



TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

Careers Education, Information, Advice and Guidance

Student Friendly Policy

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. At Tunbridge Wells Grammar School for Boys we are 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.

The careers programme at TWGSB is designed to encourage self development, career exploration and career management and 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.

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 Adviser or Careers Co-ordinator. 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 Adviser.

The careers programme is planned, monitored and evaluated by the Head of Careers who is 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. The resources are age specific but it is not uncommon for students of different age groups to use resources

within the other area. 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 CEG. In addition to this relevant CEG 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 Adviser operates 'drop-in' sessions twice a week. He is also available informally during registration time in addition to the more formal scheduled student interviews which are carried out on a Tuesday and Thursday. The school's Careers Co-ordinator is available Monday, Tuesday and Wednesday informally and formally and arranges formal scheduled interviews for students.

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. 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.

There is a mid year review of the delivery plan with Connexions. The programme and the partnership agreement are reviewed annually by the Head of Careers, the Careers Co-ordinator and the Personal Adviser, using the Investors in Careers standards for CEG to identify desirable improvements and a report is submitted to the senior leadership team and governors

Full details of the Careers Education & Guidance Policy and the Careers Education & Guidance Sixth Form Policy can be found on the school website.