

BROCKINGTON COLLEGE



Careers Education, Information and Guidance Policy

Brockington College, a Church of England Academy, has at its heart a distinctive Christian ethos. Based on our Christian foundation and values we seek to promote a culture of developing every person and therefore every school policy is written from this perspective, with a commitment to learning and maturing in the context of communal and individual development. We lay particular stress on the Christian values of perseverance, learning, wisdom, justice, koinonia, forgiveness and compassion for individuals and across the school community.

Signature: Date:

Printed Name: Position:

Date of Review	April 2018
Next Review	April 2020
Approval By	Principal
Review Frequency	Two Yearly

Vision

To prepare all students at Brockington College to reach their full career potential.

Mission

To provide every student in each year group inspiring, engaging and up-to-date careers education, information and guidance (CEIAG) opportunities through discrete lessons, cross-curricular learning, individual support and enrichment opportunities. We will form strong and meaningful relationships with employers and businesses whilst making both staff and students aware of the needs of the labour market.

Aims

CEIAG programmes make a significant contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. The CEIAG programme is designed to be progressive from Year 7 to Year 11 and support students in making 14-16 choices.

At Brockington College, we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance, it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence. Students can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them.

In particular, we intend our pupils to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities and the local labour market.
- Develop independent research skills so that they can make good use of information and guidance.
- Develop and use their self-knowledge when thinking about and making choices.
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

Commitments

The Governing Board and staff are committed to:

- The provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years.
- Encouraging pupils to achieve and to be ambitious.
- Involving pupils, parents and carers, as well as local companies, in the further development of careers work.
- Working with support agencies so that no pupil is disadvantaged in gaining access to education, training or work.
- Gain the Quality in Careers Award.

Provision

Careers includes education, information and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance, pupils are able to use their knowledge and skills to make the decisions about learning and work that are right for them.

Careers education forms an integral part of the curriculum in the Personal, Social, Health and Citizenship Education (PSHCE) programme. The three main areas of careers learning, identified in the National Framework, form themes throughout careers work from Year 7 to Year 11:

- Self-development – to understand themselves and be aware of their strengths and areas for development to inform future learning, work choices and progression routes.
- Positive self-esteem – to understand themselves and the influences on them and how best to manage these influences to maximise their potential.
- Career exploration – to investigate opportunities in learning and work through a wide range of resources (computer programmes, internet, books, leaflets and impartial careers guidance).
- Career management – to make and adjust plans, to manage change and transition in learning, work and career choices.

Careers guidance is supported by the work that form tutors do in tutor time. All staff are involved in guidance to an extent, eg support during selection of Key Stage 4 options and UCAS Progress. We are also well supported by a qualified and impartial careers advisor. The Provider Access Policy outlines the college's commitment to provide students with equal, broad and independent information from external providers.

Careers guidance interviews take place on a one to one basis for a number of identified students and those who request a careers appointment and is one aspect of the school's careers guidance.

Careers information and resources are available in school for students to access.

Our CEIAG programme aims to guarantee that all students who leave Brockington College at the end of Year 11 have an offer of a place to move onto. This is achieved through the purchase of a UCAS Progress account for every Year 11 student and a taught programme, individual guidance and tracking, which helps them to make applications.

Key Stage 3 provision includes:

- Allotted time through PSHCE lessons for self-development, focussing on lifestyle and progression.
- Access to careers software via PSHCE lessons.
- Direction towards careers resources available in school.
- Assemblies and other information on Key Stage 4 options, including vocational and alternative courses.
- Taster sessions for all Key Stage 4 option subjects that pupils have not previously studied at Key Stage 3.
- Appropriate career and aspiration based activities.
- Cross-curricular lesson activities and displays with appropriate career pathways.
- A structured and intensive programme of support and guidance for selecting Key Stage 4 options.

By the end of Key Stage 3 all students will have:

- An awareness and understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- An increased understanding of the full range of 14-19 opportunities for progression.
- An awareness and understanding of some of the qualities, attitudes and skills needed for employability.
- Had the opportunity to access and use online careers resources to research information about opportunities and apply their findings to help make informed choices for Key Stage 4 options.
- Received detailed and appropriate support, advice and guidance on Key Stage 4 options.

- Been supported in their application to their chosen Key Stage 4 options.
- Attended assemblies, practical sessions and teacher led advice sessions relevant to Key Stage 4 option choices.
- An enhanced awareness of economic issues and how best to manage and overcome them.
- Individualised plans for progression and transition between Key Stages for the most vulnerable and SEND students.

Key stage 4 provision includes:

- College presentations.
- Career-based presentations.
- Careers interviews for a large number of identified Year 11 students.
- Information on college open days.
- Support with completing UCAS Progress applications and access to computers.
- Enrichment days, including enterprise activities and career based sessions from alternative providers.
- Supported personal statement sessions within allocated curriculum time.
- Parent evenings and some assemblies supported by an external, independent careers advisor.
- Close and continued monitoring and support for vulnerable students.
- Individualised plans for progression and transition between Key Stages for the most vulnerable and SEND students.
- Individual mentoring for identified vulnerable and SEND students.
- Targeted academic intervention to support achievement for those identified.
- Independent careers support, guidance and awareness through PSHCE and other subject areas across the curriculum.
- Targeted work experience where appropriate.
- Targeted offsite vocational placements where appropriate.
- Completion of Education, Health and Care Plan (EHCP) for SEND students to aid progression.

By the end of Key Stage 4 all students will have:

- Enhanced self-knowledge, career management and employability skills.
- Effectively used ICT software and other sources of advice to investigate and explore future choices and progression routes.
- Experienced the world of work through work experience if appropriate.
- Received direct access to employers, colleges and training providers.
- Received guidance to help identify a range of post 16 options and careers advice and support networks to use to plan and negotiate their career pathways.
- Received resources to complete their UCAS Progress application.

Equal opportunities

Brockington is keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. At special events such as the Year 9 options evening and post 16 opportunities evening, we aim to give parents/carers and pupils a view of young, successful career women and men. The destinations of our leavers are closely monitored and younger pupils are informed so that we are aware of trends and opportunities.

Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents/carers become more involved. All online resources are accessible through links on the school website. Parents/carers are kept up to date with careers related information through letters, newsletters and at open evenings. Parents/carers are welcome at careers interviews and, where necessary, invited.

Management

A member of the Extended Senior Leadership Team has a holistic overview of CEIAG and all its components and manages work experience opportunities, careers advisor provision and enterprise co-ordinator provision.

The PSHCE subject leader coordinates the delivery of the careers programme within PSHCE and enrichment days. Middle leaders co-ordinate subject specific careers related learning. Brockington College is fully committed to supporting all pupils in respect of CEIAG.

Resources

The school has accessible careers resources on display within a notice board. Our careers advisor is a regular visitor at the school, providing independent and impartial careers advice. Careers interviews may be booked through year team leaders. Past students and parents/carers are a valuable resource and come in to school to help with careers work. We are also grateful for the support we have had from local and national industries and further education institutions.

