

Pavilion Study Centre
CAREERS EDUCATION AND GUIDANCE POLICY

Rationale for a CEG Policy

CEG is a vital part of every pupil's learning experience and a preparation for the opportunities, responsibilities and experience of adult and working life.

Aims

- To provide students with the skills that will enable them to become independent, responsible and fulfilled members of the community and to ensure that all students reach their full potential in a caring and ordered environment.
- To encourage students to develop knowledge and understanding of opportunities, options and progression routes in education, training and employment to develop self-esteem, self-awareness, informed decision-making and strategies to manage transition.

Purpose

To provide an impartial CEG programme for every student, in accordance with the school's Equal Opportunity policy, that contributes to raising achievement and employability, motivates students, develops key skills, adds relevance to learning and demonstrates care for students.

Implications

Students will be encouraged:

- To acquire a general knowledge of and insight into the world of work together with specific knowledge and understanding of careers and opportunities appropriate to their own interests, ambitions and abilities.
- To develop a capacity for meaningful self-assessment, an understanding of the future implications of their current work and appreciation of the need for decision making and 'action planning' in the long, as well as short term.
- To recognise the economic and other demands of society at large which will shape the context of their working life and to realise the need for flexibility and training.
- To recognise, value and use their own abilities and to present themselves in the most positive and advantageous possible light.
- To prepare adequately for each new stage in their progress to permit smooth transitions from school.
- Agreed by the Management Committee: Implementation to be monitored

Careers and Work Related Learning Policy

Rationale

The Pavilion is committed to meeting the statutory requirements for Careers Education Information Advice and Guidance, including Work Related Learning and in doing so prepares students for the best possible adult and working life. It is aware of the need to ensure that the whole curriculum effectively relates to the world of work and maximizes the relevance of its work content.

Statutory Requirements

All students are entitled to experience work-related learning between the ages of 11 to 16. Recent reforms require us to extend links between employers and educators in order to better provide work-related provision for those students who choose it. Work-related learning is planned activity which uses the context of work to develop skills, knowledge and understanding which will be useful in working life. Work-related learning can include a broad range of activities, from better understanding the economy, through work-related application of the National Curriculum, to careers education.

Every young person should be able to:

- Learn through work by direct experiences, such as a part-time job, work experience or work shadowing.
- Learn about work by providing opportunities for students to develop their knowledge and understanding, for example through vocational courses and careers education
- Learn for work by developing employability skills, such as mock interviews and work simulations

Aims

The aims relate to the national requirements for Work Related Learning and form part of the School Improvement Plan:

- Audit Work Related Learning cross curricular provision annually
- Incorporate Work Related Learning into the School Improvement Plan
- Plan and promote a broad and balanced curriculum that promotes the spiritual, moral, social and cultural values of the school
- Promote a whole school approach with provisions made through the school curriculum and out of school activities
- Make provisions for learning about work
- Make provisions for learning through work and the skills needed for work

- Ensure every student in Key Stage 3 and 4 has experience of Work Related Learning
- Develop good links with local business
- Provide opportunities for students to take part in activities placed in a work context and through this participation, increase students' knowledge and understanding
- Provide opportunities for students to develop the key skills, attitudes and qualities necessary for a successful transition to the world of work
- Increase student self-confidence, motivation and commitment to learning
- Raise standards and achievement
- Increase understanding of the "opportunities, responsibilities and experience of adult life"
- Develop students' understanding of the economy, enterprise, personal finance and the structure of businesses and how they work

Practice

The school will achieve these aims by:

- Providing in-house inset to staff to support teaching and learning opportunities within the curriculum
- Encouraging staff to identify the contributions of Work Related Learning and to plan to develop it into their Schemes of Work where appropriate
- Promoting a variety of opportunities for Work Related Learning outside curriculum time e.g. visits, speakers, planned activities, mock interviews, business links, etc
- Developing links with various agencies to continue to support the development of Work Related Learning through the curriculum
- Developing mentoring schemes both in-house and through businesses to help raise motivation and standards
- Encouraging the practising and development of Employability skills both in and out of school
- Providing careers advice for Year 9 students when choosing their options
- Ensuring that all Year 10 students take part in a one week work experience
- Developing opportunities for enterprise capabilities through GCSE subjects including BTEC Personal and Social Development, Careers Education & Guidance (CEG) and Citizenship, supported by other subject areas
- Providing extended Work Related Learning opportunities for targeted KS4 students
- Providing appropriate options choices through the 11-16 curriculum

Evaluation and Monitoring

The school ensures that the following key staff are involved in evaluation and monitoring:

- Heads of faculty monitor the curriculum and the quality of teaching and learning
- Key Stage Managers and Heads of Faculty involved in planning and reviewing Work Related Learning including life skills days
- The Work Related Learning co-ordinator also co-ordinates the Careers Education Guidance in the school

- A member of the Senior Leadership Team [Assistant Head Teacher] line manages the co-ordinator
- A link governor for Work Related Learning, is a member of the Pavilion Management Committee.

There is a system in place to ensure that the provision is regularly monitored and evaluated:

- Through regular meetings between the Work Related Learning co-ordinator and SLT line manager
- A Work Related Learning audit takes place annually
- A Work Related Learning annual report presented to the SLT and Management Committee
- Elements of the reports are published throughout the year in the newsletter

The learning is assessed and/or accredited in a variety of ways:

- Including through the recording of achievement of work experience through diaries and RAG rating of participation in class.
- Provision for every student to create a progress file to allow for planning, achieving and reviewing

A dedicated one to one Personal Advisor (PA) from BEETs for all Year 11 students and each student to be interviewed and have an individual learning plan