

Careers Education and Guidance

Introduction

Set out below are details of Careers Education and Guidance (CEG). This includes the overall aims and the programme of study.

Careers programmes have two components - education and guidance.

- **Careers Education** helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into the world of work.
- **Careers Guidance** enables young people to use the knowledge and skills they develop to make decisions about learning and work that are right for them.

Aims

Young people should be aim to:

- Understand themselves and the influences on them (self-development)
- Investigate opportunities in learning and work (career exploration)
- Make and adjust plans to manage change and transition (career management)

Objectives of the Careers Education Programme

To provide the opportunity for pupils to develop skills in:

- Self awareness
- Research skills
- Decision making
- Further and higher education seeking techniques
- Job seeking skills
- Communication
- Independent and cooperative work

To encourage pupils to develop:

- An awareness of and an understanding of self
- Self confidence
- Qualities and attitudes which enable them to adjust to and cope with change
- A positive approach to acquiring skills, knowledge and understanding
- Determination to make the most of their opportunities
- An understanding of the world of work

To provide pupils with knowledge and understanding of:

- Opportunities
- Types of employment and occupation
- The range of opportunities for further education and training
- The type of financial support available

Providers

- The overall Careers programme is provided by the Head of Careers, which includes individual interviews.
- Careers Education Service run by Gordon Collins provides the Morrisby profiling and Careers interviews for year 11 students
- Leicester Education Business Company (LEBC) provide an enterprise morning for year10 students
- Connexions provide additional input for year 9,10,11 and to some year 12 students who need advice to different pathways other than Higher Education

Delivery

- The content and delivery of CEG is coordinated by the Head of Careers
- Careers Education is part of the PSHCE programme taught across Years 7 to 13 and is taught mainly by the tutors
- All staff are encouraged to consider their role in the Careers Guidance Programme which can include providing pupils with information on opportunities specific to their subject. This is achieved by the Careers Coordinator attending tutor meetings and providing resources to subject areas
- The use of paper based activities, discussions, role plays and multi - media resources enables the use of a variety of learning styles. This includes individual and group work.
- The different approaches within the programme allows for the differentiation of tasks

Careers Software

A range of careers software programmes are available for students to access in and out of Career and PSHCE lesson time. These are located on the student and subject shared area on the school computer network. Other resources are found in the Rosmini Library for Sixth Form students and a more comprehensive range for all students in the Careers Library situated adjacent to the side of the Emery Library.

- Years 7 and 8 “Streets Ahead”
- Years 9 to 11 “Kudos”

These Career programmes are based on a questionnaire survey. Once pupils have completed the questionnaires, “Kudos” and “Streets Ahead” identify broad areas of work best suited to the pupils’ interests and suggest potential careers and jobs for the future. Kudos has the additional use of accessing “Careerscape” that allows students to access the UCAS web site to link their results to University courses

Kangaroo is an additional programme for all students which includes a range of career and citizenship information together with links to the Connexions web site
Students can also access the Jobs 4U site from Connexions (www.connexions-direct.com/Jobs4u/)

The “Real Game” for year 7-9 provides students with a range of activities relating to jobs and careers.

“B-Live” is also available for students which link Careers Education and guidance with PSHCE. There are various activities and competitions on this site for students to access. The access code is on the shared area. (www.b-live.com/)

Careers Conventions

- Students have access to a range of information regarding careers conventions and gap year conventions
- A Parent Information Evening is held annually for parents of students in Year 11, relating to the Morrisby profiles run by Gordon Collins from Careers Education Service.
- A careers convention is held in school biannually

Relationship with Parents

- It is recognised that parents have a major role to play in the programme of Careers.
- Parent are informed about the Morrisby profile and interviews programme in Year 11, They are welcome to attend the interview and their support is sought in encouraging pupils to act on the advice given.

School Industry Links

LEBC – run various activities relating to the world of work these include competitions and enterprise days

Price Waterhouse Cooper – discuss finance and finically related careers with the Sixth Form.

Facilities

The Careers Library and Careers office provides specialist information for students. The office also provides a separate interview room which is available for the armed forces liaison officers, CES interviews and Connexions personnel. All the computers in the Library have access to the careers programmes.

All pupils in Year 7 to Year 13 are encouraged to use these facilities through the library induction and Careers Education Programmes. The Careers Library can be accessed when the Emery Library is open. There is supervised help available on Tuesday and Wednesday lunch times. There is an additional Careers Library in The Rosmini Sixth Form Centre catering for the needs of the Sixth Form exclusively.

Evaluation

Liaison takes place between the Head of Careers, Tutors and Heads of Year and the Connexions adviser. The annual review is carried out through the SEF, this then links to the Department Development Plan.

Assessment

Assessment is mainly in the form of student self-evaluation and self assessment, supported by discussion with tutors.

Teaching and learning

As in PSHCE lessons, a wide variety of teaching and learning styles are used in the Careers programme. Activities are designed to match visual, auditory and kinaesthetic learning learners, through the use of computer programmes, discussions and hands on activities. There will be opportunities for individual and small group activities, research using ICT and other sources.

Moral, Spiritual, Social, Financial and Cultural Education

CEG contributes to students' moral, spiritual, financial and cultural development by helping them to understand the meaning and value of different types of work to individuals, communities and the country as a whole.

Literacy in CEG

Literacy in CEG is an essential to promoting the individuals knowledge of key words used in CEG.

Differentiation

Materials are adapted for students with special needs where necessary and activities are extended for more able students.

Explanation is given to Tutors relating to the materials addressing any difficulties that may arise. The Careers Coordinator helps with pupils experiencing difficulties.

Equal Opportunities

CEG helps to promote the school's policy on equal opportunities by providing a range of resources which match the needs of pupils.

CEG helps students to understand the importance of Equal Opportunities and broadens students' attitudes towards all opportunities for further education and employment.

Special Educational Needs

CEG promotes the school's policy on SEN by providing additional support for students with learning difficulties. This is over seen by the Careers Coordinator who helps pupils experiencing difficulties and provides a range of resources to match individual needs where necessary.

Staff Development

All staff involved have an entitlement to CEG training. This will be carried out by the Careers Coordinator by attending tutor meetings. The Head of Careers has completed the CEG Diploma training provided by Connexions.

Statutory requirements

The government guidelines for CEG state that all schools have a statutory duty to provide a planned programme of CEG in the curriculum for all pupils from year 7 through to year 11. National guidance advocates its continuation post-16 and there is a national non-statutory framework for CEG 11-19. The schools programme of CEG has been designed with this in mind.

The Careers Guidance Programme

Organisation and content

A programme of CEG, appropriate to students of all abilities, will be provided. This set out to move young people through certain stages of development. These stages are called the Careers Continuum.

Careers Continuum

1 Engaged – being ready and willing to engage with the concept of careers

2 Formula There is a formula to the development of becoming aware of and owning a rational method for making decisions

3 Self awareness – deciding; by using the decision making method to gain and organise sufficient insight about self and career opportunities

4 Opportunity awareness- raising personal awareness of appropriate opportunities. The beginning of research

5 Locate opportunities- approaching opportunity providers

6 Approach opportunity providers- managing selection process

7 Selection process- dealing with selection outcomes to narrow the research process

8 Selection outcomes- taking stock of career planning in the light of subsequent expectations after school

9 Appraising planning – how effective has the planning process been in enabling a successful transition from the world of school to either higher education and training

A programme of CEG, appropriate to students of all abilities, will be provided as follows

The Careers Guidance Programme

Years 7

- Introduce Careers
- Who am I?
- Kangaroo “I am in Year 7” exploring careers
- ‘Streets Ahead’ discovering the world of work looking at Career families
- Speakers – Career paths and subject /career link
- Use of aspects of Real Game the job or occupation quiz

Year 8

- Introduce Careers
- ‘Who am I’ moving on moving up
- Kangaroo, “I am in Year 8” or B-live
- Streets Ahead discovering the world of work using the questionnaire
- Speakers – Career paths and subject /career link different subjects to Year 7
- Use of Real Game Careers in the real world

Year 9

- Introduction to the Careers Library
- Where am I now? – Self development
- Where do I want to be?
- How do I get there? Action Planning
- Options -Talk with Connexions advisor
- Use of ‘Kangaroo’ I am in Year 9 and or Streets Ahead review questionnaire and Career interest areas
- Investigating the world of work/future opportunities

Year 10

- Learning how to use the Careers Library to research careers information
- Learning how to use KUDOS
- Individual interviews
- Open access to careers library
- LEBC
- Interest Questionnaires before Morrisby profiling
- Morrisby profiling

Year 11

- Individual interviews with the (CES) Careers Education Service
- Connexions Personal Advisers. Talk and individual interviews if required
- Open access to Careers library
- Careers library induction
- Use of Kudos Careers programme

- Group interviews and follow up personal interviews if required

Years 12 and 13

- Introductory talk to Careers Education
- Learning how to use the Careers Library to research higher education institutions and careers information
- Learning how to use the careers software
- Looking at Post-18 options
- Guest Speakers
- Careers interviews with the Connexions Personal Advisors if required
- Monitor individual progress through personal interviews and liaison with GH and MS
- Connexions Personal Adviser
- Offers individual and group interviews
- Offers advice post 'A' Level results if necessary