

# **BULLERS WOOD SCHOOL**

## **Careers, Education, Information, Advice and Guidance Policy**



*Quod Potes Tenta*  
*Strive to your Utmost*

Policy created by: Careers, WEX, WRL and Enterprise Co-Ordinator	Date of adoption: July 2021	Date to be reviewed: July 2024	To be reviewed by: Governing Board
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# **BULLERS WOOD SCHOOL POLICY DOCUMENT**

## **Careers Education, Information, Advice and Guidance Policy**

### **Related policies**

- Equalities Policy
- PSHE and Citizenship policy

### **Aims**

- To develop student knowledge, understanding and skills needed to make successful choices and manage transitions in learning and work
- To enable students to understand themselves and the influences on them
- To enable students to investigate opportunities in learning and work
- To provide high quality, impartial careers education by personalised IAG
- To develop skills for well-being and employability
- To raise aspirations, support achievement, increase participation and improving social mobility.

### **Process**

To be effective the Careers Education, Information, Advice and Guidance programme both emanate from and feed into the School Improvement Plan and whole school policies. It is a continuous and systematic process involving the whole staff and outside agencies such as the Education Business Partnership, Independent Careers Adviser, employers and Careers and Enterprise Company and following the Gatsby Benchmarks.

The purposes of the process are to:

- fulfil the school aims of preparing students for employment and the opportunities, responsibilities and experiences of adult life and to educate students to take advantage of career opportunities
- fulfil the legal requirements of The Education Act 2011, the statutory guidance 'Career Guidance and Access for Education and Training Providers Department of Education' (Oct 2018) the Careers Development Institute (CDI) framework for careers, employability and enterprise education (2015), the Ofsted Inspection framework 2016 and Gatsby Benchmarks of Good Career Guidance 2014.
- to help students to develop their skills of reviewing, target-setting and action planning which are integral to the process of recording achievement
- raise the aspirations of students to increase motivation by linking activities in school with preparation for life afterwards.
- empower young people to plan and manage their own futures
- actively promote equality of opportunity and challenge stereotypes
- value equality, diversity and inclusion
- prepare for employability

### **Entitlement**

All students are entitled

- to have the opportunity to access a learning route that suits their interests, abilities and learning styles
- to have access to comprehensive, accurate and up to date careers information about opportunities in education, training and employment.
- to individual impartial interviews from an independent external provider
- to have support in making decisions about their future.

- to a planned programme of Careers Education, Information, Advice and Guidance which provides opportunities for pupils to gain understanding and knowledge, develop skills and experience work, so they gain confidence in making career choices and managing change.
- to develop an action plan which provides opportunities to manage career development.
- to access careers activities within an equal opportunities framework.
- to support from the school which recognises the contribution made by family, friends, employers, trainers and teaching staff.

### **Objectives:**

Implementing the Gatsby Benchmarks:

The aim is to achieve the following Gatsby Benchmarks for each year group:

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

### **Monitoring/Review and Evaluation:**

The school will use the Gatsby Benchmarks and Compass online self-evaluation tool to assess, develop and improve its school career provision. This will be repeated in July 2021. The school will also make use of the Careers and Enterprise Company and our allocated Enterprise Advisor. Careers Education, Information, Advice and Guidance will be monitored every year through learning and destination outcomes, as recommended by the ACEG (Association for Careers, Education and Guidance) framework April 2012 – can delete.

Form Tutors and Careers Leader Guidance Support Leaders will also monitor this each year through the Character Development programme. PD/Citizenship programme. The Bullers Wood Independent Impartial Careers Advisor will additionally support students through individual interviews. This will be continually monitored by individual reports and action plans. Judgements will be based on progression and the extent to which students –

- make good progress in developing their knowledge, understanding and skills relative to their capabilities
- know their own strengths and weaknesses, personal qualities and preferences
- to have a broad and accurate knowledge and understanding of the world of work, and of the educational, training and employment opportunities that are available locally, regionally and nationally
- have a comprehensive and accurate knowledge of the individual opportunities open to themselves
- are effective in making choices in relation to anticipated education, training and occupations
- know how to manage and where appropriate, effect transitions to new roles and situations
- value equality, diversity and inclusion
- prepare for employability

Review will be annually and will include Compass online evaluation, evaluation forms from students, employers, staff and parents in regards to career events, talks, careers fair, work experience. Year 11 and 13 destinations will be monitored.

**Delivery:**

All subject areas deliver Careers Education, Information, Advice and Guidance, through form tutors as part of a tutorial and more focused Personal Development Character Development programme including PSHE and Citizenship and through discrete lessons and events e.g. Year 9 Careers Pathway Conference careers talks related to career pathways and KS4 Work Experience

Students experience Work Related Learning and Enterprise education in each of the Key Stages. Enterprise and Finance Education is also delivered through the Character Development Personal Development Programme.