

Careers Education & Guidance Policy



Sandwell Home and Hospital Tuition Service

Signed by Chair of Governors:	<i>May Banks</i>
Date ratified by Governing Body:	26.06.2017
Date of Review:	26.06.2020



INTRODUCTION

Rational for CEIAG

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 decisions and plan their careers, both in school and after they leave. The 1997 Education Act places a duty on schools to give students in years 7 – 11 access to careers education, information, advice and guidance. The service endeavours to follow the guidance in the National Framework for CEIAG 11 – 19 in England, the National Curriculum programmes of study for PSHE and Citizenship, and the QCA guidance on Work Related Learning for All at Key Stage 4.

Commitment

Sandwell Home & Hospital Tuition Service is committed to providing a planned programme of careers education, information advice and guidance for all students in years 7 – 11 in partnership with the local Connexions Service.

Development

This policy was developed and is reviewed annually through discussions with teaching staff, the Centre's Connexions PA, and the Governing body.

Links with Other Agencies

This policy is underpinned by the Centre's policies for Teaching and Learning, Child Protection, Assessment, Recording and Reporting Achievement, PSE and Citizenship, Enterprise and Work Related Learning, Equal Opportunities, Health and Safety, Special Needs and Parents/Carers Policy.

OBJECTIVES

Students' Needs

The Centre's careers programme is designed to meet the needs of students at this Centre and on home tuition.

Entitlement

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

IMPLEMENTATION

Management

Mrs B Paull is responsible for co-ordinating the careers programme and jointly with **Mrs A Sharma** the Work Experience programme. The co-ordinator works closely with the Centre's Connexions Personal Adviser and is responsible to the Head teacher of the centre.

Staffing

All staff are expected to contribute to the Careers Education and Guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Co-ordinator in consultation with Connexions Personal Adviser. The Careers Co-ordinator delivers the programme with support from tutors. The Connexions Personal Adviser provides specialist careers guidance. Careers information is available in the Connexions Resource Centre, which is maintained by the Careers Co-ordinator and pupils.

Curriculum

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in the Connexions Resource Centre), work-related learning (including one week of work experience), action planning and recording achievement. Work experience preparation and follow-up take place in PSE lessons and other appropriate parts of the curriculum, eg Tutor Period.

Assessment

Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for year groups.

Partnerships

An annual Partnership Agreement is negotiated between the Centre and the local Connexions Service. It identifies the contribution to the programme that each will make. Efforts are being made to develop other partnerships with agencies. For Example, EBP for Work Experience. Parents are also involved with Careers Education, Information and Guidance within the Centre by liaising with relevant staff and Connexions Adviser at parents' events held at the Centre and through our Facebook page.

Resources

Funding is allocated on an annual basis by the Centre and the Careers Library Initiative Fund. Sources of external funding are actively sought. Resources are reviewed annually, with equal opportunities issues taken into consideration.

Staff Development

Training needs are identified and activities are planned to meet them. Funding is accessed from the Centre's INSET budget.

Monitoring, Review and Evaluation

The Partnership Agreement with connexions is reviewed annually. The programme is reviewed periodically with the views of stake holders, parents/carers and standards for CEIAG taken into account