



## CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

# CAREERS EDUCATION AND GUIDANCE POLICY

### **Rationale**

Rapid changes within in our society concerning education and training reflect even wider implications in the world of work. Careers Education and Guidance (CEG) has a key role to play in preparing students for the choices, changes and transitions they will encounter along the path to adulthood. Through CEG young people can explore and understand the world of work, consider their own values and attitudes and learn strategies to cope with the changing demands and expectations, in order that they can realise their full potential. The Education and Skills Act 2008 puts a statutory duty on schools to provide careers education and impartial information and advice which promotes the best interest of the individual student. Callington Community College recognises this duty towards young people and careers provision has been developed accordingly. Furthermore provision is planned around the framework of delivery laid out in the 2009 Statutory Guidance on Impartial Careers Education against which delivery has been audited. The need for CEG continues to grow and the modes of delivery are constantly evolving in light of new developments on the 14-19 curriculum. Callington has worked hard to achieve the Investor in Careers and Investor in Work Related Learning and Enterprise standards.

### **Commitment**

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

### **Development**

This policy will be developed and reviewed annually through discussion with teaching staff, students, parents, governors, support staff and Helen Pryor, the Careers South West personal adviser working within the college.

## **Links with other policies**

It is underpinned by policies for teaching and learning, assessment, recording and reporting achievement, PSHEE, Citizenship, equal opportunities, health and safety and special needs provision. It also links directly to the College's vision statement.

## **Students' Needs**

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

## **Entitlement**

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

## **Implementation**

### ***Management***

Kerrie Oakes, the Careers Co-ordinator is responsible for the College's careers programme and is supervised by Mike Grocott. As Careers Co-ordinator she is the main contact point for students, staff and parents/carers on all careers matters and can then refer for further support to Careers South West where needed. Helen Pryor is the Careers South West Personal Adviser working in the college.

### ***Staffing***

All staff are expected to contribute to the CEG programme through their roles as tutors and subject teachers. Careers Education is planned, monitored and evaluated by the Careers Co-ordinator in liaison with Helen Pryor, Mike Grocott and Heads of Year/Department. Helen Pryor from Careers South West offers one-to-one guidance and group work to students in Years 8-13, Kerrie Oakes can offer any support needed to students in Year 7 who do not fall within the remit of Careers South West. Careers information is available in the Careers Library which is based in the Student Support Centre. There is also a separate library for Sixth Form in their common room. Careers software is also available to all students through the college network as well as lists of useful websites which are displayed outside the Careers Office. Year 11 tutors are provided with information packs in the autumn term to help them guide their tutees with their pathway decisions during their Individual Student Interviews (ISIs). Tutor support is also given for Year 8 and 10 to assist with them making their GCSE choices. Tutor Lessons packs are provided for Years 7 and 8, while the PSHEE Department deliver careers lessons to Years 9-11.

## **Curriculum**

In addition to 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 ( a weeks work experience in Year 10 and Year 12), action planning and recording achievement. Examples of other focused events include Year 8 'Go to Work with a Parent Day', Choices Evenings for Years 8, 10 and 12, a Year 10 Careers Day as part of the Special Programme, Apprenticeship workshops for Y11 - 13 leavers who are looking for work based training, presentations from visiting speakers, visits to colleges and trips to HE Conventions.

## **Assessment**

Careers provision has been based around and audited against the 2009 standards. Students and staff are also given the opportunity to feedback on events and offer suggestions for improvement.

## **Partnerships**

An annual partnership agreement is negotiated between Callington Community College and Careers South West, identifying targets for the year and identifying the contributions all concerned will make to the successful running of the programme. Other partnerships have been developed with local businesses, largely through the parental skills audit, local colleges and universities, training providers. The college is working with St Mellion International to establish a flagship Leisure and Tourism facility at the golf course. The Careers Co-ordinator attends the annual CEG Careers Conference to get up to date information on national policy, network with other providers and forge new links.

## **Resources**

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

## **Staff Development**

Staff training needs for planning and delivering the careers programme are identified through the training department and consultation with Mike Grocott, Line Manager. The Careers Co-ordinator regularly attends EBP Days, HE Adviser days and other training events in order to keep up to date with current legislation, policies and best practice.

## **Monitoring, Review and Evaluation**

The partnership agreement with Careers South West is reviewed termly by CSW staff, Kerrie Oakes, Mike Grocott, the Head of Sixth Form and other members of the College staff and SMT who have specific links to careers delivery.

## **Approval**

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Mr G Lobbett  
Headteacher

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Mr P Lee  
Chair of Governors

Date of next annual review September 2011  
Date of this briefing September 2010