

**GREAT TORRINGTON COMMUNITY SCHOOL  
& SPORTS COLLEGE**

**CAREERS EDUCATION & GUIDANCE POLICY**



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## 1. INTRODUCTION

1. At Great Torrington Community Sports College the processes of informing, advising and guiding students are accorded a high priority, and are seen as crucial in preparing students to make informed decisions regarding the opportunities and challenges of adult working life.
2. A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).
3. The school is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-11, in partnership with the local Connexions Service. The CEG programme is differentiated to meet the needs of all students.
4. The school endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2007) and Career, work-related learning and enterprise 11-19 – A framework to support economic wellbeing (QCA, 2008).
5. The school is committed to achieving the Investors in Careers quality standard for the management of careers education and guidance in schools.
6. It is concerned specifically with helping pupils to prepare for their roles as learners and workers. Decisions about learning and work however, have implications for other life roles, particularly as family members and as consumers. Careers Education, PSHE and Citizenship therefore are closely related.
7. Careers education contributes to the school curriculum by helping pupils manage progression in their learning and work as they move through the school and beyond. Careers education helps pupils choose and prepare for opportunities, responsibilities and experiences in education, training and employment that will contribute to their own fulfilment and well-being and to the well-being of others, including the wider society and economy.
8. Careers education contributes to pupil's personal effectiveness through its emphasis on transferable skills such as decision-making, handling information critically, self-awareness, action planning and review, negotiating and self-presentation. Pupils can use these skills to manage their self-development and career exploration as well as their career plans, decisions and routes.
9. The subject content is ever changing and is continually updated as IAG & Careers Education and Guidance initiatives develop both nationally and locally.
10. The subject is central to the aims of Great Torrington Community School and encourages the formation of young people's values, attitudes and beliefs, giving a base for future career decisions to be made well into adulthood.

11. Every teacher has a responsibility for the Careers Education and Guidance provision, delivery and development of all pupils in their care, to assist them in taking their role in contemporary society.
12. Good quality Careers Education will:
  - a. Raise aspirations and increase motivation
  - b. Promote equality and diversity
  - c. Foster key learning skills: recording and reviewing
  - d. Enhance Confidence when target setting and action planning
  - e. Bring relevance to curriculum teaching in subject areas
  - f. Contribute to the development of key skills
  - g. Support inclusion, challenge stereotyping and promote equality of opportunity
  - h. Encourage participation in continued learning, including higher education
  - i. Develop enterprise and employability skills
  - j. Reduce drop out from, and course switching in, education and training
  - k. Contribute to the economic prosperity of individuals and communities
13. **Collaboration**  
Great Torrington Community Sports College is a member of the North Devon Consortium who works collaboratively to improve the curriculum offer to students in line with the 14-19 Reforms and including the introduction of Diplomas. Great Torrington Community Sports College is committed to developing good quality IAG provision in line with that agreed by the consortium

## 2. AIMS

### 1. Careers Education and Guidance aims:

- a. To ensure that every member of the school's community has equality of opportunity regardless of background, gender, ability, ethnicity, age, religion or disability.
- b. To foster young people's development as individuals and to develop their potential as members of society.
- c. To improve self esteem.
- d. To help young people make informed choices.
- e. To help young people cope with transitions.
- f. To recognise personal skills and qualities in themselves and others.
- g. To promote the use of our Careers service provider via the Careers Adviser and Connexions Service.
- h. To be encouraged to lead a fulfilling life.
- i. To be able to be independent and become active and constructive citizens.
- j. To provide impartial and unbiased information.
- k. To bring relevance to subject teaching through making connections for pupils between what is learned in school and how the knowledge, skills and understanding can be applied in the world beyond school.

### 2. The place of CEG within the Curriculum

- a. To help deliver some of the cross-curricular themes (Key Skills, Citizenship, etc)
- b. To provide opportunities for pupils to understand more about the world in which they live.
- c. To prepare pupils for the adult world they are entering.
- d. To fulfil the statutory requirements.

3. There are many contributory activities that take place which support the planned work on Careers Education and Guidance within the curriculum, for example:

employer visits, trips & college taster days, links with local business via Business Forum meetings which provide extra-curricular opportunities.

### **3. ENTITLEMENT STATEMENT FOR LEARNERS AND THEIR PARENTS AND CARERS**

#### **1. Learners**

All learners in the school will:

- a. **Take part in a careers programme** in years 7 to 11 that helps them to:
  1. understand their education, training, employment and other progression opportunities
  2. develop the skills they need to plan and manage their own personal development and career progression
  3. access relevant information and learning from taster activities and experience of work
  4. make and maintain individual progression plans to help them improve their prospects of success
  5. offer feedback and ideas on how to improve the careers programme.
  
- b. **Have access to, and support with using careers information** that is:
  1. easy to find and available at convenient times and in convenient locations, including on the intranet
  2. clearly labelled and referenced
  3. comprehensive, giving details of all progression opportunities and associated support arrangements such as financial help
  4. unbiased and up-to-date
  
- c. **Obtain careers guidance** that is:
  1. impartial
  2. confidential
  3. focused on individual needs and fit for purpose
  4. supportive of equal opportunities
  5. provided by people with relevant training and expertise.

#### **2. Parents**

All parents and carers can expect to:

- a. be able to make an appointment with a member of staff or specialist adviser to discuss their children's progress and future prospects
- b. have access to tutors, subject teachers at parents' evenings in years 7 to 11 and specialist advisers in years 9 & 11.
- c. be invited to look at schemes of work, and careers activities, information and resources, using and contributing to them if they wish
- d. receive invitations to take part in careers and information events such as 'Post 16 Opportunities Evening'
- e. view the CEG programme contents via the school website
- f. have the opportunity to comment on the usefulness of the careers programme to their children and how it could be improved.

#### **4. IMPLEMENTATION**

1. A taught programme of Careers Education beginning in Year 7 through to Year 11. Delivery of this input involves a combination of tutors, P.S.H.E. staff, Careers Co-ordinator and Connexions Personal Adviser. Where relevant, academic departments and external organisations will also contribute.
2. The arrangement of an annual Opportunities Evening at Great Torrington Community School forms the focus for Careers Information for pupils & parents/carers from Year 9, 10 & 11.
3. All pupils participate in at least one work experience placement whilst at Great Torrington Community School. Some will be involved in a series of work-related placements and experiences.
4. Opportunities for pupils to visits further and higher education establishments, e.g. North Devon College, Bideford College, Duchy College and Plymouth University.
5. The value of external speakers is highly rated by the school. The CEG programme is designed to utilise the service of outside agencies and speakers wherever possible and appropriate.
6. Careers events are promoted for specific careers as appropriate e.g. visit to Plymouth University to explore teaching & the health sector. North Devon College ASPIRE events e.g. Engineering, Law, Animal Care, Media.
7. Year 11s all undertake a Mock Job Interview which is supported by the Torrington Rotary Club. Interviews are conducted by Rotary members and other volunteers from the business community.
8. Where relevant, academic subjects links with Careers will be fostered at Great Torrington Community School, thus furthering the concept of "Careers across the Curriculum". This is achieved through Business Forum Meetings attended by local employers, curriculum team leaders, work experience co-ordinator, careers co-ordinator, Deputy Head, Enterprise co-ordinator, Personalised Learning Manager & the Enterprise adviser to Great Torrington School.
9. Careers Education and Guidance provision will be reviewed and evaluated annually. The service agreement between Great Torrington Community School and Connexions will be reviewed and amended based on this process.

#### **5. WORK EXPERIENCE**

1. Work Experience plays an important role in the Careers provision of Great Torrington Community School and is a developing link with local industry and commerce.
2. All pupils take part in a unit of work "Preparation for Work Experience" which includes topics such as Health & Safety of employers' premises. This is planned by the work experience co-ordinator and is delivered by tutors through the PSHE timetable.
3. Pupils are set a range of tasks to complete while on Work Experience placements which includes the completion of a detailed diary with key areas to address. Work produced by pupils is utilised in the school curriculum.

4. There is equal access to placements, irrespective of gender, race or disability. Pupils are encouraged to consider placements outside traditional gender roles.
5. GTS holds a Partnership agreement with the Devon Education Business Partnership (DEBP). Before placements are made employers' premises are checked, particularly for Health & Safety/insurance arrangements by the DEBP. In addition, a risk assessment for each placement is requested by Great Torrington Community School from each placement provider.
6. Employer reports are completed on each pupil's participation during the placement, are discussed with pupils and form part of the Progress File, which is presented to pupils in Year 11.
7. During the placement all pupils are visited by a member of school staff. Timely, regular communication will occur between the work place and the School. Visit reports are returned to the Work Experience Co-ordinator and are used to provide constructive feedback to students as part of the debrief and evaluation process.
8. Great Torrington School has been awarded the Investors in Work Related & Enterprise Learning.

## **6. ASSESSMENT AND EVALUATION**

The CEG programme is reviewed and assessed on annually by the Careers Co-ordinator, Connexions PA, other staff members, pupils and the wider community and in accordance with the Investors in Careers standards.

## **7. CEG MANAGEMENT**

1. An annual Partnership Agreement is negotiated between the school and the Connexions Service which identifies the contributions to the programme that each will make.
2. The following individuals support GTS in meeting the requirements for CEG:
  - a. Careers co-ordinator with responsibility for designing and planning the careers programmes
  - b. 4L co-ordinator with responsibility in designing and planning Preparation for life sessions
  - c. Work experience co-ordinator responsible for placements and preparation
  - d. Deputy Head responsible for Work Related Learning
  - e. Personalised Learning Manager who is the line manager for the careers co-ordinator and work experience co-ordinator
  - f. teachers and tutors who provide career learning opportunities for young people
  - g. senior managers
  - h. careers education advisers and consultants, development managers and Connexions Personal Adviser and Devon & Cornwall Connexions Partnership
  - i. LEA advisers with responsibility for helping schools to raise standards and improve careers work
  - j. young people and their parents or carers
  - k. governors
  - l. employers

## **8. MEETING STRUCTURE**

1. Meetings between both co-ordinators & the Personalised Learning Manager are convened within the overall school cycle when deemed to be necessary.

2. Visits to Year Team meetings take place leading up to a specific part of the programme.
3. Meetings between the Careers Co-ordinator and the HOY take place on a regular basis to meet the requirements of CEG & the PSHE programme.
4. The work experience and careers coordinator attend annual PSHE planning meetings to agree the CEG timetable for year 7-11 with each HOY. These are also attended by the Citizenship/P4L co-ordinator.

## **9. LINKS TO OTHER POLICIES**

The policy for CEG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE Education, work related learning and enterprise, equal opportunities and diversity, gifted and talented, looked after children and special needs/LDD.

## **10. PROFESSIONAL DEVELOPMENT**

Connexions provide professional development for the careers co-ordinator. The careers co-ordinator attends the annual CEG conference and attends Careers NORDAB meetings. Priority is given to updating teacher's knowledge, teaching styles and keeping abreast of new resources and initiatives.

## **11. BUDGET**

There is a budget allocated for Careers Education which is the responsibility of the Careers Co-ordinator. There is also a budget for work experience controlled by the work experience co-ordinator.

## **12. DEVELOPMENTS**

Future developments for CEG are included in the school development plan.