

LEICESTER GRAMMAR SCHOOL TRUST

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**CAREERS EDUCATION, INFORMATION AND GUIDANCE
POLICY AND PROCEDURES
(incorporating Work-Related Learning)**

This is one of the policies concerned with the curriculum. It should be read in conjunction with the curriculum policy and the equal opportunities policy.

STATEMENT OF POLICY

Leicester Grammar School is an Independent School which teaches in accordance with the principles and traditions of the Church of England and as such seeks to promote the education of the whole person, both physical and spiritual.

The programme of careers education and guidance aims to provide an environment, and a catalyst whereby students/clients can discuss, evolve and make choices and decisions concerning their own future well-being, both physical and spiritual including their preparation for the national labour market. We seek to enable students to recognize their talents, have aspirations, recognize pathways and opportunities open to them and that they are well prepared for the changing nature of life and work and are proactive and enterprising.

It is designed to meet the criteria necessary to maintain the Career Mark Quality award.

RESPONSIBILITY

The education and guidance programme will be delivered in two ways:

- i) through the pastoral programme
- ii) through extra-curricular interventions

The responsibility for this Careers Education and Guidance Policy is with the Headmaster and the School Management Team.

The implementation of this policy is primarily the responsibility of the Head of Careers, but working in conjunction with the Deputy Head (Pastoral) and the Heads of Sixth Form, Year Heads and the PSD Coordinator.

PROCEDURES

The following requirements apply:

The Careers Service shall consist of the **Head of Careers** together with such staff as the Headmaster shall appoint from time to time.

The **Head of Careers** shall hold a Diploma in Careers Guidance or equivalent QCF level 6 qualification and be a Member of CDI.

The **Head of Careers** will sit on the Pastoral committee, PSD committee, and **will support the delivery** of the PSD programme.

The **Head of Careers** shall negotiate for a core provision of independent and impartial careers guidance from external providers which shall hold or be working towards the Matrix Award and with careers advisers qualified to equivalent QCF level 6 qualification or equivalent. **The Head of Careers** shall also negotiate for the enhanced provision beyond the core provision of careers guidance support from external providers, who shall hold a QCG or equivalent and preferably will be members of the Career Development Institute.

The Head of Careers shall be responsible for drawing up a budget for the Career Development Department. This will include that for the Careers Library. It will be agreed annually between the **Head of Careers** and the Business Director.

The **Head of Careers** shall **use quality assurance tools** to develop careers education and guidance within the school.

That in both the pastoral programme and through extracurricular interventions, the following objectives shall be sought to be achieved with regard to the pupils:

- the development of self-awareness and self-development
- the development of decision making and action planning
- the development of career and work exploration.
- the development of transition, career management and employability skills

The normal client base will be that of those connected with Leicester Grammar School, but that the Head of Careers may at the Headmaster's discretion deal with non-normal client base clients.

That the equal opportunities outlined in the full school policy on equal opportunities are recognised as an essential feature of the service.

That impartial advice be tendered by the internal service.

That although the service is school-centred, it should recognise the importance of the individual student.

That the guidance should be student focussed, whilst recognising the role of the parents.

That the **Head of Careers** should actively seek to promote the profile of the School and its Careers Service both locally and nationally by the development of initiatives either independently or in partnership with other organisations or institutions.

EVALUATION

That the **Head of Careers** be responsible for an annual evaluation of the implementation of policy and that he should request the Headmaster and School Management Team to consider amending policy if he feels this to be necessary.

That the Headmaster and School Management Team should at appropriate times undertake a review of the policy in the light of the demands of circumstance both internal and external.

CAREERS EDUCATION WITHIN THE PASTORAL PROGRAMME

Careers Education within the PSD Programme will be monitored by the Deputy Head [Pastoral], **Head of Careers** and the PSD Co-ordinator (The PSD Committee).

The Heads of Sixth Form, and other Heads of year shall ensure that Form Tutors implement careers education in tutor time as outlined in the pastoral programme from time to time as appropriate.

The Careers Education programme will be developed in line with national frameworks and good practice guidelines as appropriate and integrated into the wider PSD programme.

A Careers Education Co-ordinator may be appointed to monitor and develop the programme drawn up and laid out by the **Head of Careers**.

INFORMATION POLICY

Responsibility

The Head of Careers has overall responsibility for the development and expansion of the information network. The **Head of Careers** shall ensure that information should be made available to enable the four main objectives to be achieved, as outlined above in the section 'procedures'.

The information will be made available through:

- The Head of Career's management of the careers facility.
- The Head of Career's networking.
- The School's negotiated relationship with other careers education and guidance providers.
- Meetings and conventions called for this purpose.

Day to day management of the careers library falls to the two fully qualified school librarians in consultation with the **Head of Careers**, the Head of PSD and Deputy Head Pastoral.

The **Head of Careers** will also liaise with the Staff Development Officer over staff training needs.

Procedures

The careers library shall:

- Be at the centre of a widening network of information points
- Provide a full and up-to-date range of information enabling students to make informed choices and decisions.
- Be accessible to all.
- Enable students to make independent use of the resources as well as benefit from group guidance.

The careers library shall use the CRCI method of managing information with the information split into two sections: General Information and Occupational Area Information.

All of the careers library stock will be catalogued onto the main library system so annual resource purchases can be found on this. Other resources will be ordered when needed.

All information will be up-to-date and as such will be dated, filed and anything over two years old will be discarded if still not current.

The library online catalogue will provide a search facility so that materials can be found not only from within the library but from any computer that is attached to the network.

Information in relation other policies

This policy should be read in conjunction with the Entitlement Statement.

Budget

The budget for the careers library will be agreed annually between the Head of Careers and the Business Director as part of the wider careers budget.

Resource awareness/promotion

Introduction to the careers information will begin in Year 7 when students will be introduced to the information held in the careers library as part of their wider library induction. In subsequent years students will be introduced to a range of information and resources, including websites and on-line software.

Careers events will be published in the termly diaries enabling parents to be fully informed of activities and events.

Evaluation

The plan drawn up to develop CEIAG will make reference to the careers library and its continuing development where relevant.

Evaluation of the impact of careers library provision takes place between the **Head of Careers** and the librarians.

Evaluation will include feedback from students.

Careers Guidance Work and Interviews

These will be made available to pupils through the standard procedure of booking appointments with the Career Development Department.

All pupils from Year 7 shall have the opportunity to draw up basic careers Action Plans, either with their tutors utilising the student planner, or through the guidance process with a member of the LGS Career Development Service or other service or organisation.

All students in Year 11 will undertake psychometric testing and receive detailed one-to-one feedback and careers guidance from a commissioned external IAG provider who meets the requirement of the Matrix Standard.

Sixth Formers will have access to individual support through both individual and commissioned services.

The School will commission independent IAG Careers Advisers to offer access to drop in support for any student.

Students with statements or in the care of Social Services will have access to the provisions provided by the relevant local authority as provided by their providers.

Work Related Learning

Responsibility

The **Head of Careers** will have overall responsibility for the work-related learning programme.

The School will appoint a Careers Convention Co-ordinator and WRL Support Assistant to support the work of the Head of Careers.

Aims

To provide a coherent balanced programme of work-related learning that ties in with the rest of the CEG programme.

Objectives

To better prepare young people for the opportunities, responsibilities and experiences of life after school. Students to be involved through learning about work, for work and through work.

Activities on offer from Year 7 should fit into any national, non-statutory guidance or frameworks.

Entitlement

Year 7-11 elements within the PSD taught programme

Year 10

- Students will have an entitlement to a period of three days of events.

Year 11

- **Students will have the opportunity to attend a 'Developing Skills for the Workplace' event as part of the post GCSE provision or as part of induction to the Sixth-form.**

Lower Sixth

- Students will be given the opportunity to take part in Inspiring Futures careers experience courses and other taster courses.
- Students will be given the opportunity to form a Young Enterprise company coordinated by the teacher connected with Young Enterprise.

Upper Sixth

- **Students will have the opportunity to take part in a preparation for graduate employment as part of their PSD programme.**
- Students are offered the opportunity to take part in the Year in Industry programme, giving them the chance to have a work placement in industry before going to university.

Bi-annually the School will host a Careers Convention giving all students in **Years 9** to Upper Sixth the opportunity to gather information and discuss careers in industry/gap years/university choices.

Resourcing

The budget for the work-related learning will be agreed annually between the Head of Careers and the Business Director as part of the wider careers budget.

Evaluation

WRL will be in a review process of planning, design and delivery to enable students to get the best possible use out of what is on offer to them.

The WRL programme will be evaluated annually.

Applications Outside of School

Applications to post 16 providers

Whilst the Head of Year 11 is primarily responsible for the management of the applications, the Head of Careers will support the Head of Year 11 in the applications by students.

University applications

Whilst the Heads of Sixth Form are primarily responsible for the management of the application procedure, the **Head of Careers** shall work with the Heads of Sixth Form in the implementation of this process, both in and out of the pastoral programme.

The **Head of Careers** will be responsible for working with the Heads of Sixth Form in the provision of, in particular, the delivery of guidance.

The **Head of Careers** shall call together and chair a committee to discuss university and college issues, and their implications for individual pupils.

The Head of **Careers** shall work with the Heads of Sixth Form in the development of the work of this committee.

The Heads of Sixth Form with the **Head of Careers** will arrange support for students in preparing for interview using resources, both internal and external, to the School.

Results service in August

The **Head of Careers** will make provision for a results service for A-level.

The **Head of Careers** will make provision for GCSE students/clients to assist them in any decisions that have to be made on results Day for GCSE.

Interviewing and application procedures for the national labour market

The **Head of Careers** shall provide support to help enable students/clients in this field as appropriate. This will include information on the National Apprenticeship Service.

Learning Support

The Head of Learning Support within the School will liaise with the Career Development Service within the School making members aware of specific needs.

Special needs materials will be developed or purchased to fulfil the needs concerned.

An appropriate outside adviser may be invited to be present at any meeting concerned with statements.

Staff Development and Training

Staff inset and training courses should be provided for staff in consultation with the Staff Development Officer.

Staff involved in careers education should be encouraged to take modules in appropriate qualifications to support their development in this field.

Members of staff appointed to the careers department shall undertake appropriate national sectoral professional training and qualifications.

Policy Evaluation

The policy will be reviewed as part of the School's cycle of policy reviews and when legislative or local changes to policy necessitate review.

The policy will be reviewed in preparation for Career Mark revalidation (every two years).

The policy review will take place by the Head of Careers in consultation with the Deputy Head (Pastoral).