



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Careers Education and Guidance Policy

1. Introduction

Rationale for CEG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools currently 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 guidance.

Commitment

TWGSB is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG) in partnership with the local Connexions Service.

TWGSB endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2001) and other relevant guidance from the DfES, QCA and Ofsted and is proud of its achievement in gaining Investors in Careers, a nationally recognised quality award for CEG.

Development

This policy was developed and is reviewed biennially through discussions with teaching and non-teaching staff; the school's Connexions Personal Advisers, students, parents, governors, advisory staff and other external partners. (e.g. East Kent Education and Business Partnership).

Links with other policies

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

2. Objectives

Students' needs

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development enabling students to make reasoned and appropriate choices Post 14, Post 16 and Post 18.

Most students at TWGSB will continue into the Sixth Form to study A Levels and of these about 95% will enter Higher Education either directly or after a gap year.

Students at all age levels within this school are able, and given appropriate guidance and knowledge, can make informed and appropriate choices.

Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme promotes equality of opportunity.

All students in Y11 are offered a guidance interview with the school's Connexions' Personal Advisers. In addition to this, students identified as potentially at risk of failing to attain the requirements to enter the sixth form or who have identified an interest in leaving school either to pursue a career or education elsewhere have a guidance interview with the school's Connexions Personal Advisers.

3. Implementation

Management

Lisa Baker has overall responsibility for the CEG programme within the school and Karen Hollins assists in co-ordinating the careers programme (Careers co-ordinator). Karen Hollins is responsible to Lisa Baker (Leadership Team). This area is supported by Beverley Lawrence a link governor. The careers co-ordinator is responsible for any administrative work for CEG within the school. Work experience is planned and implemented by Paul Carey, who has overall responsibility for Work Related Learning within the school and who liaises closely with the careers co-ordinator.

Staffing

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by external agencies, Connexions Personal Advisers, and the Careers Co-ordinator. The careers programme is planned, monitored and evaluated by Lisa Baker, assisted by the careers co-ordinator in consultation with the Connexions Personal Adviser who provides specialist careers guidance. Careers information is available in the Connexions Resource Areas found in the Gill Madin Resources Centre and the Main School Library. This information is maintained by the careers co-ordinator. Administrative support is also provided by the Careers Co-ordinator.

Curriculum

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Connexions Resource Areas), work-related learning (including 1 weeks' work experience) and individual learning planning and careers lessons are part of the school's Personal Social Health Education (PSHE) programme. Other focused events, e.g. a Y11 Options Fair are provided on a yearly basis. Work experience preparation and follow-up take place in PSHE lessons.

Students are involved in the planning, delivery and evaluation of activities through the Investors in Careers Steering group and end of year PSHE evaluation.

Year 7 and 8

- An introduction to CEG is provided via The Real Game and students are encouraged to consider different types of jobs.

- Year 8 students and their parents are introduced to the Connexions Resource Area in the main school library.

Year 9

- Students are introduced to the school's networked CEG software and are encouraged to join up with the local Connexions careers' website. <http://www.connexionskentandmedway.co.uk/>
- Pupils start to develop personal responsibility for their career ideas.
- Advice at Option Time with students' research written down and listing possible outcomes.
- A series of lessons within the PSHE programme focussing on decision making and identifying personal strengths and weaknesses.

Year 10

- Interviews with the Connexions Personal Advisers and the school's Careers Coordinator for those who are identified as having or giving concerns about their future. The aim is to stimulate students by encouraging them to focus on their post-16 options by the setting of accessible targets.
- A series of lessons within the PSHE programme focussing on preparation for Work Experience and Fast Tomato.

Year 11

- All Y11 students are offered the opportunity to have an interview with either the school's Connexions Personal Advisers or the school's Careers Co-ordinator on a one to one basis. Students identified as potentially failing to attain the requirements to enter the Sixth Form or who have indicated an interest in leaving school post-16 will be offered additional guidance and support from the schools Connexions Personal Advisers. This is in addition to a session dealing with local labour market information to assist students in making informed choices.
- Work Experience takes place in Y11 and pre/post work experience takes place within the PSHE programme including health and safety requirements, employment rights, CV writing and interview techniques.
- Before the Y11 Options Fair, students are encouraged to investigate A Level Option choices furthering the skills developed in Y9. They are encouraged to use the Connexions resources centre (Careers Library) resources, networked software resources and relevant Internet sites.
- The school's Connexions Personal Advisers are available after publication of GCSE results together with the relevant Head of Year.

Years 12 and 13

- The Connexions Personal Advisers provide a series of Higher Education subject talks and offer individual interviews as well as group sessions for those students who either request additional support or those that the school refer as in danger of 'dropping out' or about to leave school.
- A full programme is provided to enable students to become competent in researching higher education material to decide which type of university they may wish to attend, what

courses are available, requirements etc along with advice on how to apply using APPLY, and the construction of a personal statement. This is in addition to a session dealing with local labour market information to assist students in making informed choices.

- Students are introduced to a combined course seeking, careers data base in Y12: HE Pathfinder. This remains accessible to all sixth form students during their post 16 study at the school.
- Information concerning financing higher education along with advice on applications for finance is given, along with presentations concerning student life and Gap Years. In the latter cases these are normally delivered by relevant external agencies.
- Students are encouraged to visit higher education institutions on their Open Days, in Term 6, Y12 and during Y13.
- Students are introduced to extensive materials and facilities relating to Higher Education in the school's Connexions Resource Area and how best to utilise them.
- Those students who decide not to enter Higher Education have interviews with the school's Connexions Personal Advisers. They are assisted in applying for jobs and encouraged to visit Careers Conventions.
- The school's Connexions Personal Advisers are available after the publication of the AS and A Level results together with the relevant Head of Year.

Assessment and accreditation

Career learning is assessed using outcomes based on the National Framework and assessment for learning techniques.

Partnerships

An annual Partnership Agreement is negotiated between the school and the local Connexions Service which identifies the contributions to the programme that each will make. Other links are being investigated.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Lisa Baker is responsible for the effective deployment of resources. Sources of external funding are actively sought.

CEG material is stored in two main areas within the school:

1. Gill Madin Resources Centre (Y12-13)
2. Main Library (Y7-11)

The resources are age specific but it is not uncommon for students of different age groups to use resources within the other area. The established principle is that no written material must be more than 3 years old.

The trend in recent years has been to move away from reliance on the written word to information available electronically. This can be accessed throughout the school enabling all students to make use of the material as and when they need to.

The main software, Kudos, Odyssey and Pathfinder HE are networked and great emphasis is placed on using the Internet to access up to date CEIAG. In addition to this relevant CEIAG sites can be accessed via the school's website for example Fast Tomato.

A specifically designated Connexions Office is situated in the Gill Madin Resources Centre. The Connexions Personal Advisers operate 'drop-in' sessions twice a week. They are also available informally during registration time in addition to the more formal scheduled student interviews which are carried out on a Monday and Friday. The school's Careers Co-ordinator is available Monday, Tuesday and Wednesday informally and formally and arranges formal scheduled interviews for students.

Staff development

Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service and in conjunction with Aiden Coen, Deputy Head Teacher and the school inset co-ordinator. Funding is accessed through Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time.

Monitoring, review and evaluation

There is a mid year review of the delivery plan with Connexions. The programme and the partnership agreement are reviewed annually by Lisa Baker, the Careers Co-ordinator and the Personal Adviser/s, using the Investors in Careers standards for CEIAG to identify desirable improvements and a report is submitted to the senior leadership team and governors. Evaluations are carried out from time to time.

The government is currently in the process of reviewing the statutory duty on schools regarding CEIAG and WRL provision. This outcome will almost certainly mean a complete revision of this policy.

5. Approvals

- Date of approval by Governors: April 2011
- Date of next review: April 2012