



## Careers Education and Guidance Policy

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2011-12

*This policy applies to Early Years Foundation Stage, Junior School and Senior School.*

### **Introduction**

The Careers Education and Guidance Policy has been produced to incorporate recent initiatives in careers education and guidance, and link them with the aims of Hollygirt School.

### **Policy Frameworks**

White Paper 1994:- Established a framework of entitlement to CEG and Work Experience, and established Modern Apprenticeships

Better Choices:- Working Together to Improve CEG (1994)

SCCAA Curriculum Statement on CEG (August 1995)

Careers Education in the new curriculum DfEE (2000)

Nottingham City and Nottinghamshire County – Child Protection Practice Guidance (May 2002)

School Improvement How Careers Work Can Help DfEE (Nov 2002)

Safeguarding Children in Education DfES (Sept 2004)

Children Act 1989

DfES Guidance for Work Experience (2004)

Careers Education & Guidance: A National Framework 11-19 (2008)

Children's Plan: DCSF (Dec 2008)

Delivering 14-19 Reform: Next Steps DCSF (Oct 2008)

### **Policy Development**

1. The policy was produced following a review of Careers Education and Guidance in Years 9, 10 and 11 begun in September 1994. All the documentation relating to Careers Education was reviewed and rewritten in July 2001 and is consistent with the school's development plans and negotiated service level agreements with Connexions Career Services.
2. The policy was developed by the Head of Careers.
3. The policy will be subject to an annual review by the Head of Careers.

## **Principles Underpinning Careers Education at Hollygirt School**

1. Careers Education is underpinned by its contribution to whole school policies with special reference to pastoral care and special needs.
2. All advice given is impartial and confidential. Teachers work in partnership with parents and the various support agencies.
3. Careers Education acts in the promotion of equal opportunities to address discriminatory practices and stereotyping. All girls have the same access to education, training and employment opportunities and this is built into the curriculum provision for Years 7 to 11 through the Issues programme. Individual support is given to Year 10 and 11 girls through Form Tutors, Head of Careers, ISCO and Connexions representatives.

## **Organisation and Content**

Careers Education is delivered by Form Tutors – following detailed Schemes of Work in Issues lessons

### **Time Allocation**

Year 7	1 lesson	(40 minutes)
Years 8-9	1 lesson	(40 minutes)
Years 10-11	1 lesson	(40 minutes) + 1 Conference Day

All girls in Year 10 will attend Work Experience for one week during the Spring Term.

## **Staffing and Staff Development**

Form Tutors give individual guidance to girls in Years 10 and 11 during Form time and Issues lessons. They also assist pupils on a termly basis to complete careers progress sheets.

Form Tutors in Years 7 to 9 deliver Careers Education to their Forms in Issues lessons.

In Years 10 and 11 Careers Education is delivered under the guidance of the Deputy Head and in consultation with the Head of Careers.

The Head of Careers is responsible for:

- monitoring and maintaining the careers library;
- monitoring and supervising the Independent Schools Careers Organisation tests and interviews;
- supervising of careers software - ISCOM, KUDOS, JIIG CAL, PATHFINDER HE;
- supervising the whole policy and programme and being responsible to the Headmistress;
- working with the Connexions representative organising visits, support sessions and interviews;
- organisation of Work Experience in Year 10 and the Post Hollygirt Evening in Year 11.

One member of the careers staff holds the Careers Education Diploma Accreditation.

Hollygirt School has a commitment to enhancing the role of the Form Tutors in the delivery of Careers Education.

## **Resources**

### **Finance**

Funding from the school budget.

### ***Careers Library***

The school provides a comprehensive careers library which is fully maintained and resourced. It is large enough for individual study and has two networked computers accessing several career specific guidance programmes.

Display units are clearly labelled and new resources are added annually. An up to date stock list is kept of all items in the Library. The new classification system is now in place and being used effectively.

### **Partnership Activities**

1. Service Level Agreement with Connexions
2. An ISCO agreement
3. Cooperation and involvement with parents.
4. An agreement with Nottingham Education Business Alliance (NEBA)

### **Other Relevant Policies**

Personal, Social and Health Education Policy  
Special Educational Needs Policy

*Updated July 2009*