



# **CAREERS POLICY**

**Date:** May 2002

**Reviewed:** (January 2016)

**Review Schedule:** From 2015 3 Years

**Next review Date:** (Autumn 2018)

**Responsibility:** Curriculum, Learning & Teaching Committee

Company Number 07564519

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# **Clyst Vale Community College**

## **Policy for Careers Education, Information, Advice and Guidance (CEIAG)**

### **Rationale:**

There is a need for a planned programme of activities, learning and support to be delivered to young people to enable them to make decisions and plan their careers. The 1997 Education Act places a statutory requirement upon schools and colleges to provide students with careers education in Years 7 – 11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance. The National Framework and QCA guidance on WRL at KS4 gives guidance on what should be covered.

Changes to the current statutory arrangements took place in September 2012 with the implementation of a new Education Bill. Careers Education is no longer compulsory. The move from Local Authority control to academy status has also shifted the responsibility to the college to secure access to impartial IAG to all students in Year 8 - 12.

### **Commitment:**

Clyst Vale Community College 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 an independent careers advisor. The College follows the National Framework for CEG 11-19 in England (DfES 2003) in the delivery of careers education.

Clyst Vale Community College is committed to meeting the statutory requirement that all young people should receive some enterprise education at Key Stage 4 and that all young people should have the opportunity to recognise, experience and develop the key skills for employment.

The careers programme is designed to encourage enterprising behaviour and develop key skills, particularly where enterprise and work related learning is embedded in the curriculum. It is also intended to raise achievement and aspirations, value careers education, enjoy learning and ensure students progress as well as they can. The careers programme enables students to engage in decision-making and plan positive futures. Course 42, which incorporates careers, promotes positive engagement with community and environment and positive relationships. Overall the careers programme connects with Clyst Vale Community College's aim to promote respect and responsibility: students positively engage with community, environment and others and develop responsibility for their own futures.

Clyst Vale Community College is also committed to working with the East Area CEIAG group to respond to actual and proposed government legislation. It regularly reviews and re-evaluates its careers programme, invests in new careers

resources and advance professional development for those who work in this and other related curriculum areas through training.

### **Links with other policies:**

It supports and is underpinned by the college's policies for teaching and learning, assessment, monitoring, recording, reporting achievement, Course 42, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented and special needs.

### **OBJECTIVES**

The careers curriculum is designed to meet the needs of students at Clyst Vale Community College. It is differentiated and personalised to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development.

### **Entitlement:**

Students are entitled to IAG that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into student's experience of the whole curriculum and based on a partnership with students and their parents/carers. The programme will promote equal opportunities, inclusion and anti-racism.

### **IMPLEMENTATION**

#### **Key objectives include:**

- To develop a range of opportunities which enhance the curriculum
- To promote greater awareness for students about the world of work. The development of key skills and employability
- To promote understanding of work, industry, the economy and community
- To develop students personal and social skills in relationships in a range of contexts
- To provide students with informed and impartial guidance on the post 16 choices available
- To prepare and enable students to access IAG
- To support and assist students in progressing to learning beyond 16
- To ensure students access and benefit from external guidance provision
- To provide a coherent learning framework 14-19
- To develop the alternative education curriculum
- To provide vocational, enterprise and work related learning as well as an academic curriculum

### **Management**

The Co-ordinator of Work Related Learning and Enterprise Education co-ordinates the careers programme and is responsible to a designated member of SLT. Planning meetings are held regularly with the independent careers advisors and

staff directly or indirectly involved in the delivery of the programme. Meetings with the Heads of School and Tutors are organised as necessary.

### **Staffing:**

All staff contribute to IAG through their roles as tutors and subject teachers. Enterprise, Careers and Work Related Learning lessons and projects may be delivered by subject teachers or group tutors. The careers programme itself is planned, monitored and evaluated by the careers co-ordinator in consultation with Heads of School and tutors. Careers information is available in the Careers/Careers South West Centre (P12), the Careers Corner section of the college/community library, the Post-16 common room and display boards in Post 16 areas. In addition current Careers events and information is displayed on the college information screens and circulated via the parental newsletter.

### **Curriculum:**

The careers programme includes career education sessions integrated into the Course 42 curriculum, careers guidance activities (group work and individual interviews) that are often part of the enterprise provision, work related and vocational learning (including work experience), and individual learning planning/portfolio activities. The programme is designed around a core of considering the college as a work-place environment and progressing to experiences of different work-place situations which culminate in the Work Experience programme in Year 11 and a wide range of Post 16 opportunities. Clyst Vale Community College provides many optional activities to suit a wide range of student needs and interests including personal development activities, visiting speakers and workshops, subject and careers tasters and additional work experience. Careers lessons are part of the College's programme within Course 42. Other focused events are provided from time to time such as a HE Fair and visits to local employers or college Open days. Work experience preparation and follow-up take place in Course 42 and other appropriate parts of the curriculum. Students are actively involved in the planning, delivery and evaluation of activities.

### **Assessment and accreditation:**

Career learning is assessed using outcomes based on the National Framework and assessment for learning techniques. Vocational qualifications such as NVQ awards, ASDAN, Duke of Edinburgh and the opportunity for extended work experience in vocational areas may be used for appropriate groups or individual students.

### **Partnerships:**

An annual partnership agreement is negotiated between the College and Careers South West service, which identifies the contributions to the programme that each will make. Other partnerships have been developed.

### **Resources:**

Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the IAG area. The IAG Co-ordinator is responsible for the effective deployment of resources. Sources of external funding, support and resources are actively sought.

**Staff Development:**

Staff training needs are identified with the college's CPD co-ordinator. The College will endeavour to meet training needs within a reasonable period of time.

**Monitoring, Review and Evaluation:**

The programme is reviewed annually by the College's nominated Careers Co-ordinator, using the IIC quality standards to identify desirable improvements.

**Date: December 2015**

Acronyms used in this policy document:

WRL: Work Related Learning

QCA: Qualification and Curriculum Authority

IAG: Information, Advice and Guidance

CEIAG: Careers Education, Advice and Guidance

DCSF: Department for Children, Schools and Families

NVQ: National Vocational Qualification

CPD: Continuing Professional Development

ASDAN: Award Scheme Development and Accreditation Network

DEBP: Devon Education Business Partnership