



Careers Education and Work Experience Guidance (CEWEG)

Applies to: Ardingly College Senior School Pupils

Person Responsible: Director of Enterprise and Employability

Policy review:

Last review date: September 2024

Next review date: September 2025

Monitoring:

Senior Deputy Head

Head of Sixth Form

Heads of Department

The aim of the College is to provide an excellent 21st century education by being a forward-thinking and high-achieving co-educational school with a strong academic focus, excellent student support and a global outlook.

Policy objective:

Students' needs

Students need to be supported with relevant career guidance at key decision-making stages where education choices may have a direct impact on future employment.

Students need to be equipped to make effective use of the wealth of career information, advice and guidance that is available via the internet and physical resources to enable them to research their career options and relevant opportunities.

Students need to develop their employability skills throughout their school life and understand why and how these can be evidenced for career related applications.

Students will be supported to gain experience in their chosen career or key areas of interest. and will learn to recognise the health and safety implications within a workplace. Students will evaluate their own contribution to the experience and provide a work-related context to support and enhance the curriculum.

Entitlement

Students are entitled to careers education and guidance that is impartial, and an important aspect of this guidance is exploring work experience opportunities that promotes their best interests. The Careers Education and Guidance will allow students to gain greater understanding of the requirements of the working world. It will be integrated into their experience of the whole curriculum, based on a partnership with students, teachers, tutors and their parents or carers. The programme will promote equality of opportunity.

Policy Aims

To provide students of Ardingly College with an appreciation of the opportunities that exist for their personal career progression during and beyond school life, and to equip them with the confidence and means to both resource and apply to these opportunities.

Through a series of compulsory and voluntary teaching sessions, workshops, talks and online resources, students from Year 7 through to Upper 6th will be encouraged follow a process which helps them:

- **Focus** on their career interests
- **Identify** strengths and areas for development
- **Be proactive** in their search for work experience opportunities
- Gain **information** about their career interests
- Consider how **realistic** their goals are
- Understand the **scope** of options available
- Confidentially understand the **tactics** needed to put plans into action.

The Education Act of 2011 states that schools have a duty to secure access to independent careers guidance for pupils aged 9-18 (from September 2013) but has repealed the statutory duty to teach careers education in schools. This guidance was reviewed in April 2014 but not revised.

Practice

Management

The Director of Enterprise and Employability is responsible for co-ordinating the Career Guidance Programme from Year 7 to Upper 6th. She is responsible for developing and promoting a work experience programme, working closely with the Head of Sixth Form, Head of Middle School, and Heads of Department.

Staffing

All staff are expected to contribute to the career education and guidance programme through their roles as tutors and subject teachers. Careers education for years 7 to Upper 6th is planned, monitored and evaluated by the Director of Enterprise and Employability in consultation with colleagues.

The services of My Future Choice or similar provider are used to provide 5th Form students with a personalised interest profile and careers related literature which provides the basis for discussion with tutors in advance of higher education options.

Curriculum

During Year 7 to Year 11 careers and employability lessons are part of the PSHE programme.

Remove or 5th formers complete a personalised interest profiling test which provides the basis of discussions with their tutors (who have been trained to interpret the profile results) during the Michaelmas term in preparation for higher education options. The 5th form has sessions specifically on work experience which forms part of their PSHE Programme, together with a careers/ Further Education related workshop as part of their PSHE Day in the Michaelmas term.

Lower 6th form pupils have workshops throughout the year to help them prepare for work experience, create a CV, and apply for work experience placements. Sixth form pupils receive higher education and further education support through sessions organised and run through the Head of 6th form.

One-to-one Careers Guidance sessions with the Director of Enterprise and Employability, and a series of talks, events, enterprise competitions, and co-curricular enrichment programmes are available to all students throughout the calendar year.

Partnerships

Partnerships with the school community (parents, Old Ardinians and governors) enable the school to run a series of talks and workshops often at little or no cost. A dedicated Enterprise and Employability Governor will commence service from May 2024.

Partnerships with educational establishments, businesses and specific career guidance organisations enhance the programme of events offered to students, which may incur a fee. Partnerships with specific industry bodies such EDT which do not incur fees continue to be built and extended.

Resources

Funding is allocated in the annual budget for which the development in the school's improvement plan is considered in the context of whole school priorities.

Staff Training

Staff training needs for planning and delivering the careers programme will be identified in the development plan and activities will be implemented to meet them. Funding will be accessed from the staff inset budget held by the Deputy Head.

Training of Remove and 5th form tutors to interpret and explain the interests profiling results to their tutees will be delivered by the Director of Enterprise and Employability or provider free of charge during an agreed time in the Michaelmas term if needed.

The Director of Enterprise and Employability takes accountability for her own continued professional development and industry related knowledge by attending regular seminars, forums, conferences, networking events, and labour market intelligence updates to ensure the Ardingly students are equipped to understand current trends and future world of work.

Monitoring, review, and evaluation

Monitoring of the delivery of careers guidance through PSHE curriculum, workshops, talks and other sessions is undertaken by the Director of Enterprise and Employability, together with regular evaluation of the effectiveness of the provision in consultation with relevant staff, pupils, and Senior Management Team.

For further information relating to Careers Education and Work Experience Guidance please refer to the Work Experience Procedure.

Legislation: Education Act of 2011