

# Aylesford School

and Sixth Form College



wonder aspiration respect discipline

## CAREERS EDUCATION AND GUIDANCE POLICY

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Lead: Director of Inclusive Practice  
Via: Standards, Personnel and Curriculum

**'from potential to reality'**

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# Careers Education and Guidance

## Aim:

**School Vision:** 'From potential to reality'

<b>School Values:</b>	<b>Wonder</b>	Valuing the role of curiosity in developing knowledge and understanding
	<b>Aspiration</b>	Valuing the challenge in the journey to achievement
	<b>Respect</b>	Valuing the worth of ourselves and the worth and diversity of others
	<b>Discipline</b>	Valuing determination, concentration and resilience. Understanding order, process and purpose

## School Mission Statement

To inspire in students a passion for lifelong learning; to work in partnerships to provide an exciting, engaging and enjoyable experience. To support high standards of achievement in a happy and secure environment.

## Introduction

Careers Education and Guidance is an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life. It aims to help students develop skills, attitudes and abilities which will enable them to be effective in a variety of occupations and roles. It will also help students make informed decisions during the key transition points both during school and Post-16. Expectations are set high so that every student acquires the attributes that employers value, thus realising their potentials, increasing competitiveness and supporting social mobility.

## Staff Responsibilities

Governor	-	with specific responsibility for Careers Education and Guidance
Careers Leader	-	a member of SLT who provides vision and strategic leadership
Careers/Enterprise Support	-	responsible for employer links/Careers Fair/Mock Interviews/Enterprise Days
Teachers	-	as leaders of planned careers education lessons
	-	as subject teachers, teaching students about careers relating to their subject (see Appendix 2)
	-	as tutors, supporting the needs of their individual tutees
Careers Adviser	-	professionally trained and qualified practitioner in career guidance

## Careers Guidance and Inspiration in Schools – April 2014

This policy adheres to the statutory guidance issued under Section 42A and 45A of Part VII of the Education Act 1997 which schools must have regard to. Aylesford School and Sixth Form College acknowledge their duty to secure independent<sup>1</sup> and impartial<sup>3</sup> careers guidance<sup>2</sup> for students in Year 8-13. We recognise that careers guidance must be presented in an impartial manner and promote the best interests of the students so they are inspired and motivated to fulfil their potential.

<sup>1</sup>Independent is defined as external to the school sources of careers guidance e.g. employer visits and websites. <sup>2</sup>Careers guidance refers to services and activities, intended to assist individuals of any age and at any point throughout their lives to make education, training and occupational choices

We will support students in making well-informed and realistic decisions, by providing access to impartial and independent information and guidance about the range of education and training options that are most likely to help them achieve their ambition. We will help students develop high aspirations and consider a broad and ambitious range of Careers.

### **Raising the Participation Age (PPA)**

All students now have to stay in education (school or college) or employment with training e.g. apprenticeship until they are 18.

### **Independent Careers Guidance**

Aylesford School and Sixth Form College Independent Careers Adviser funded for three days per week.

### **Other Careers Activities**

We offer a range of Careers activities according to need such as:-

- Mock Interviews (Year 11)
- Enterprise Days (Years 7,8,9,10)
- Work with local colleges and universities
- Careers Fair
- Speakers from the world of work (Insight Talks)
- Access to on-line resources via our website
- CV writing and building
- Subject specific discussions and displays

### **Support for Students with SEND**

As well as receiving independent and impartial advice about all of the mainstream education, training and employment opportunities on offer, those students with special educational needs and/or disabilities should also receive information on the full range of specialist provision available.

This is the responsibility of the SENCO who will invite the Careers Adviser, if appropriate, to Annual Reviews of those students who access SEN support services and have Section 139A assessments or Education Health Care Plans. From Year 9 onwards these plans must include a focus on preparing for adulthood, including employment, independent living and participation in society.

### **Working with the Local Authority**

We will work with the local authority where appropriate to support more vulnerable young people including those with special educational needs and those who are disengaged or at risk of disengaging.

Students will be made to understand that they will be required to work towards achieving a Level 2 in Maths and English up to the age of 19 if not achieved at 16.

### **Careers Adviser**

Our Careers Adviser will offer the following provision:-

- Attendance/support at assemblies, parents evenings, open evenings, Careers events, exam results days
- Face to face Careers guidance
- Web based services e.g. Kudos, JED, HIGHER IDEAS
- Use of assessment tools where appropriate
- Action planning
- Advocate for young person
- Work with students in danger of becoming NEETS

- Destination tracking

### **Provision of Careers Education**

Careers education takes place during Year Periods when the timetable is collapsed across all years. These sessions start in Year 7 and build up in terms of allocated time as students progress through the year groups. These sessions include:-

- General Careers information
- Making decisions e.g. option choices
- Preparation for future jobs
- Awareness of skills
- Financial capability
- Mock applications and interviews (with local employers)
- Enterprise skills

Extra time is spent during assembly, tutor time and Home-Link evenings at key points of transition i.e. Year 9 into 10, Year 11 into 12 and Year 13 and beyond. Many of these opportunities allow adults from a variety of career backgrounds to work with and inspire our students. We also invite ex-students to return and talk about their experiences. We recognise the importance of real-life contacts within the world of work.

Mock interviews with a variety of employers and Governors are offered to all Year 11 students and any Sixth Former who need additional support and guidance. Prior to this, students have the opportunity to write a CV and letter of application as well as preparing for interview.

### **Working with other education and training providers**

Aylesford School recognises that it may be in the best interests of some students to pursue their education in a further education college or with another training provider. Where appropriate, visits may be arranged to external providers, including universities to help students make decisions.

### **Careers Resources**

Part of the School Library is given over specifically to Careers Resources and the Careers Adviser is based there for advice and guidance.

The school holds an Annual Careers Fair where local employers are invited to attend to give advice on a variety of Careers.

### **Review and Development**

The Careers Advisor meets with the SLT member responsible for the Strategic Lead of Careers, on a regular basis to review the Careers curriculum and to discuss individual students.

Ultimately, the school's strategy for advice and guidance is clearly linked to outcomes for students. We ensure students are acquiring skills and attributes which employers value.