



# **THE APPLETON SCHOOL**

## **CAREERS EDUCATION POLICY**

Adopted by the Governing Body ..... Date

Signature Chair of Governors .....

September 2018

## **CAREERS EDUCATION AND GUIDANCE**

Careers Education, Information, Advice and Guidance (CEIAG) at The Appleton School aims to help young people develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into the world of work.

Careers Guidance in school enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

### **AIMS**

Careers education aims to make a major contribution to the development of students, preparing them for adult and working life. The Appleton School aims to ensure that the CEIAG policy is broad and balanced to meet changing career aspirations with equality of access to all, regardless of gender, race, creed and ability. This will be achieved through consultation with the Governing Body, teachers, students, parents and the Connexions service.

The three main aims are as follows :

<b>Self Development</b>	To understand themselves and the influences on them
<b>Career Exploration</b>	To investigate opportunities in learning and work
<b>Career Management</b>	To make and adjust plans to manage change and transition

### **OBJECTIVES**

- To prepare students for the opportunities, responsibilities and experiences of life by helping them make decisions and manage transitions as learners and workers.
- To raise achievement and supporting students to achieve their full potential.
- To support inclusion and challenge stereotyping.
- To encourage participation in appropriate learning in line with Raising Participation Age, including Higher Education.
- To develop enterprise and employment skills.
- To develop financial capability.

### **ORGANISATION & MANAGEMENT**

Careers Education is delivered in modular form to each year group as part of the CPSHEE programme or through Review lessons with form tutors. Lesson content is prepared and disseminated by the CPSHEE Coordinator and is of 45 minutes weekly duration.

Students are taught in mixed groups and equal opportunities issues are addressed within the course. The school is committed to challenging stereotypical choices from an early stage in the programme.

Differentiation is both by outcome and support which is met through open ended discussion, recording in individual booklets and the efficient use of Learning Support Assistants and careers interviews. Through these processes students of all abilities are challenged to plan for their next steps.

Resources used throughout the programme are both online and paper based.

### ***Programme Overview***

<b><i>Year 7</i></b>	-	<b><i>“Identity – Getting to know yourself”</i></b>	8 lessons
<b><i>Year 8</i></b>	-	<b><i>“Skills and Options”</i></b>	8 lessons
<b><i>Year 9</i></b>	-	<b><i>“Skills and Target Setting”</i></b>	8 lessons
<b><i>Year 10</i></b>	-	<b><i>“CVs, Applications and Interview Techniques”</i></b>	8 lessons
<b><i>Year 11</i></b>	-	<b><i>“Post-16 Choices and Applying for Jobs”</i></b>	8 lessons

General information is given to all students via lessons, supported by general careers talks by visiting employers and an independent qualified careers advisor. Students who require individual support are offered one to one interviews with the careers advisor who regularly visits the School. All pupil premium students are targeted to receive bespoke support as a priority.

<b><i>Sixth Form</i></b>	-	<b><i>“Post-18 Choices, UCAS and Apprenticeships”</i></b>	Ongoing
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The Sixth Form Careers Programme is delivered through a series of assemblies, workshops, trips and drop down days. Students who require individual support are offered one to one interviews with the careers advisor.

***Years 9 and above benefit from visiting speakers who give vocational talks***

***Year 9, 10 and 11 attend interactive interview workshops and talks during review period and year 10 benefit from mock interview days***

***Year 11 have visitors from Further Education Colleges and Higher Education Establishments; information provided on the 16-19 Bursary Fund.***

An annual visit takes place to **Skills London** – Britain’s largest schools and colleges careers event for selected students.

***Year 12 undertake a one week work experience placement to give them a valuable insight into careers they are interested in pursuing when they leave education.***

### **LIAISON WITH EXTERNAL PROVIDERS**

The Appleton School has links with many local employers who regularly support CEIAG and WRL events such as Mock Interview Day, Careers Talks and work experience. We also work with local colleges and training providers to arrange taster days, workshops and talks.

We will ensure that we offer impartial advice by ensuring that there are opportunities for a range of education and training providers to access all students in years 8 to 13 for the purpose of informing them about approved technical education qualifications or apprenticeships, as follows:

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at transition points;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

A provider who would like to request access should contact:

Mrs Julie Hilliker  
[careers@theappletonschool.org](mailto:careers@theappletonschool.org)  
01268 794215

Providers will be notified of a decision and the arrangements within 7 working days. Please see the Provider Access Policy for more information.

### **INDEPENDENT CAREERS GUIDANCE**

The School employs an independent careers advisor who is available for students in years 8 to 13. They come into school one day each week to work with students either on a one to one basis or in groups. They also attend parental consultative evenings and lunchtime drop in sessions are held the week following options evenings. Students can request an interview via the Business & Enterprise Office in N1a or parents can request support for their child via email [careers@theappletonschool.org](mailto:careers@theappletonschool.org).

### **CAREERS INFORMATION/DESIGNATED AREA**

There is a designated Careers area within the B&E Office which is regularly updated with careers, reference material and prospectuses. There are IT facilities available for viewing careers related DVDs.

At The Appleton School CEIAG delivery is met by the Citizenship Advisor, the Business and Enterprise team, Year Managers and tutors:

### **CITIZENSHIP ADVISOR**

- Produce and present careers education modules
- Arrange activity linked with the modules
- Liaise with Careers Coordinator
- Support FE links and transition stages of Key Stage 4 students
- Attend meetings linked with the Area
- Carry out a school careers audit in liaison with Careers Coordinator
- Identify and plan future developments in the Area

### **BUSINESS AND ENTERPRISE OFFICE AND CAREERS COORDINATOR**

- Organise and manage the independent careers advisors visiting the school – one to one interviews/group work/careers talks as appropriate
- Liaise with heads of year and Citizenship Advisor to identify students' needs
- Arrange daily running, maintenance and upkeep of the Careers Area
- Display all relevant information to staff, students and parents
- Liaise with IAG Participation Consultant to ensure effective delivery of CEIAG within the School
- Liaise with Data Manager to ensure effective tracking of potential NEET (Not in Employment, Education or Training) students and organising support where necessary
- Regular evaluation of programmes with students, parents, visitors and staff
- Manage the CEIAG budget

The CEIAG strategy and delivery is supported by a link governor. A member of the Senior Leadership team has strategic responsibility for CEIAG who supports the Careers Coordinator who has administration support.