.

#### **Careers Education**

Careers Education helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work. Careers Education takes place mainly through work in lessons.

#### **Careers Guidance**

Careers Guidance is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial, client centred and confidential. Careers Guidance takes place mainly through individual support.

#### **• Staffing 2016-17**

Joanne Priestner

Careers and Work Experience Co-ordinator.  
Member of senior management ?

All form tutors take a role in CEG, e.g. preparation for college/sixth form applications and references, support during selection of KS4 options and mentoring.

#### **• Professional Development**

CPD offered, relating to current in and out of school projects.

- **Careers Education and Guidance (CEG) Across the Year Groups**

### **Year 7 and 8**

CEG is embedded within the Drama Department, with additional drop down days. Mentoring takes place with form tutors.

### **Year 9**

A parents/engagement evening aids students in the selection of GCSE/BTEC options at KS4. Mentoring takes place with form tutors and additional drop down events in the form of visiting speakers eg Steps to Study programme in association with BG College. Mentoring with senior staff takes place prior to making option choices. This takes the form of an interview. Parents attend an evening to present and discuss the offer and have the contact details of the SLT mentor.

### **Year 10**

In Y10 CEG is embedded within the RE programme. They have targeted sessions which help with preparation for Work Experience, Mock interviews, Health and safety and de-brief sessions.

### **Year 11**

In Y11 the programme is very much centered on the transition process from Banovallum School and making the right choices. This covers Opportunities at 16, and activities such as action planning, job hunting, writing a CV and interview skills. Year 11 also have a careers convention evening and taster sessions at colleges and sixth forms to sample post 16 opportunities. All Year 11 are guaranteed a personal Careers Interview, through our stop the clock programme, run by the careers co-ordinator and senior staff. Parents are invited to attend this interview.

- **Careers Interviews**

Careers interviews are conducted by an independent advisor in a private room and information from these is kept confidential. Vulnerable and SEN students are prioritised. After this student interviews are allocated on a needs basis, either through direct referral from a member of staff e.g. form tutor .

Students are free to request an interview at any time and one will be allocated as soon as possible.

- **Information and Resources**

- Careers Information and Resources are located in the Careers Library.
- The Careers Library is updated on a regular basis to incorporate any new or additional information.
- The Careers Library is available to students at break and lunchtimes.
- Materials are available on short-term loan to students and staff.
- College, Sixth form and apprenticeship information and prospectuses are available for students to take away.

### **Keeping Up-to-Date**

Copies of books that are up-dated annually are renewed each year. Other bought resources are up-dated as often as appropriate. College and universities prospectuses are current. Display is kept up to date.

- **Monitoring, Review and Evaluation**

This takes place through normal Quality Assurance procedures,

e.g. Evaluation takes place through various ways such as

- Lesson Observations and Learning Walks
- Student voice
- Students complete evaluation of Work Experience placements
- Staff complete evaluation of Work Experience placements
- Destination tracking

- **Equal Opportunities**

The Careers Department supports the school Equal Opportunities Policy and endeavours to implement it in the following ways: -

- Equal Opportunities lessons.
- Careful selection of posters and display material.
- By encouraging all students to prepare to support themselves financially.
- By encouraging students to consider all options including non-traditional careers/roles.
- By avoiding the use of one gender and gender specific job titles, e.g. using she/he; son/daughter; waiter/waitress.
- By offering as free a choice as possible for Work Experience.
- By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.
- By not arranging and by discouraging separate sex groups for group work.
- Equal access to information for all students of all abilities.

We recognize that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage students to consider these aspects when choosing work placements, and F.E opportunities. If a student does not have the academic ability for the career/course she/he has in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.

- **Recording, Assessment and Reporting**

In Y10, Work Experience Record Books are used for preparation, recording experience, de-brief and certification.

Students also receive Work Experience reports from visiting staff and from employers.

Careers Action Plans are produced by the independent Careers Advisor following interview.

- **Entitlement**

In the CEG and Work Experience Department, students from Y7 to Y11 should:

- learn about themselves and the influences on them
- develop decision-making skills
- develop skills to help them manage transition
- develop skills to use and research careers information
- have access to up-to-date information about opportunities in learning and work
- have impartial, confidential and up-to-date guidance
- learn about the world of work
- experience the world of work where appropriate

**Parents**

Parents are entitled:

- to have the opportunity to speak to the Careers Co-ordinator by telephone or by appointment
- to have access to information on Options at 13, at 16 and at parent engagement evenings.
- 16 Education via evening sessions.
- to have information about Work Experience and the opportunity to discuss Work Experience issues
- to access Careers information at all Parents Evenings

- **Links with the Community, Outside Agencies and Businesses**

- The School has a bank of links with businesses in the local area.
- Banovallum Futures section on the school website is regularly updated with careers opportunities and information.
- Aspirational speakers are invited such as business people, and ex- students to raise awareness of opportunities.
- Speakers from local colleges, sixth forms and training providers are invited in to school, to highlight all options available.
- A careers convention is held annually in October, which is open to year 9/10/11 students and their parents/carers.
- Students are encouraged to visit college departments and attend their Open Days where appropriate and, in addition, information is available in the Careers Library. Events and opportunities are highlighted both on the website and student bulletin.
- The school has strong links with the EBP (European Business Partnership)

who provide support and risk assessments for work experience and additional projects such as Lumen and Project X.

- Links with BG College , raising aspirations programme- steps to study.

- **The Governing Body**

Governor training and updates on Careers education are held via the Curriculum & Achievement Committee on an annual basis.

Governors are encouraged to take an active part in the Work Experience Interview process with Year 10 students.

- **Departmental Raising Achievement Plans**

Produced annually & reviewed with the Line Manager and Head.