

Careers Information, Advice and Guidance

Introduction/rationale

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The school is committed to providing a planned programme for careers education, information, advice and guidance for all students in Years 7 – 11 in partnership with the local Youth Support service, which is part of Cambridgeshire County Council service for children and young people.

This IAG policy is underpinned by the school's policies for teaching and learning, recording and reporting achievement, PSHE and citizenship, enterprise and work related learning, equal opportunities, health and safety and special needs.

The government recognises the vital role careers guidance plays in raising aspirations for young people. With the success of a school's careers guidance programme being based on future destinations, it is important that careers guidance is used as an inspirational tool to demonstrate the positive outcomes of achievement.

The 'face to face' Careers guidance provided by Guidance Advisors has been cut by the local authority and responsibility for universal access to guidance is being passed to schools. As a school we are committed to maintain face to face access where and when necessary to avoid any student being at risk of being NEET.

Objectives

Students' needs

The careers programme is designed to meet the needs of all students at CVC. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement

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

Curriculum

This IAG programme includes careers education lessons delivered on Conference days, careers education activities such as individual interviews, action planning and recording achievement and work related learning. This includes 2 weeks work experience in the summer term of year 10. Visitors from further and higher education and the world of work attend college events and students attend events outside the college. Information evenings are provided for parents of Year 10 and 11 students.

Implementation

Staffing

A named teacher is responsible for managing the programme. The manager works closely with the Youth Support Service locality team and is responsible to the Deputy Headteacher. The IAG Administrator is responsible to the manager. She also works with the Year Heads and is part of the team who plan and implement PSHE Conference Day activities including Work Experience.

All staff in the college are expected to contribute to the IAG programme through their role as tutors and subject teachers. Tutors deliver the planned programme during conference days, they visit students on work experience in Year 10 and support them in the Post 16 application process.

The college is committed to supporting students with their post 16 choices. The college is a member of the Cambridge Area Partnership and provides a programme of support and guidance in the application process.

Partnerships

Annual partnership agreements are negotiated between the school and the Employability Partnership in relation to Work Experience. The school is also part of the Cambridge Area Partnership which relates to students' transition to Post 16 institutions. The IAG manager is part of the CAP transition group which meets 4 or 5 times a year. All students apply to Post 16 centres using the online application system UCAS Progress.

The school is also part of Business Class (BITC) and works in partnership with Anglian Water.

Resources

Funding is allocated in the annual budget planning round.

Staff Development

All staff responsible for Careers Information and Guidance will undergo training and continued professional development.

