



Sacred Heart Catholic College

Careers Policy

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Reviewed by:	Governors
Approved by:	Curriculum and Staffing
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Careers Education & Guidance Policy

Introduction

The Careers Education and Guidance Programme at Sacred Heart Catholic College is an important means of motivating students to raise aspirations and attainment. The Education Act 2011 inserts a new duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for pupils from Years 8 to 13.

The independent careers guidance provided:

- Is presented in an impartial manner, showing no bias towards a particular institution, education or work option.
- Includes information on the range of 16 – 18 education or training, including apprenticeships and other work-based options.
- Is guidance that will promote the best interests of the pupils to whom it is given.

The programme encourages students to see career development as a lifelong process. It endeavours to follow the guidelines of The Education Act 2011, the DEFS National Framework for Careers Education and Guidance 11-19, National Quality Standards for Information, Advice and Guidance (IAG), QCA guidance on Work Related Learning and OFSTED. We work in partnership with Careers Connect, Sefton EBP, a range of apprenticeship and training providers, parents, local employers and industry and higher education providers. Sacred Heart aims to provide a high quality Careers Education and Guidance programme for all students.

Aims

Careers Education and Guidance in Sacred Heart Catholic College is a progressive journey from Year 7-13 and has an important role to play in achieving the overall aims of the school. As part of a broad and balanced education, it helps individuals to build the skills, knowledge and values needed for the management of their lifelong learning and career development. Careers Education and Guidance will enable them to:

- Develop positive attitudes towards study and work
- Develop skills such as communication, team working and organisation which are required for successful employment.
- Help students to plan and take control of their future by making informed choices at key points in their education.
- Provide the students with the relevant careers inspiration and guidance that is suitable to their personal needs, including age, ability, attitudes and aptitudes.
- Provide the students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, HE, FE, employment and training opportunities.
- Help them reflect on themselves – their abilities, skills, aptitudes and attitudes – so that they can use this knowledge to consider their development.
- Provide students with impartial and independent careers advice about options that are available to them.
- Provide equal opportunities of access to careers inspiration and guidance.

These aims are achieved by the CEIAG programme which includes:

- PSE – Boardworks Key Stage 3 & 4 – Economic Wellbeing and Financial Capacity
- Face to Face careers guidance from a professionally qualified advisor
- Access to online and impartial IAG websites
- Application form workshops
- Mock Interviews and meet the professionals event
- Careers fair and career pathways events
- Enterprise Days
- Employability and Careers
- Business workshops
- UCAS workshops
- Visits to university open days
- Careers Live days
- Year 10 and 12 work experience

All strategies are in line with Gatsby Benchmarks. Careers Compass is completed on a termly basis and action points inform improvements. The Careers Leader along with SLT Line manager, PSHEE co-ordinator, Form tutors, Heads of Year and Directors of School; supported by Sefton EBP and other external partners and agencies strive for continuous improvement and build on each benchmark. The school is committed to all eight benchmarks:

1. A stable Careers programme
2. Learning from Career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance

Careers Education and Guidance is co-ordinated by the Careers Lead, Mr J Gardiner, who is responsible for the overall planning, implementation and review of the provision.

Teaching and learning

A variety of teaching and learning styles will be employed. There will be opportunities for group activities, individual research, expert speakers, work place visits, mock interviews.

Differentiation will be provided through the variety of resources used, tasks provided and through support to individuals and small groups.

Moral, Spiritual and Cultural Education, Preparing Students for life in Modern Britain

Careers Education and Guidance will contribute to students' moral, spiritual and cultural development by helping them to understand the meaning and value of different types of work to individuals, communities and the country as a whole.

Equal Opportunities and Inclusion

Careers Education and Guidance will help to promote Equal Opportunities and Inclusion by:

- Providing a range of resources which match individual needs
- Helping students understand the importance of equal opportunities in working life
- Monitoring resources to ensure the absence of stereotyping
- Providing relevant support for SEND, disadvantaged pupils, vulnerable and looked after pupils.

Monitoring, Evaluating and Development Planning

The Careers, Education and Guidance policy and programme is regularly monitored and evaluated to ensure that the current needs of our pupils are met. Student, staff, governors, external providers and parent evaluations are conducted.

Funding

Funding is allocated annually from the college budget

Staff Development

Training for the Careers Lead and other staff are linked to the Strategic Development Plan