

PERRYFIELDS HIGH SCHOOL

"Together We Achieve Excellence"



Careers and Work Related Learning Policy Information, Advice and Guidance

Title: Careers and Work Related Learning Policy Information, Advice and Guidance			
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Perryfields High School

Careers and Work Related Learning Policy

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Young people need a planned programme of activities to gain the knowledge and skills to make informed choices and appropriate decisions, manage transitions, and plan their career path. Perryfields High School is committed to providing a planned programme of careers education and information and guidance for all pupils in Years 7-13 in partnership with Sandwell Connexions Service (Prospects). Perryfields High School follows the National Framework for CEG 11-19 in England (DfES 2003) and other relevant guidance from DfES, QCA and Ofsted. The school has achieved a Quality in Careers Standards Award by Prospects.

The policy was developed and is reviewed through discussions with teaching staff, the school's Connexions personal advisor, pupils, parents, governors and other external partners.

The CEIAG policy is underpinned by the school's policies for Teaching and Learning, PSHEE and Citizenship, Enterprise and Work Related Learning, Health and Safety and Special Needs.

Careers

The careers education and information and guidance is delivered through a programme of activities within Personal Development and Mentoring (PDM) and focused PSHEE weeks. The focus weeks are age appropriate and delivered within year groups. During PDM pupils gain knowledge, information, guidance. The PDM and careers programme aims to raise the aspirations of our pupils, promotes equal opportunities, celebrates diversity and challenges stereotypes.

Local providers are invited into the school to support Assemblies. In the sixth form, information and guidance is delivered through the Personal Development and Mentoring (PDM) programme, alongside individual support for UCAS applications with our sixth form careers advisor. All sixth form students have the opportunity to visit a local university and attend the annual UCAS convention.

The careers programme takes into account the National Framework learning outcomes for Key Stages 3, 4 and 5 and is designed to meet the needs of all pupils at Perryfields High School. It is differentiated to ensure progression through activities which are appropriate to pupil's stages of career learning, planning and development. The programme will promote equality of opportunity, inclusion and anti-racism.

The careers programme includes career education lessons, career guidance activities (group work and individual interviews), Work Related Learning (including one weeks work's experience in Year 10 and 12) and Enterprise Education across all year groups. Other focused activities include visits and inspirational talks (via assembly) from local training providers and Post 16 Open Evening.

All staff are expected to contribute to the careers education and guidance programme through their roles as subject teachers and personal tutors. Training is given via the tutor team and year group meetings. Sessions are quality assured as part of PSHEE.

An annual Partnership Agreement is negotiated between school and Sandwell's Connexions Service identifying the contributions to the programme each will make and to identify the targeted cohort for 1:1 support. We are developing further partnerships with training providers through the Black Country Chambers.

Pupils are entitled to careers education, information and guidance which is both impartial and confidential. At Key Stage 4 and 5 all pupils are offered, at least one, interview with the school's Careers Advisors or Connexions Advisor who provide specialist careers guidance. Parents are welcome to attend these interviews.

In Year 9 pupils have an 'Options' taster day and 'Options' parental evening which supports pupil's understanding of the transitions and progression from Key Stage 3 to Key Stage 4 and beyond. Pupils' and parents are guided in making informed decisions through individual interviews with Assistant Head Teachers to ensure appropriate choices. This process is supported through pupil's personal tutors.

Parents and pupils can access information via the school website, review day and the school newsletter; in addition pupils have access to careers library, careers noticeboards and our careers advisors. In year 10, pupils are surveyed on their plans for post 16 to plan bespoke sessions and identify pupils for connexions support.

The department has an annual capitation which is used to keep resources up to date and to support the attendance of careers fairs (e.g. transport to NEC for skills fair). We currently buy in additional support from connexions.

Our destination data demonstrates our impartial advice and support as it clearly indicates a range of destinations across the West Midlands and a low NEET figures.

Wider Information and Guidance

Whilst all staff are responsible for providing appropriate information and guidance regarding a wide range of issues including: sexual, physical and mental health, drug awareness, family and relationships etc. the school have proactive, effective and experienced pastoral and inclusion teams. The Pastoral team includes Pastoral Assistant Head Teachers, Curriculum Enhancement Manager and Pastoral Achievement Leaders who work closely with the Educational Welfare Manager and external agencies. The Inclusion team includes the Head of Inclusion, Inclusion Manager and Learning Mentors. The two teams are pivotal providing appropriate information and guidance to small groups and individuals as appropriate. The teams also provide information, upon request, to parents. Careers Information and Guidance is also available in our extensive Learning Resource Centre which is manned by our Library Assistant.

All pupils and parents have access to CareersPlanner (post 18 options) and CareersMenu (Post 16 options) to support research through recommended websites.

Related Policies

Equality
Health & Safety

Key Personnel

Mr M Mullarkey (line manager for CEIAG, post 16 transition and work experience)
Assistant Headteacher (Pastoral Interventions)
0121 421 7979
matthew.mullarkey@perrys.org.uk

Mrs Tracey Hinkinson
Educational Welfare Officer and Careers Manager (trained to level 6)
Liaises with providers, co-ordinates noticeboards, one to one support for year 11 pupils
0121 421 7979
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Miss Lauren Beardmore
Careers Advisor and Sixth form Support (trained to level 6)
Co-ordinates connexions interviews and survey data, UCAS applications and one to one support year 11 and 13 pupils.
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