Bishop Vaughan Catholic School

Careers Policy

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CAREERS EDUCATION AND GUIDANCE

POLICY STATEMENT

AIMS AND OBJECTIVES

It is the aim of Bishop Vaughan School that all pupils regardless of class, gender, race, special education needs or any other disability should have equal access to the school's programme of Careers Education and Guidance. This programme seeks:

- to provide pupils with independent, objective and impartial advice and information which is up-to-date
- to provide pupils with opportunities to develop decision-making skills that will enable them to make informed decisions
- to enable pupils to understand the range of career opportunities available and to have access to labour market information, training opportunities and educational provision
- to provide individual guidance for pupils in appropriate terms
- to provide pupils with personal career plans which include targets and detailed objectives
- to enable pupils to be realistic in the assessment of their own ability and planning
- to provide a careers education programme within the curriculum which will help pupils to gain qualities of initiative and self-reliance
- to provide pupils with opportunities to extend their understanding of industry, the economy and enterprise
- to ensure that staff involved in CEG have the appropriate staff training and development
- to maintain a working relationship with Careers Wales and the Careers Adviser to facilitate the effective delivery of CEG
- to develop and maintain a working relationship with the Education Business Partnership to facilitate the effective provision of subject specific work experience, staff development and training, Kudos, work-related activities and other such initiatives
- to provide impartial information, guidance and support during the Options Programme in Year 9, for pupils making choices at 16+ and for students considering Higher Education, Further Education or other routes in Years 12 and 13
- to make effective links with WRE framework, PSE framework and other areas of the wider curriculum

CAREERS EDUCATION & GUIDANCE

WITHIN THE SCHOOL CURRICULUM

The CEG programme seeks to provide pupils/students with opportunities to acquire the learning outcomes specified under these three headings in the Careers and World of Work Framework. The programme is monitored and evaluated to improve its effectiveness against the learning outcomes.

CEG is delivered as part of the pastoral programme up to and including Year 11.

In Years 7 and 8, work is undertaken in tutorial groups on developing self-awareness, on reviewing own performance, on understanding own skills and abilities and on setting targets for improvement. In Key stage 3, pupils are given opportunities to look at work related issues and topics including entrepreneurship.

In Years 10 and 11 CEG has a sharper focus, as the role of the Careers Adviser increases, there are speakers from outside agencies and there is a focus on specific work related skills on Careers Days and as part of the Welsh Baccalaureate.

In Years 12 and 13, CEG activities are delivered as appropriate by the Head of Year 12/13 where students are off timetable and from appropriate outside agencies. UCAS applications are an on-going process.

RESOURCES

The careers library situated within the school's main library as easily accessible to pupils, students and staff, and the contents are updated annually. A comprehensive resource bank of guidance on Curriculum Vitae, Interview Techniques etc are available and used as part of the Careers and World of Work programme.

Within the school library there is a computer suite and Year 12/13 Study Centre where pupils are able to access and use the range of software packages.

The Careers Adviser's office is adjacent to the pastoral areas for Year 10-13, close to the offices of those year heads and easily accessible to pupils, students, staff and outside visitors.

The Careers Adviser liaises with the appropriate staff and contributes to the provision as stated in the Partnership Agreement. All interviews with students are on an individual or small group basis

PARTNERSHIP

The CEG programme is operated via links with a number of partners who contribute the pupils' and students' understanding of the world of work and to the development of their key skills.

The school has strong links and a sound working relationship with Careers Wales The school also seeks to develop a wide range of links with the wider community (e.g. employers and other agencies). Such links enhance provision of work -related activities etc

EQUAL OPPORTUNITIES

All pupils and staff are aware of equal opportunities issues and are provided with equal access and information to careers opportunities, regardless of gender or other considerations.

CAREERS EDUCATION ENTITLEMENT STATEMENTS

This section contains entitlement statements for each key stage.

These statements are given to every pupil in each key stage.

ENTITLEMENT STATEMENT for YEARS 7, 8, 9

By the end of key stage three you should:

* know who the Careers Adviser is and where his/her office is located
* be aware of the services provided by Careers Wales
* know where the careers library is and how to use it
* be able to research careers options using both hard copy and software packages
* understand that choice of subjects for key stage four may affect future career options
* understand the importance of planning and improving your own performance; of recognising your own skills, qualities and achievements
* taken part in enterprise activities
* be able to identify your own strengths and weaknesses and set targets for improvement

ENTITLEMENT STATEMENT for YEARS 10 and 11

By the end of key stage four you should

* be aware of the skills required by employers
* have some idea of local and national employment opportunities
* know what learning opportunities are available
* where appropriate to have had an individual interview with the Careers Adviser to agree and/or review a personal career plan
* have received information and guidance about post 16 options and opportunities

* to understand the importance of compiling a Curriculum Vitae.
* know the appropriate approaches for preparing for interviews.
* be able to recognise your own strengths and weaknesses and set targets for improvement

ENTITLEMENT STATEMENT for YEARS 12 and 13

By the end of your two years in the Sixth Form you should

* be aware of up to date information on learning and career opportunities post 18
* be aware of trends in the local and national labour market
* have taken part in a work related activity and / or further work experience
* reviewed your personal career plan
* where appropriate, had an individual interview with the careers adviser
* received support in respect of training, employment or education post 18
* be able to identify your own strengths and weaknesses and set targets for improvement.

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Copies of this policy are available on our website, in policy folders on the school network and can be made available on request.

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Reviewed: June 2021
Reviewed: June 2023
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Policy Next Review Date: June 2027