



To nurture each individual's aspirations and talent

To provide outstanding learning experiences and opportunities

To promote respect for one another and the environment

To encourage collaboration and partnership

CAREERS INFORMATION, ADVICE AND GUIDANCE POLICY

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Next Review date: October 2017

Review period: 3 years

Status: Recommended

1. PURPOSE

Farmor's School provides a programme of effective careers education, information, advice and guidance to all students. This is done through Careers Information, Advice and Guidance (**Careers IAG**) The purpose of the Careers IAG is to help students to gain the knowledge, skills and attitudes they need to manage their own lifelong learning, key skills and career development.

Farmor's School seeks to achieve the following through Careers IAG:

- The development of students' self-confidence and self-awareness
- To enable students to use career management skills which they can use in future decision making and problem solving
- To raise awareness about local and national labour markets
- To enable students to relate learning and experience to future opportunities
- To encourage flexibility, adaptability and self-reliance
- To ensure all students are aware of all the options available at key transitions
- To enable students to review and reflect on their strengths.
- To enable students to present their strengths to others

2. RELATIONSHIP TO OTHER POLICIES

This policy relates to the following other school policies:

- Attendance Policy
- Curriculum Statement
- Equal Opportunities Policy
- Special Educational Needs Policy

This policy is also directly linked to the Personal, Social, Health and Citizenship Education (**PSHCE**) programme of study and schemes of work.

3. SCOPE, PRINCIPLES AND DEFINITIONS

- Careers IAG is related to the individual needs and interests of the students.
- Careers IAG is delivered through school staff and where appropriate in partnership with other organisations.
- The PSHCE programme for Years 7-11 and the Personal Development (PD) programmes for Sixth Form incorporates opportunities for students to learn more about the world of work, to reflect on their personal past and future pathways and make action plans for achieving their educational and career aspirations.
- Guidance is impartial and objective.
- Students have access to a range of current, local, national and international resources.

- The underlying theme is the promotion of personal development in an environment that is challenging, supportive and encouraging.
- Careers IAG has clear objectives, is progressive and regularly reviewed and updated in the light of new information.

Working in Partnership

With students: Through Careers IAG the school informs students of how the school will support their career plans.

With parents: The school communicates with parents through parents' evenings, letters and interviews, supporting students aspirations.

With the external agencies where appropriate: The school will draw up a partnership agreement and will review it annually. This will include details on student availability, sharing information, delivery of Careers IAG and local market information.

With providers: The school liaises with a wide range of employers to provide information to students about local opportunities and information about employability. For all students in Key Stage 4 the school organises a weeks' work experience and other placements as appropriate.

With the Education Business Partnership: The school works with the Education Business Partnership to provide the school with support on mini enterprise and industry days and information about local employers.

Equal Opportunities

- All students participate in Careers IAG regardless of levels of ability.
- Members of staff with designated responsibility for Careers IAG coordination liaise with the Special Educational Needs Co-ordinator to address the specific learning needs and support the transitional planning of SEN students.
- Members of staff with designated responsibility for Careers IAG coordination work with outside agencies where appropriate to ensure all students have access to the careers adviser where possible. Students deemed to be 'at risk' have the opportunity for a personal interview with the careers adviser.
- The careers library has access for students of all physical ability.

4. CONSULTATION

This policy was written following consultation between key staff and was considered and ratified by the school Governors.

5. MONITORING, REPORTING AND EVALUATION

The member of the Senior Leadership Team (SLT) responsible for Careers IAG takes responsibility for regularly monitoring the school's adherence to the principles of this policy

and consulting with other members of staff with designated responsibility for Careers IAG coordination where necessary. Where need for change is noticed, the policy may be amended accordingly. In addition, the member of SLT responsible for the policy and the school Governors will review it every 3 years.