



SMITHILLS SCHOOL

PROCEDURE:

Careers Education Information Advice and Guidance

RATIONALE

At Smithills our overarching aim is for students to be aspirational; motivated; inspired; and well informed so they develop as self assured learners, able to make realistic decisions about their futures and effective transitions in their chosen career or pathway.

We strive to ensure students are well equipped to make the transition into good employment and aspire to have access to higher paid jobs. We aim to support young people in developing skills employers are looking for to match the needs of the economy so they are in a position to access; sustained work, improved life opportunities and can make a positive contribution on the growth of the economy.

Having established a large network of external sources we are able to provide independent careers guidance and inspiration on the range of further education and higher education as well as other training options available. This includes apprenticeships and other vocational pathways.

PURPOSES

1.	To help students explore various career options, understand themselves and the external influences and factors upon them.
2.	To develop a culture where students understand our school values including; attendance, punctuality, positive attitudes & behaviour, and involvement in school life, is preparation for life and improves their life chances.
3.	To ensure staff are kept up to date with Labour Market Information to be able to support students when exploring and planning adequately for career and employment opportunities available to them in the future.
4.	To develop in students the knowledge and skills needed to make successful choices, and manage transitions in learning and work.
5.	To provide our students with guidance that meets professional standards of practice, is person-centred, impartial and confidential.
6.	To ensure that students have access to high quality, accurate and up-to-date information about careers and work opportunities and know how to make effective use of it.
7.	To liaise closely with Connexions to provide destination data required by the LA and also provide key information to be able to support identified SEND students.
8.	To liaise effectively with all internal and external agencies to ensure they are aware of the intended learning outcomes for students when providing CEIAG for students
9.	To equip students with the skills needed to conduct their own independent research to extend their knowledge in specific career opportunities
10.	To provide the relevant links and contact with organisations and staff able to support students in their intended destinations
11.	To liaise with parents regularly and keep them informed about opportunities for students to attend events, meet with post 16 providers and support they can provide for their son/daughter.



Management of Pupils

12.	To ensure high attaining pupils are supported to make informed choices about whether to aim for university, including the best universities, or an apprenticeship as an equally high calibre & demanding route into employment & higher education
13.	To provide access for students to careers information as early as possible, so they appreciate which subjects are required for the careers they aspire to access in the future.
14.	To provide opportunities to develop entrepreneurial skills through taster events , games & competitions.

GUIDELINES

1.	Learning will be delivered throughout the school via conferences, presentations, group based activities, drop in sessions from visiting speakers, assemblies, form time and mentoring sessions covering aspects such as; the world of work, employability skills, health and safety, options and careers information, advice and guidance.
2.	Work Experience opportunities are provided for all Year 10 students.
3.	Opportunities are provided for students to take part in organised transition days and other relevant experiences outside of the classroom.
4.	Opportunities are provided for students to attend employers led events as well as events delivered by further education and higher education establishments including campus tours.
5.	Providers of FE/HE, employers and apprenticeship ambassadors are invited to appropriate events including; Parent evenings, mock results days and mock interviews.
6.	Alumni are invited to pass on the benefits of their experience from vocational courses, apprenticeships and degrees courses to help change perceptions of what they are capable of achieving.
7.	Careers information is available in the School Library giving students access to further education and higher education literature, prospectuses and displays.
8.	Support is provided to use software including Ucas progress, Careerscape and Kudos.
9.	Support and guidance is provided to access and complete applications for further education, apprenticeships and/or training.
10.	1:1 guidance is available for students requesting personalised advice, a personalised action plan and /or further exploration of specific progression routes available for identified careers.
11.	Students are provided with 'Record of Achievement' folders and certification for events and achievements that acknowledge and celebrate success.
12.	Parents are kept informed through; information on the school website; emails; letters; telephone contact; attendance at school events; and through meetings with Parents; so they are able to support their children with decision-making for remaining in full time education, applying for an apprenticeship or moving onto other relevant training at 16.
13.	Communication of all Careers information, including open evening dates, careers fairs and dates of internal and externally organised activities and events, takes place through the weekly Careers/ WRL bulletin.
14.	Students are made aware of out of school opportunities that could help them with their career aspirations, such as the National Citizen Service and other voluntary and community activities, and ambassadors for these projects invited into school to meet and work with students



Management of Pupils

15.	Effective communication networks between with Connexions PA , School SENCO and Learning Services have been established to ensure everyone has access to accurate information and data, to be able to support our SEND students and develop individual Action Plans and opportunities to implement and review these plans.
16.	Students are encouraged to be enterprising by tackling real life challenges, taking part in games and competitions and developing skills such as; managing risk, developing decision making skills, team building skills and problem solving skills.

Written By: Jill Isaacs -Work Related Learning Officer

Signed:  **Principal**

Date: June 2016