



The Axe Valley Community College

Careers Education and Guidance Policy

Adopted by the Governing body on 20 November 2014.

The Policy will be reviewed on an annual basis.

The Axe Valley Community College is committed to providing high quality Careers education, advice and guidance to all students as an integral part of the curriculum and through organised activities. It will seek to ensure that the provision is appropriate to the age, ability and educational needs of the individual and is underpinned by equality of opportunity. It is also designed to ensure that it contributes to school effectiveness and is responsive to the needs of the local community and the local economy as well as the wider economy and society.

PRINCIPLES OF GUIDANCE

- Guidance is impartial and independent.
- Guidance meets the needs of students regardless of gender, ethnic background and special educational needs.
- Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development
- Guidance is confidential.
- Guidance is integrated within the overall curriculum.
- Guidance is structured to provide help at key decision points.
- Guidance is provided both formally and wherever suitable opportunities arise.

AIMS

- To prepare students for the opportunities, responsibilities and experiences of adult life.
- To enable students to develop skills, attitudes and abilities which will, in turn, enable them to be effective in a variety of adult occupations and roles.
- To help them develop career awareness and enable them to manage personal career development.
- To challenge stereotypical thinking and attitudes and to promote equal opportunities
- To enable them to handle careers information and assist them in making informed choices.
- To enable them to experience the world of work.
- To equip them with the skills and knowledge required to manage the transitions in their lives such entry into further education or employment.

METHODS

- A planned and coordinated programme of learning to develop knowledge and key skills. This will be delivered largely via the PSHE programme, but also in part, through cross-curricular subject teaching and Challenge Days.
- Career exploration through the provision of a wide range of resources: a dedicated Careers Resources Centre with literature, posters, computer software and a College Information and Guidance (IAG) Officer plus access to an independent Careers Management Consultant.
- A structured work experience placement programme

Key Stage 3 Provision

- Allotted time through PSHE sessions for self-development focusing on lifestyle and progression.

- Access to the careers library, computer software (Fast Tomato or KUDOS) and the College IAG Officer
- Year 9 are invited to attend the Pre-Options Open Evening
- Students also have a number of assemblies on their options and choices that they have to make, in preparation for the Key Stage 4.

Key Stage 4 Provision

- Work experience placement with Health & Safety guidance in year 10. Provides students with direct, first hand insight of the world of work.
- Individual and group advice sessions
- Year 11 students have priority access to an independent Careers Management Consultant.
- Close monitoring of vulnerable students through additional support via Careers South West.
- The provision of up to date and relevant information to develop research and independent learning skills.
- Presentations by local industries, training providers and national organisations
- Mock interviews, Curriculum Vitae (CV) and Personal Statement sessions.
- Organised visits to Skills Festivals, Apprenticeship Days etc. where possible

Key Stage 5 Provision

- Work experience placement with Health & Safety guidance in year 12. Provides students with direct, first hand insight of the world of work.
- Individual and group advice sessions
- Year 12 students have access to an independent Careers Management Consultant.
- The provision of up to date and relevant information to develop research and independent learning skills.
- Presentations by local industries, training providers and national organisations
- Mock interviews, Curriculum Vitae (CV) and Personal Statement sessions.
- Organised visits to Skills Festivals etc. where possible
- Tutor Support with CV, Personal Statements, UCAS applications, University links, visits and UCAS Convention
- Mock Interviews

PERSONNEL

Senior Leadership Team

- Overall responsibility of Careers Information and Guidance.
- Annually review this policy or as legislation requires

IAG Officer

- Coordinate arrangement of work experience placements.
- Introduce students from year 9 upwards to Careers Advice and College Software package
- Carry out individual advice sessions with year 10 students
- Coordinate individual interviews between an Independent Careers Management Consultant and students.

Careers Guidance and Education Policy

- Management of the careers library/resources.
- Maintain student data within software package
- Organisation of presentations, visits etc.

Subject Teachers

- Contribution through role as subject specialist to fulfil the aims of the whole school policy.

All Staff

- Visiting of students on work experience
- Individual advice as requested

This policy recognises and is applied in accordance with the College's policies for Safeguarding, Teaching & Learning, PSHE, Assessment, Equal Opportunities, Health & Safety and Special Educational Needs.