

## **Policy for Careers Education and Guidance (CEG)**

The aim of this policy is to clarify how Sherborne Learning Zone (SLZ) intends to meet the career development needs of our students and statutory obligations and it underpins other policies for teaching and learning, assessment, recording and reporting achievement, enterprise and work related learning, equal opportunities, health and safety and special needs.

All students will be offered a planned programme of activities to help meet their needs in school and after they leave. SLZ endeavours to follow the guidance in The National Framework for CEG 11-19 in England, the National Curriculum programmes of study for Personal, Social, Health and Citizenship Education (PSHCE) and the QCA guidance on Work Related Learning for All at KS4.

All KS3 and KS4 students will have access to impartial (CEG) appropriate to their year group, through timetabled sessions, delivered as part of their PSHCE provision. SLZ will work closely with the Connexions Service to ensure that the students will have access to comprehensive and up-to-date careers information materials. This information will be provided through computer based resources and a reference library, alongside specific teacher-led careers education lessons, the delivery of which will include: preparation for work experience, mock interviews, letters of application, confidential discussions with Connexions Personal Advisor etc.

KS4 students will have the opportunity to prepare for and apply for a week's work experience with the option of extending the placement, which would be incorporated into their weekly timetable. All necessary checks will be undertaken to ensure the safety of the student, before the placement commences. These checks will adhere to Health & Safety legislation and, subject to conditions, employers will be required to undergo CRB checks. Parents and carers are encouraged to take an interest in this particular aspect of CEG, to help the student achieve the most from their placements. Some students will have the opportunity to apply for more than one placement during their time at SLZ. Students will achieve accreditation upon completion of the work experience placement along with completion of Trident Trust work experience log books. The follow up will take place in careers lessons and other appropriate parts of the curriculum.

KS4 students will also have the opportunity to apply to colleges offering KS4 provision in a variety of vocational subjects. The offer of a place at college comes with the understanding and co-operation of both students and parents that they will adhere to the college rules and expectations of behaviour. The college placement will form part of the student's weekly timetabled provision.

The Partnership Agreement between Connexions and SLZ is reviewed annually to ensure the effectiveness of CEG delivery, and an assurance of a close working relationship between Connexions and SLZ, to affect as smooth a transition as possible for all students into their post-16 options.

Julia Crabb is responsible for co-ordinating the careers programme and work experience programme. All staff are expected to contribute to the CEG programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the Connexions Personal Advisor and Zone Manager and is delivered by all staff. Specialist careers guidance is provided by the Connexions Personal Advisor who also helps deliver aspects of the programme relating to job hunting, post-16 options etc.

Staff training needs for planning and delivering the careers programme will be identified in the staff development plan (in the Partnership Agreement with the Connexions Service) and activities will be planned to meet them. Funding will be accessed from the Careers Inset budget, held by the Connexions Partnership, through their Careers Education Advisor.