

SIR FREDERIC OSBORN SCHOOL

CAREERS EDUCATION and GUIDANCE POLICY

1. INTRODUCTION

- 1.1 Schools have a statutory duty to provide careers education to students and give them access to careers advice, information and guidance. Students need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. It is vital that students have the knowledge and skills they need to make informed decisions to be preparing them for the transition from full time education to the world beyond. The 2013 Education Act places a duty on schools to give students in Years 8-13 access to careers education, information and guidance. Sir Frederic Osborn endeavours to follow the guidance in the statutory '*Careers Guidance and Inspiration for Young People in Schools*', the National Curriculum programmes of study for PSHE, and the guidance on Work Related Learning for all.
- 1.2 Sir Frederic Osborn is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with David Ritchie and Associates Careers Service (DRA).
- 1.3 The Careers Education and Guidance Policy supports and is underpinned by the School's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, work related learning, equal opportunities, health and safety, gifted and talented, and special needs.

2. OBJECTIVES

- 2.1 The careers programme is designed to meet the needs of students at Sir Frederic Osborn School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- 2.2 Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

3. IMPLEMENTATION

- 3.1 **Management**
The Assistant Headteacher i/c CEIAG is responsible for co-ordinating the careers programme. The Assistant Headteacher i/c CEIAG works closely with the DRA Careers Advisor. Work Experience is planned and implemented by the Assistant Headteacher i/c CEIAG and Year 11 Director of Learning.
- 3.2 **Staffing**
All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Assistant Headteacher i/c CEIAG in consultation with the DRA Careers Advisor. A specialist personal development team delivers it. The DRA Careers Advisor provides specialist careers guidance. Careers information is available in the Careers Room, which is located in M-Block. Administrative support is available to the Assistant Headteacher i/c CEIAG.
- 3.3 **Curriculum**
The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities, work-related learning (including one

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week's work experience) and action planning. Careers lessons are part of the school's PSHE programme.

3.4 **Assessment**

Career learning outcomes have been identified and a framework for assessing what students have achieved has been developed for all year groups.

3.5 **Partnerships**

An annual Partnership Agreement is negotiated between the school and DRA identifying the contributions to the programme that each will make.

3.6 **Resources**

Funding is allocated in the annual budget planning round. Funding for developments in the School's Improvement Plan are considered in the context of whole school priorities. Sources of external funding are actively sought.

3.7 **Staff Development**

Staff training needs for planning and delivering the careers programme will be identified in the staff development plan in the Partnership agreement with DRA. Staff training is accessed through DRA, Youth Connexions and from school funds.

3.8 **Monitoring, Review and Evaluation**

The programme is reviewed annually using the Hertfordshire quality standards for CEG to identify desirable improvements.

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