



## CAREERS INFORMATION AND GUIDANCE POLICY

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<b>Status</b>	<b>Non-statutory</b>	<b>Date created</b>	<b>1 November 2015</b>
<b>Any other statutory names for this policy (where appropriate)</b>		<b>Date first approved</b>	
<b>Responsibility for this policy</b>	<b>Deputy Headteacher</b>	<b>Date last reviewed</b>	<b>12 November 2015</b>
<b>Governors' Committee with responsibility for its review</b>	<b>Teaching and Learning</b>	<b>Frequency of review</b>	<b>Every 3 years</b>
<b>Approval necessary</b>	<b>By committee only</b>	<b>To be put on the school website?</b>	<b>Yes</b>

### 1. INTRODUCTION

- 1.1 Careers information and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A progressive programme of activities supports them in choosing pathways at transition points that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.
- 1.2 As a school we believe that a comprehensive careers information programme makes a major contribution in;
- supporting young people to achieve their full potential
  - empowering young people to plan and manage their own futures
  - raising aspirations
  - promoting equality, diversity, social mobility
  - challenging stereotypes
  - supporting young people to sustain employability
  - achieving personal and economic well-being throughout their lives
- 1.3 Aylesbury High School is committed to providing our students with a programme of careers information, advice and guidance for all students in Years 7–13.
- 1.4 Aylesbury High School is committed to fulfilling its statutory requirements as set out in 'The Careers Guidance Provision for Young People in Schools', Department of Education, March 2015. Schools are required to secure access to independent careers guidance for students in Years 8-13. The guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance must also include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options.
- 1.5 Aylesbury High School is committed to ensuring all students are prepared for the world of work and recognise the valuable contribution employers can make to this. We will ensure students have access to opportunities to meet employers both as part of discrete careers provision and by increasing employer engagement in curriculum areas in line with the government Inspiration agenda. Activities will include specific careers events, enterprise activities, lunchtime talks from employers on particular vocational areas and

visits to employers. We will also encourage students to organise work shadowing opportunities.

## **2. OBJECTIVES**

2.1 The Careers Information and Guidance Policy has the following aims:

- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher education and further education
- to develop enterprise and employment skills
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations

2.2 Equality and diversity careers education is provided to all students and provision is made to allow 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.

## **3. IMPLEMENTATION**

3.1 Students have access to impartial and independent advice from a qualified Careers Adviser with a QCF level 6 qualification.

3.2 Careers information and guidance is delivered during L4L, PSHE, lunchtime talks and tutor sessions at appropriate points throughout the academic year. The level of input is differentiated depending on the student's needs. For each Key Stage there is a programme of learning to provide effective guidance:

### **Key Stage 3**

Careers information forms part of the L4L programme and is embedded within other subject areas. The focus is on introducing students to the vast array of careers/employment opportunities and options for Key Stage 4 and beyond.

### **Key Stage 4**

The tutor programme includes advice on choosing Post 16 options and all students have an individual meeting with a member of the Leadership Team to talk through their option choices and future career plans. Students have an opportunity to attend a group interview with the Connexions Advisor or have an individual interview if appropriate. Students have access to psychometric testing in Year 11 following the Morrisby Profiling methodology. The cost of this service is borne by the students wishing to undertake this assessment (there is no cost for students in receipt of The Pupil Premium Funding).

### **Key Stage 5**

The tutor programme in Year 12 includes advice on the university application process. All students are invited to a Higher Education Fair and talks at the school; a focused day on university applications and a visit to a university open day. Support is given to students who are not applying to university, Art College and to those applying to higher education abroad. All students undertake a Centigrade course search questionnaire. In Year 13, there is continued support with UCAS applications and individual help for students

pursuing other options. The Connexions Advisor is available for individual interviews throughout Key Stage 5, as appropriate. Most able students are offered specific small group sessions to prepare them for applying to Oxbridge/Medicine/Vet Science and other competitive courses.

All 6th formers are encouraged to take part in Community Involvement (voluntary work) or other extra-curricular activities to further enhance their personal skills. Students have the opportunity to undertake a two day work shadowing programme. The Head of Sixth Form and the Connexions Advisor are available on GCSE and AS/A level results days to assist students in further options, confirming university places and, if appropriate, going through the clearing and adjustment process.

The school's student leadership system aims to assist learning techniques to solve day-to-day problems. Throughout the school we aim to create an environment where students are aware of their responsibilities as well as rights so preparing them to become a valued member of an organisation as well as community.

- 3.2 A named member of staff coordinates the career programme and is responsible to their line manager who is a member of the leadership team. She arranges talks throughout the year to provide additional careers information on subjects such as apprenticeships, student finance, gap year opportunities and local labour market opportunities.
- 3.3 All staff contribute to careers information guidance through their roles as tutors and subject teachers.
- 3.4 Where possible form tutors remain with tutor groups from Year 7 to 11. A strong student/tutor relationship develops which helps early identification of individual students needing in depth guidance support from the Careers Coordinator or Connexions Advisor.
- 3.5 A partnership agreement is on-going with Buckinghamshire Connexions Services. An advisor is available to all students 1 day per week and can be used for individual interviews or other targeted students throughout the year. The advisor is available at career events, open evenings and on examination results day. Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service and during regular planning meetings between the Careers Coordinator and her Line Manager.
- 3.6 The school, in conjunction with Connexions collates destinations information for all school leavers to ensure that they are appropriately placed in education, employment or training.
- 3.7 Funding is allocated in the annual budget and the Careers Coordinator is responsible for the effective deployment of resources.
- 3.8 Students regularly review their progress, set targets and work hard to build on achievements they have already made. They learn to celebrate success by means of a merit system.