

Careers
Guidance
Policy



Hydesville Tower
School, Walsall

September 2016

Introduction

Hydesville Tower School is committed to providing a planned programme of Careers Education, Advice and Guidance to all pupils in years 7-11. Careers guidance will focus on the specific needs of the individual pupil to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each pupil to make informed decisions about their future so pupils emerge from school more fully rounded and ready for the world of work. Pupils should be well-informed when making subject and career decisions and the guidance will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual pupil.

Aims

- To enable pupils to make considered choices by the end of both key stages.
- To help pupils to manage their transitions to new roles and situations.
- To promote self-development in pupils including employability skills.
- To help pupils to value difference and diversity between people.
- To raise awareness of opportunities and to raise aspirations.
- To challenge stereotypes and encourage pupils to consider a wide range of careers.
- To encourage pupils to make the most of their talents and to go on to jobs or courses which suit their needs.

Provision

Careers includes both education and guidance. Careers education helps our pupils 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.

The careers programme is delivered by Form Tutors, staff that deliver PSHEE and the Head of Academic Support in Year 10/11. Careers focused activities delivered through the PSHEE curriculum are provided and managed by the teacher responsible for PSHEE.

Pupils have access from School to on-line advice, including the National Careers Service website. Pupils are also advised of the National Careers Service telephone helpline number along with other useful websites.

The School is employing the services of an external provider (ESS-TEAM), which is providing individual careers interviews for every Year 10 and 11 pupil and impartial careers information, advice and guidance where appropriate. This includes information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options.

The school works with a range of other schools, further education and apprenticeship providers to ensure that pupils have access to a range of options at each stage of their education.

Key Stage 3 Provision

- Curriculum support in all subjects promoting related job advice
- Allotted time through PSHEE lessons for self-development focusing on lifestyle and progression
- Access to the National Careers Service in PSHEE lessons and tutor time

Careers Guidance Policy

- An introduction to careers resources
- Assemblies and other information on KS4 options including vocational and alternative courses.

By the end of Stage 3 all pupils will have:

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

Key Stage 4 Provision

- Attendance at national Careers Fair in school day
- College presentations
- Careers interview for every Year 11 pupil
- Information on College Open dates
- Support with completing College and Sixth Form application forms and access to computers for on-line registration
- Mock interviews
- Supported CV and Personal Statement sessions

By the end of stage 4, all pupils will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interview
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves

CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE PROGRAMME

Years 7-9

Careers education, information, advice and guidance is delivered mainly through PSHEE. Topics covered include:

- Self exploration - identifying personal skills and weaknesses
- Study skills - time management, homework, presentation of work
- Personal organisation and planning
- Challenging stereotyping

Careers Guidance Policy

- Opportunities outside school - leisure, extra-curricular activities
- The world of work
- Recognising achievement
- The nation's finances
- Understanding industry and the Government
- GCSEs and option choice for Key Stage 4 (Year 9).
- Introduction to career planning
- School and work put into context; purpose of careers education
- Decision making – who to ask, where to go what to do
- Access to careers websites to explore careers options
- Career and life choices stimulated through 'the Real Game resource
- Discrimination and Disability in the work place

Year 10

Careers education is mainly delivered through form time by the Form Tutor and the Head of Academic Support. In addition the following areas are covered:

- Career routes and planning
- Assessing personal skills
- Decision making and motivation
- Post 16 options and qualifications
- Interview techniques
- Careers research - using Springboard
- Assessing personal development needs – identifying achievements, interests and skills
- Consideration of the influences on career decisions
- Characteristics and trends within the labour market
- Time management

YEAR 11

Year 11 pupils have a designated lesson devoted to study skills during which careers advice and guidance is an integral part. During these lessons the following areas are covered:

- Career routes and planning
- Introduction to Higher Education
- Careers research
- Decision making
- The labour market and job applications
- Producing a CV
- Letters of application
- Interview technique.
- Personal Statements.
- Economic well being, how to manage finances effectively and how changes in the economic environment may impact their lives
- The structure and function of different businesses across the public, private and voluntary sectors and show how some of these could be relevant to their future lives and careers
- Employment trends and opportunities are influenced by economic forces and relate these to their own career plans

Careers Guidance Policy

Careers Resources

The school provides access to materials providing careers guidance. An area is designed for careers work in the library and it is regularly maintained. Up-to-date prospectuses and other publications containing information and advice about choosing and applying for higher education courses are available for pupils. Details of Open Days are shared and advertised on an allocated notice board for Year 11 pupils.

Pupils have access to online careers matching programmes which provide careers ideas based on individual interests. Pupils are also encouraged to use the services provided by the National Careers Service.

Work Experience

Work Experience is seen as an integral part of the educational entitlement of each pupil at Hydesville. In Year 11 pupils are expected to spend a full working week in the world of work.

It will be planned in such a way to assist the pupil's personal development, by involving them in working situation where they have identifiable working roles and where they will come into contact with patterns of work and social relationships which will differ from those encountered at school.

It should be noted that the purpose of work experience must not be seen as a preparation or means of entry to any particular job or careers but rather that pupils should be given an insight into the world of work, its disciplines and relationships.

Work Experience is also about enriching the curriculum and making it more relevant to preparation for a rapidly changing world. It will be an experience for everyone which when shared with their peers and drawn out by subject teachers, will give an insight into the world of work and help connect school learning to it.

Objectives of Work Experience

The pupils shall develop:

- key skills
- self-awareness and self-esteem
- an understanding of the organisation and expectations of employing agencies
- vocational awareness

Procedures

- All pupils carry out one week of work experience in Year 11.
- All placements will be arranged, checked and approved by our external provider at ESS-TEAM in order to ensure the employers comply fully with Health and Safety regulations and carry appropriate insurance.

Updated: Sep 16

To be reviewed: Aug 18