



Thomas Alleyne School  
Specialist Science College

**Policy Title:** Careers Education & Guidance  
**Date of Review:** February 2013  
**Type of Policy:** Govs. Non-statutory  
**Responsible Author:** Assistant Head  
**Next Review Date:** February 2015  
**Review By:** Govs G & S Committee  
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## Policy Title: Careers Education and Guidance

### 1. Rationale:

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in years 7-11 (1997 Education Act, 2003 Education Regulations) and under Section 29 of the Education Act 2011 places schools under a duty to secure access to independent careers guidance for their pupils in school years 9 to 11.

### 2. Basic Guidelines

#### Commitment

Thomas Alleyne School is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice and guidance (IAG) in partnership with outside agencies.

Thomas Alleyne endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2001) and other relevant guidance from the DfES, QCA and Ofsted.

#### Development

This policy was developed and is reviewed biennially through discussions with teaching staff, students, parents and governors.

#### Objectives

The careers programme is designed to meet the needs of students at Thomas Alleyne School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

## Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

## Management

Careers Co-ordinator co-ordinates the careers programme and is responsible to SLT. Work experience is planned and implemented by the Careers Co-ordinator.

## Staffing

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers Co-ordinator and is supported by outside agencies who provides specialist careers guidance. Careers information is available in the library and 6<sup>th</sup> form study room which is maintained by the school librarian and Careers Co-ordinator.

## Curriculum

The careers programme includes careers education sessions during form time, career guidance activities, information and research activities, specialises careers days and events, work related learning (including one weeks' work experience in year 10). Careers sessions are part of the school's PHSE programme. Other focused events, e.g. a Higher Education Fair are provided from time to time. Work experience preparation and follow-up take place in tutor periods and other appropriate parts of the curriculum.

## Assessment and accreditation

Career learning is assessed using outcomes based on the National Framework.

## Partnerships

An annual Partnership Agreement is negotiated between the school and outside agencies which identify the contributions to the programme that each will make.

## Resources

Funding is allocated in the annual budget planning round in the context of the whole school priorities and particular needs in the CEG area. Careers Co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

## Monitoring, review and evaluation

The partnership Agreement with outside agencies is reviewed annually. Interviews with students who receive information, advice and guidance are monitored between the outside agencies and careers co-ordinator. This information then feeds into year 11 interviews set up by SLT and Head of post 16. In the autumn term Thomas Alleyne School receives the destinations of our school leavers. This assists in ensuring that the students have received the appropriate input and advice for their future.

### **3. Conclusions**

Thomas Alleyne School is committed to providing a planned programme of careers education for all students in years 7-13 and information, advice and guidance (IAG) in partnership with outside agencies. Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential.

The careers programme is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

An annual Partnership Agreement is negotiated between the school and outside agencies which identify the contributions to the programme that each will make. This is reviewed annually.

### **4. Appendices**

Partnership Agreement with Youth Connexions Hertfordshire

### **5. Linked Policies**

Work Placement  
PSHE