



# TUNBRIDGE WELLS GRAMMAR SCHOOL for BOYS

## Careers Education, Information, Advice and Guidance

### Sixth Form Policy

“Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. They help young people make decisions and manage transitions as learners and workers.”

*Careers Education and Guidance in England – A  
National Framework 11-19*

“In a complex and changing world all young people need access to good quality, comprehensive and impartial Information, Advice and Guidance (IAG). They need good IAG to help them make the right learning and career choices so that they can succeed in work, and they need it to help them find answers to the questions and issues that can arise in their personal lives. For individuals good quality IAG can make the difference between... future success and failure”

*Quality Standards for Young People’s Information,  
Advice and Guidance - DCSF*

The Sixth Form CEIAG programme builds upon the experiences of pupils who transfer into Year 12 from Key Stage 4 programmes of study and aims to develop the skills of the students so that they will be equipped to confidently manage their career choices post-18 and through their future lives.

In accordance with requirements of The Education and Skills Act 2008 the school will provide impartial information and advice which promotes the best interests of pupils and which does not seek to promote the interests of the school over other options. The programme will comply with the guidance issued by the Secretary of State when devising the careers education and guidance duties.

The Sixth Form policy and resultant programme is influenced by **An 11-19 Careers Education, Information Advice and Guidance Curriculum (CEIAG) Framework for Kent** (Version 1 June 2009.) This was developed as a joint venture between Connexions Kent and Kent County Council 14-24 Innovation Unit drawing on expertise from practitioners in schools, colleges and Connexions Kent. The Framework is based closely on the National Framework for Careers Education and Guidance 11-19, emphasising the need for young people to take an active role in their career learning.

The policy is adapted to meet the requirements of the students of the school, where on average 95% of students go on Post-18 to enter Higher Education, sometimes after taking a

gap year. The content for Years 12 and 13 careers education programme is mapped against the National Framework and National IAG Standards

### **Sixth Form CEIAG at has FOUR essential and interlinked Principles:**

- **Careers Education** – a planned programme in the curriculum that gives students the knowledge and skills for planning and managing their careers
- **Careers Information** – including learning options, skills, occupations, labour market information (LMI) and progression routes
- **Careers Advice and Guidance** – personalised help from specialist advisers to identify long-term goals and plan steps to attain them – these advisers to be appropriately qualified and receive ongoing CPD
- **Work-related learning** – experiences within and outside of the curriculum which help students learn about economic well being, careers and enterprise

### **Personnel involved in the Delivery of CEIAG**

#### **A School Personnel**

**Mrs. Lisa Baker:** Careers Lead, Senior Leadership Team. AST (Careers) –overall responsibility CEIAG Years 7-13

**Mr. W M Kern:** Assistant Headteacher KS5, Senior Leadership Team – implements the policy in the Sixth Form

**Mrs. Karen Hollins:** Careers coordinator who supports the above named personnel through administration of the department, liaising with external agencies and directly supporting students where appropriate.

**Heads of Years 12 and 13**

**Form Tutors**

**Work Related Learning/Enterprise: Mr. H Jenkins**

#### **B Kent and Medway Connexions Personnel**

**Mr. Roy Brocklehurst:** Connexions Personal Adviser

### **Delivery of the Programme**

The programme is delivered through PHSE lessons, tutor time, by access to specialist personnel and through external agencies such as HE and Career Conventions along with visiting speakers. Most of the material, equipping of skills and discussion is centered on the Form Tutor who uses the material provided by the Assistant Headteacher with responsibility for KS5.

Students and/or parents can request a formal interview with the Connexions Personal Adviser who is available two days a week or they can make use of a drop in system with the PA adviser during morning registration and lunchtime. Mrs Hollins is also available to respond to students requests.

Students whose academic progress gives cause for concern throughout their studies are referred to the Connexions PA as are all students who do not intend to enter HE Post-18.

In most cases the form tutor is the first point of call and if not able to assist provides the appropriate route for the student to follow.

## **Year 12 Programme**

- Students develop their CVs from Year 11 but time is primarily centered into research to access higher education.
- All students investigate potential careers and higher education courses in Year 12.
- Outside speakers deliver presentations on such topics as the gap year, how to choose a university and/or a course, student life and student finance.
- Use is made of ucas tv, students are introduced to relevant web-sites such as Ucas, Aim Higher, Unistats, Student Finance England and other relevant sites at appropriate times during the year. Often this is done during morning registrations.
- Form groups are introduced to the career resources in the Gill Madin Resources Centre and how to effectively use them.
- All students are encouraged to attend the Higher Education Convention and the Careers Fair organised at one of our collaborative neighbouring schools.
- Students are introduced to Pathfinder /HE/ Odyssey as well as the Stamford Test.
- The Connexions PA provides a series of HE subject related presentations along with one on the labour market and its changing trends.
- Students are encouraged to attend relevant Taster Courses at HE institutions during the year and to arrange appropriate work experience where useful or essential.
- Open Day visits mainly occur in Term 6 of Year 12 and Terms 1 and 2 of Year 13.
- Students return to school after the AS examinations in June and prepare their personal statements and are introduced to the Apply system.
- Students have a one to one meeting with their form tutor in June to discuss their future aspirations. Referrals are made by the tutor to the appropriate CEIAG team members if deemed necessary. This meeting supplements the ongoing discussions that tutors have with their students during registration time and PHSE time (after June)

## **Year 13 Programme**

- This is more centered around individual discussions between students and their form tutor (and other CEIAG staff if required.)
- HE Applicants: including Foundation art: are supported in the development of their Ucas application. Most of terms 1 and 2 are given over to this at tutor level – who are also writing the he references.
- Oxbridge? Medicine Interviews: in collaboration with Kent College, Pembury, the different schools interview each others students.
- Series of presentations and PHSE lessons/ registrations on interview technique, budgeting for HE, Extra, Clearing and Adjustment.
- Updating of HE/Careers news at morning registrations.
- Non-HE applicants have meetings with the Connexions PA; Job Search, CVs, letters of applications are considered. They are encouraged to attend relevant Careers Fairs. They are tracked by the Careers staff at the school and Connexions.
- Kent County Council: presentation to the Year group about their gap year scheme.
- Post-January – support is given to deciding which HEIs should be CF and CI, and assisting with Finance Applications where necessary.
- Students continue to attend HEIs and Employers' meetings.

## **Policy Approval**

This policy was last updated 15.07.09 by W M Kern

Date of next review: July 2011