



CALLINGTON COMMUNITY COLLEGE (ACADEMY TRUST)

CAREERS EDUCATION AND GUIDANCE POLICY

Rationale

Rapid changes within our society concerning education and training reflect even wider implications in the world of work. Careers Education and Guidance (CEG) has an important role to play in preparing students for the choices, changes and transitions which young people will encounter as they become adults in our society. Through CEG young people can explore and understand the adult world of work, consider their own values and attitudes and learn strategies to cope with the changing demands so that they achieve their full potential. The 2011 Education Act places a duty on colleges to give students in Years 7-11 access to impartial careers guidance during the relevant phase of their education. Callington Community College endeavours to follow guidance in the 2008 IAG quality standards, the National Curriculum programmes for study for Personal, Social and Health Education (PSHE) and Citizenship, and the QCA guidance on Work Related Learning for All at Key Stage 4. The need for CEG continues to grow and the way in which it is delivered also needs to evolve, in particular, in light of the development of the 14-19 curriculum.

Commitment

Callington Community College is committed to providing a planned programme of careers education, information and guidance for all students in Years 7 - 13, in partnership with Careers South West.

Development

This policy will be developed and reviewed annually through discussion with teaching staff; the college's Careers South West adviser (Helen Pryor)-, students, parents, governors, advisory staff and other external partners.

Links with other policies

It is underpinned by the College's vision for the college, policies for teaching and learning, assessment, recording and reporting achievement, PSHE, Citizenship – creating citizens of the future, equal opportunities, health and safety and special needs as well as reaffirming the ethos of the Global Institute of Students Aspirations (GISA) for which the college has carried out ground-breaking research.

Objectives

Students' Needs

The careers programme is designed to meet the needs of students at Callington Community College. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

Implementation

Management

The Careers Co-ordinator (Kerrie Oakes) is responsible for Callington Community College's careers programme. The Careers Co-ordinator provides the main daily contact with students on all careers matters. Student guidance is channelled through the Careers Co-ordinator and the tutors. The Careers Co-ordinator is also the main contact for the Careers South West Personal Advisor. Work experience is planned and implemented by the Work Experience Co-ordinator (Louise Wilbraham).

Staffing

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Co-ordinator in liaison with the Careers South West Adviser. Tutors, PSHE teachers and specialists from the world of work and careers guidance deliver the programme. The Careers South West adviser provides specialist targeted careers guidance for Year 8 – 13 students. Year 7 follow an introduction to careers programme through the Tutor lessons. Careers information is readily available within the Student Support Centre which houses the Connexions Resources Centre Library as well as supply by request from the Careers Co-ordinator. There is also a separate Library for Sixth Form students in their common room which is regularly updated by the careers coordinator and VI Form Administrator (Cath Roberts). All administration for Careers is channelled through the Careers Co-ordinator. All Year 10 and 11 tutors will receive a careers tutor pack in the Autumn term to help them guide their tutees with their pathway decisions during their Individual Student Interviews (ISIs) which take place on a weekly basis.

Curriculum

As well as careers education lessons, the careers programme includes a range of careers guidance activities (group work and individual interviews), information and research activities, work related learning (one week's work experience in Year 10 and one week in Year 12), action planning and recording achievement. Other focused events include Year 8 and 9 Careers Days, Year 11 attendance at local careers conventions, Sixth Form trip to Exeter University for Higher Education convention, numerous visiting speakers from the local community e.g. Ginsters, Armed Forces, Young Women into Engineering Visits, Year 8 and Year 10 Choices, Year 11 Post-16 Options Evening and Sixth Form Higher Education evenings held throughout the college calendar.

Assessment

All work is planned and audited against the 2008 IAG quality standards.

Partnerships

An annual Partnership Agreement is negotiated between Callington Community College and Careers South West identifying the contributions to the programmes that each will make. Other partnerships have been developed such as with the Education Business Partnership, the University of Plymouth, University of St Mark and St John, as well as the Army, the RAF, the Navy, and other local colleges and businesses (eg: Babcock, St Mellion Golf and Country Club, Dartmoor Zoo, the Met Office). Callington Community College attends the annual CEG and WRL Conferences.

Resources

Funding is allocated in the annual budget planning round. Funding for developments in the college's improvement plan are considered in the context of whole college priorities. Sources of external funding are actively sought.

Staff Development

Staff training needs for planning and delivering the careers programme are identified through our Training Department.

Monitoring, Review and Evaluation

The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the Careers Co-ordinator and her Line Manager (Jonathon Plunkett), where work undertaken is evaluated and future plans/amendments agreed.

KO/Sept2010