



iMap Education

School Policy

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Policy Name		Careers Guidance Policy	
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01.09.16 Amended 02.02.23	09/05/2023	09/05/2024	Christine Merrick

CAREERS EDUCATION AND GUIDANCE POLICY

1.0 Introduction

This policy takes due regard to the DfE **Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff July 21**. Careers Education and Guidance at iMap School serves to prepare students for choices and transitions affecting their future education, training and employment.

2.0 Aims

- To help students develop an understanding of themselves and others as individuals including their own and other's strengths and limitations, abilities and potential, personal qualities, needs, attitudes and values.
- To enable students to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level.
- To support students in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4.
- To provide opportunities to develop enterprise and employment skills.
- To promote equality of opportunity, challenge stereotyping and support inclusion.

3.0 Principles underpinning impartial careers education • Empowers young people to plan and manage their own future.

- Responds to the needs of each learner
- Provides comprehensive information and advice
- Raises aspirations
- Actively promotes equality of opportunity and challenge stereotypes
- Helps young people to progress

4.0 Objectives for careers education and guidance

By the End of Key Stage 3 students will have the opportunity to:

- Consider their own qualities, skills, interests and academic potential
- Investigate knowledge and skills people need at work

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- Make decisions about their own learning and the curriculum
- Use action planning to support their career development

By the End of Key Stage 4 students will have the opportunity to:

- Consider their own qualities, skills, interests and academic potential
- Participate in work related activity e.g. mock interviews
- Understand the importance of key skills – communication, application of number, information technology, improving their own performance, problem solving and working with others
- Investigate the knowledge and skills people use at work through work related simulations
- Understand the options open and available to them at the end of KS4, where to get information and how to apply – College, Apprenticeships, Employment

5.0 Implementation of careers education

Careers Education is delivered through the PSHEE Programme at KS3 (as Careers focussed topics within the rotation programme). At KS4 Careers Education continues to be taught through PHSEE, and mini enterprise and topic work.

iMap will ensure that we follow the eight Gatsby benchmarks of Good Career Guidance:-

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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

6.0 Equality and diversity

Careers Education is provided to all students and provision is made to all students to access the curriculum. Students are encouraged to follow career paths that suit their

interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

7.0 Resources to support careers education and guidance

- Careers Library: Laptops with internet access, careers literature, prospectuses etc.
- Extra support where appropriate. Students in Years 9, 10 and 11 are targeted for additional help by Form Tutor

- Taster Days at College, Attendance at post-16 Open Day events, Careers Fairs etc.

8.0 Parents and carers

Parental/Guardian involvement is encouraged at all stages. This is promoted through the distribution of the school information highlighting key events and the school website.

9.0 Student entitlement

As a student at iMap School, you are entitled to receive a programme of Careers Education and Impartial Advice and Guidance. Your Careers Education and Guidance Programme will help you to:

- Understand yourself – your interests, likes/dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious choices about courses and roles
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training and further education
- Develop your interviews skills
- Improve your confidence

You will gain this knowledge and these skills by getting involved in the Careers Education Programme through:

- PSHEE lessons
- Tutorial programme where appropriate
- Work related learning across the curriculum
- Using the Careers Library
- Individual/Group discussions

You can expect to be:

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- Treated equally with others
 - Given careers information and advice that is up-to-date and impartial
- Given extra support if you have special needs

10.0 Monitoring, review and evaluation of CEIAG programme

The Principal with responsibility for Careers and Work Related Learning is responsible for ensuring the CEIAG programme is reviewed and evaluated in line with school monitoring processes i.e. Student Voice/Stakeholder Voice (visiting colleges, agencies) and Parent/Carer Voice. The process of review and evaluation incorporates the following:

- Learning Walks
- Lesson Observation
- Use of the Careers Library and review of contents to ensure relevant/up-to-date

Please read the Equality and Diversity Policy, PHSEE policy and curriculum policy in conjunction with this policy.

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