

Careers Education and Guidance (CEG)

1. Principles

1.1 Rationale

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. Schools have a duty to give students in Years 7-13 access to careers education, information and guidance (The 1997 Education Act, 2003 Education Regulations).

1.2 Commitment

The College is committed to providing a planned progressive programme of careers education, information and guidance for all students in Years 7-13 in partnership with the local Connexions Service. The programme promotes equality of opportunity and inclusion. The College endeavours to follow the National Framework for CEG 11-19 in England and other relevant guidance from the DCSF, QCA and Ofsted.

The College is committed to gaining the Investors in Careers.

1.3 Development

This policy was developed and will be reviewed annually through discussions with the Leadership Team, teaching staff, the College Connexions personal advisers, students, parents, governors, advisory staff and other external partners e.g. EBP.

1.4 Links with other policies

CEG supports and is underpinned by the College policies for teaching and learning, assessment, recording and reporting achievement, PHSE and Citizenship, enterprise and work related learning, equal opportunities, health and safety, gifted and talented and special needs.

2. Objectives

2.1 Students' needs

The careers programme is designed to meet the needs of students at Kingsbridge Community College. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

2.2 Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and inclusion.

3. Implementation

3.1 Management

The work-related learning co-ordinator co-ordinates the careers programme and is responsible to the Deputy Principal (Community). A link governor supports this area. The WRL co-ordinator is responsible for the work of the WRL administrator. Work experience is planned and implemented by the WRL administrator who works with the WRL co-ordinator.

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 WRL co-ordinator in consultation with the Connexions personal advisers who provide specialist careers guidance. Careers information is available in the Careers Resource Centre, which is maintained by the WRL administrator.

3.3 Careers' Programme

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in the Careers Resource Centre and on the college intranet), work related learning activities (including one week's work experience), action planning and recording achievement. Careers lessons are part of the College's Personal Development Programme.

Other focused events such as Taster Days at local Colleges, Learning Fairs, Higher Education fairs, visits by outside speakers (both individuals and companies), are provided on a regular basis. The College is building up a register of parents, governors, Trust partners and members of the local community who are prepared to act as advisors. They give guidance and advice about particular career paths.

Work experience preparation and follow-up sessions take place in tutor periods, pledged time from departments and other appropriate parts of the curriculum. Students are actively involved in the evaluation of activities.

3.4 Assessment

Career learning outcomes are assessed against the National Framework.

3.5 Partnerships

An annual Partnership Agreement is negotiated between the College and the local Connexions Service identifying the contributions to the programme that each will make. Other partnerships include the local Education Business Link Organisation, PFEF for financial education and the IAG South Devon Consortium.

3.6 Resources

Funding is allocated in the annual College budget for staff training and delivery of curriculum. The WRL co-ordinator is responsible for the effective deployment of resources. Additional sources of funding include Connexions and Aimhigher.

3.7 Staff development

Staff's training needs are identified as part of the Performance management review and in conjunction with the Assistant Principal (Learning). Funding is accessed through the college Inset budget. The college endeavours to meet training needs within a reasonable period of time.

3.8 Monitoring, review and evaluation

The Partnership Agreement with Connexions is reviewed at the end of each school year by the WRL co-ordinator, Leadership Team link and the Connexions advisers, and a report is submitted to the senior leadership team and governors.

4. Review of Policy

This policy is reviewed by the Community Committee every two years.

**Ratified by the Community Committee of the Governing Body
25th January 2010**