



# CROOKHORN COLLEGE

## Careers Education and Guidance Policy

**Date of Policy:** May 2016

**Review Date:** May 2020

### 1. Introduction

A young person's career is their pathway through learning and work. Crookhorn College is committed to ensuring all students have access to a planned programme of activities which help them make decisions and plan their careers, both in college and after they leave.

The curriculum is broad and balanced and enables all options Post-16 to be accessible. Students are encouraged to develop personal qualities as well as meeting their academic potential. The college endeavours to follow statutory guidance from; the Association of Careers Education & Guidance Framework, the PSHE Association programme of study, the national curriculum programme of study for citizenship.

- **Commitment**

Crookhorn College is committed to providing a planned programme of careers education information and guidance for all students in Years 7 – 11 in partnership with Hampshire Futures. The programme developed is around the three aims of careers education and guidance: -

- Understanding themselves and the influences on them – self development
- Investigating opportunities in learning and work – career exploration
- Making and adjusting plans to manage change and transition – career management

In the broader context of 'Every Child Matters' the college recognises that information, advice and guidance contributes directly to the five outcomes. It aims to support students to:

- 1) Be healthy – by helping young people to review and assess their decision making and goal setting in relation to health issues.
- 2) Stay safe – by giving young people opportunities to reflect on risk and behaviour.
- 3) Enjoy and achieve – by helping young people to set priorities for learning, work and leisure and to develop a work life balance.
- 4) Make a positive contribution – by helping young people to be active citizens, who are actively involved in their communities.
- 5) Achieve economic well-being – by challenging aspirations and helping young people to progress into further learning, training or employment to realise their potential.

- **Development**

The policy was developed and is reviewed regularly through discussions with teaching staff; Hampshire Futures Careers Adviser; students; parents; governors and external partners.

- **Links with other policies**

It is underpinned by the colleges policies for teaching and learning, assessment, recording and reporting achievement, PSHE, citizenship, work experience, enterprise and work related learning, equal opportunities, health and safety and special educational needs.

## **2. Objectives**

- **Student's Needs**

The careers programme is designed to meet the needs of students at Crookhorn College. It is differentiated to ensure progression through activities that are appropriate to the students' stages of career learning, planning and development through both the key stages. Through working in partnership with a wide range of external partners such as employers, tertiary colleges, Education Business Partnership, training providers, Hampshire Futures , local universities and other educational establishments.

- **Entitlement**

Students are entitled to guidance that is impartial and confidential as part of their wider careers education programme. It will be integrated into their experience of the whole curriculum based on a partnership with students and their parents / carers. The programme will promote equality of opportunity, inclusion and anti-racism.

Parents / carers can expect the college to actively involve them in the planning, implementation and review of their youngster's career learning through: -

- Year 9 'Choices' evening
- "Work Experience Information" evening (Year 10)
- Student Progress Reviews
- The opportunity to attend their youngster's careers interview if requested
- Providing specialist help if your youngster needs learning support
- Contact with the college to request information or advice about their youngster
- Supporting their youngster by allowing them to attend / take part in events such as "Skills for Life Day" (Year 9), college visits (Year 10), work experience (Year 10), "Mock Interview Day" (Year 11) and any other relevant presentations / activities which are deemed by the college to support the careers education and guidance programme.

By the end of key stage 3 students will:

- Have had the opportunity to undertake a self assessment of their achievements, abilities and aptitudes to date (self development).
- Be able to demonstrate knowledge and understanding of the opportunities available to them through both academic and vocational options (career exploration)
- Be able to make realistic informed choices of options available to them post 14 (career management)

By the end of key stage 4 students will:

- Be able to use review, reflection and action planning to plan their career development (self development)
- Have had the opportunity to explore all the options open to them at post 16 (career exploration)
- Have developed the knowledge and skills needed to understand the demands, rights and responsibilities of the work place (career management)

### **3. Implementation**

- **Management**

The college has a full time Personal Development Learning Manager who is responsible for developing and co-ordinating the careers education and guidance programme as part of the PSHE curriculum. The Personal Development Manager is responsible to a Deputy Head and works closely with heads of house, tutors, SENCOs, Head of Student Support, senior management team and with external partners.

- **Staffing**

All staff has a duty to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. The careers education and guidance programme is planned, monitored and evaluated by the Personal Development Learning Manager in consultation with the senior management team.

The Careers Adviser from Hampshire Futures provides specialist careers guidance to students and supports the careers programme. The college provides a confidential interview room which is next to the careers office where up-to date careers information and resources are accessible. It provides access to ICT resources such as Fast Tomato and internet links.

- **Curriculum**

The careers education and guidance programme includes careers focussed lessons, careers guidance activities (group work and individual interviews), information and research activities, work related learning (including two weeks work experience), action planning and recording achievement. Careers lessons are part of the college's PSHE programme and are delivered by the careers pastoral team. Work experience preparation and follow up take place in careers lessons and in other appropriate parts of the curriculum.

- **Assessment**

Careers learning outcomes have been identified and a framework for all assessing and evaluating what the students have achieved has been developed for all year groups 7-11. This is reviewed each year.

- **Partnerships**

An annual “Partnership Agreement” is negotiated between the college and Hampshire Futures identifying the contributions to the programme that each will make. The college has worked for some time now in partnership with local employers, South Downs College, Havant College, Highbury College, Sparsholt College, Chichester College, the Education Business Partnership, local training providers, the Armed Forces and the local community.

Crookhorn works in partnership with both the University of Chichester and University of Portsmouth which offer a range of opportunities for students to explore the benefits of higher education, with a view to raising aspirations.

- **Resources**

Funding is allocated in the annual college budget. Funding for developments in the college’s improvement plan is considered in the context of whole college priorities.

- **Staff Development**

Staff training needs for planning and delivering the careers education and guidance programme will be identified in the staff development plan and in the “Partnership Agreement” with Hampshire Futures. The Personal Development Learning Manager identifies staff training needs for careers in conjunction with an Assistant Headteacher with overall responsibility for CPD.

- **Monitoring, Review and Evaluation**

A framework for monitoring the delivery of the careers programme is in place for Years 7-11. The framework is based on the Association of Careers Education & Guidance framework. The Partnership Agreement with Hampshire Futures is reviewed at the end of each academic year. The Personal Development Learning Manager reviews the careers education and guidance programme annually in conjunction with the PSHE careers team. The Investor in Careers quality standards are used to identify desirable improvements and the college again retained the award following a successful re assessment in **2014**. Written evaluations of “Mock Interview Day”, “Skills for Life Day” and work experience are carried out each year. Other evaluations are carried out as required by the Headteacher. The Personal Development Learning Manager submits a written report each term to the college Governors, which also includes information on Year 11 leavers.