

Exmouth Community College



Careers Policy

Policy Details	Date
Policy written	Jenna Westcott / David Turner
Policy ratified by	Curriculum
Policy agreed by governors	Curriculum 04.10.16
Review cycle	2 yearly
Policy review date	Autumn Term 1 2018

Aims of Careers education

At ECC Careers Education and Guidance offers all students the opportunity to increase their knowledge and awareness of self and of the world of employment, training and further education. All students should be prepared to meet the challenges and make appropriate choices when necessary.

Key Principles

1. ECC has a statutory duty to provide independent careers guidance from Years 8 to 13 (DfE Statutory Guidance March 2015) and ensure that it is presented in an impartial manner, includes information on the range of education or training options, including apprenticeships and other vocational pathways, and is considered to promote the best interests of each individual student.
2. Careers Guidance will be based on a partnership with students and their parents or carers who will have access to up to date information via the college website
3. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.
4. The programme is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Key Responsibilities

Governing Board

- Provide clear advice to the Principal on provision of CEIAG, including the allocation of appropriate resources.
- Receive reports from the Principal and Head of Careers regarding the effectiveness of provision

Principal

- To provide appropriate resources for effective provision on CEIAG
- To appoint a Head of Careers. The post is held by Jenna Westcott-Wolstenholme.
- To ensure effective partnership with Careers South West (CSW). This responsibility is delegated to the Deputy Principal, David Turner.

Head of Careers

- To plan, develop and review programmes of study for the delivery of CEIAG
- To oversee Work Experience at Post 16
- To ensure effective deployment of resources
- To monitor effectiveness of provision and report back to SLT Link (Deputy Principal), Principal and Governing Board

Tutors

- To deliver programme of study under direction from Head of Careers.
- To differentiate material and activities so they are appropriate for their tutor group
- Where appropriate to participate fully in Options choices
- To communicate student concerns to the Head of Careers

Teaching Staff

- To participate in Options processes by advocating the career benefits of their subject.
- To promote transferable workplace skills such as teamwork, time management and problem solving

Careers Administrator

- To provide administrative support to the Head of Careers by liaising with appropriate outside agencies, parents/carers and students. The Careers Administrator is Julia Jacobs.

Non Teaching staff

- To contribute to the provision of CEIAG through individual student support and effective College systems

Arrangements

The College delivers Careers education in the following ways:

1. Scheduled slots within the Personal Development Programme
2. Pledged activities within Subject areas
3. Careers talks held during extended tutor periods (PD)
4. Support for Options choices
5. Independent careers advice
6. Careers fair (every 2 years)
7. Careers library
8. Regular sharing of information with tutors.
9. Work experience post 16 and Core Vocational Learning (CVL) students.
10. Communication of policy and arrangements

1 Personal Development Programme

Slots are agreed and published each year and for each year group (for example Year 9 are scheduled 2 KUDOS lessons). Details are available from Jenna Westcott-Wolstenholme

2 Pledged Activities

An audit has been carried out in Key Stage 3 and Key Stage 4, highlighting areas of Careers that are delivered by Departments.

3 Careers talks during PD

A programme of talks is developed over the year. This is planned in consultation with students in KS4, who have the opportunity to identify areas of specific interest.

4 Support for Options Choices

Students are provided with comprehensive descriptions of courses, an opportunity to research at an options fair, open evenings and one to one interviews with tutors or coursing staff. Independent advice and appointments are also available.

5 Independent Careers advice

One to One careers interviews with independent advisor from Education Business Partnership (EBP). Referrals can be made by students, teachers or parents/carers.

The emphasis is on Year 11 and Post 16 in the Autumn and Spring term- with many referrals being based around Pupil Premium, vulnerable and disadvantaged students. Students are also identified as a result of undecided or unusual option combinations or where entry requirements do not match predictions. The Summer term focus is mainly on Year 10. Any student from any year group can make an appointment at any time, as can parent or carers.

6 Careers Fair

All year groups invited to biannual Careers fair. Students have opportunity to engage with over 60 local, national and international companies, educational institutions and voluntary organisations. Feedback sought from all stakeholders to inform future planning.

7 Careers Library

The College provides a designated area for careers research and sharing of information. This includes the most up to date prospectuses and details of University / College Open Days. This is overseen by the Julia Jacobs.

8 Regular sharing of information with tutors.

Tutors receive notes from one to one careers meetings. They also pass on details of taster sessions and apprenticeships, open days and careers related events.

9 Work experience Post 16 and Work Related Learning (WRL) students

Post 16 students are encouraged to complete a week of work experience or some form of work related training or activity (DfE 16-19 Programme of study July 2016) in July, WRL students complete Work experience as part of their course.

10 Communication of policy and arrangements

The policy is available on request and published on the College website. Parents/Carers are invited to all open events detailed above. The content of the careers curriculum is published on the website.

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.