



THOMAS GAINSBOROUGH SCHOOL

CAREERS EDUCATION AND GUIDANCE AND WORK RELATED LEARNING POLICY

Date of Policy: January 2016

Date of Review: January 2018

Rationale for Careers Education and Guidance and Work Related Learning:

Careers Education and Guidance & Work Related Learning make a major contribution to preparing young people for the opportunities, responsibilities and experience of life, in order to help them make a successful and positive transition to adulthood.

A planned, tailored and progressive programme of activities and interventions supports learners in choosing pathways that suit their interests and abilities; helps young people to attain employability and achieve personal and economic well-being throughout their lives.

Aim:

Our aim is to help learners, through careers and work related learning activities and interventions, to be able to:

- To understand and make informed decisions on all options
- Develop their understanding of themselves in relation to future learning and employment opportunities
- Learn and experience careers and the world of work
- Empower young people to plan and manage their own futures
- Support young people to achieve their full potential

(See appendix 1 for definitions)

Commitment:

Careers education, information advice and guidance (CEIAG) and work related learning (WRL) has a high priority in preparing young people for the opportunities and challenges of adult and working life. CEIAG and WRL are seen as playing an important role in motivating young people, promoting equality of opportunity and maximising their academic and personal achievement whilst at school and beyond.

At Thomas Gainsborough School we show a commitment to careers education for all of our young people. This is reflected in the achievement of the Careermark quality standard we were awarded in July 2015 for two years. We have a named member of the senior leadership who has direct responsibility for and oversight of all careers provision. Careers education forms a key part of the PSHE Enrichment days Programme and is delivered alongside PSHE and Citizenship to give a holistic

perspective to support our young people to plan and prepare for their immediate and long term futures.

Careers education and WRL are evident and promoted in all the subjects of the curriculum; outside the taught curriculum e.g. Further and Higher education visits, employer workshops, networking opportunities and mentoring, and also through the ethos of the school and the development of positive attitudes and values implicit in the life and work of TGS.

Information Advice and Guidance (IAG) is offered within the school and also in partnership with a range of external providers including employers, FE and HE providers and specialists such as our independent impartial careers adviser and the Early Intervention Help Team.

Staff Development and CPD:

Staff are given information about IAG and Careers education through regular tutor training sessions. The Careers Team is given access to a high level of Careers training and collaborative working opportunities throughout the year to remain fully informed in their role of co-ordinating IAG and careers education within the school.

Resources:

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular careers education and IAG provision needs. Sources of external funding are actively sought.

Curriculum Opportunities:

The curriculum includes planned learning which is undertaken through:

A careers education programme for Years 7 – 13 linked to a careers scheme of work.

Work related learning activities for Years 7 – 13 linked to a careers scheme of work.

The careers education and WRL curriculum meets the following learning outcomes and student development:

- Self awareness
- Self determination
- Self improvement as a learner
- Showing initiative, and enterprise

Learning about careers and the world of work:

- Understanding careers and career growth
- Understanding work and working life
- Understanding business and industry
- Investigating career and labour market information
- Respecting equality of opportunity and diversity
- Maintaining health and safety

Developing career management and employability skills:

- Making the most of guidance and support
- Preparing for continuing learning and employability
- Developing personal financial capability
- Investigating choices and opportunities
- Handling applications and interviews
- Managing changes and transitions

Personalised Opportunities:

Access to individual information, advice and guidance and careers guidance for Years 7 – 13 through internal fully trained staff (Career pathway interview programme and academic tutoring), external visitors, mentors and through telephone, email, Careers Hub publications, access to online resources such as careers programmes Kudos, Plotr and via websites such as www.thesource.me.uk and National Careers Service.

Access to an external specialist source of impartial independent careers guidance as directed by the Government Statutory Guidance.

(see attached Appendix 2)

Monitoring, review and evaluation:

Careers education and guidance, WRL and IAG are monitored, reviewed and evaluated on a regular basis; this is reflected in the Careermark portfolio; survey and feedback forms filled in by young people and employers are evaluated and reviewed after every activity/event across the key stages and parent surveys every Academic Review Day. There are also class observations, teacher assessment and destination figures are monitored annually and regular line management meeting with the Deputy Headteacher.

The Careers Working party (Students and the IAG Coordinator) meet on a regular half termly basis to inform and review Careers provision.

Partnerships:

We share good practice with the other schools within the Samuel Ward Academy Trust and also with other schools in Suffolk.

We are a member of the Western Area IAG group that is dedicated to collaborative working to raise standards for IAG for young people in the area.

In addition we work with University Campus Suffolk, University of Essex, West Suffolk College, Suffolk New College, and Colchester Institute.

Business links have developed over time. The Enrichment days are well supported by Sudbury Rotary Club, STEM Ambassadors and have close connections with local and national companies such as Siemens, Delphi Diesel Systems, Philips and Pepsico.

Engaging with parents/carers:

The school involves parents/carers with Careers education and guidance and WRL provision through Academic Review days where they contribute to the discussion with the academic tutor as part of the Individual Learning Plan; the tutor may make a referral to the IAG Coordinator, information evenings at key transition points, Parents Forum Meetings, Weekly Parent Mail, the monthly Careers Newsletter, Parental Work experience information leaflet and the school website.

Appendix 1:

Careers Education (CE) – planned progressive provision by learning providers for all young people that enables them to learn about careers, learning and work so that they can manage their development, make realistic life choices that will benefit their own personal and economic well being.

Work Related Learning (WRL) – a series of opportunities and experiences for young people to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise.

Careers Guidance – a personalised service that supports young people to make educational, training and occupational choice and manage their careers in the future. This would usually be in a 1:1 interview but may take place in small groups.

Information, Advice and Guidance (IAG)

Information – Up to date, impartial, information on career and learning opportunities conveyed through different media by the careers team, school staff and employers.

Advice – activities or further discussions that help young people understand and interpret information individually or in groups.

Guidance – In-depth, individual support to help young people understand themselves and their needs and overcome barriers to progression, learning or achieving their career ambitions. Students are made aware that guidance is available from the IAG Coordinator and an Independent impartial careers adviser via careers inductions, one to one interviews and under the careers tab on the website.

It is important to remember the IAG has three separate elements, though they may often overlap as one activity or intervention. For the purposes of this document, IAG can be delivered by a number of people in and out of the school environment – for example the careers team, teachers, mentors, external visitors, agencies and employers.