



**DAME ALICE OWEN'S SCHOOL
THE DAME ALICE OWEN FOUNDATION – 1613**

Policy for CAREERS AND WORK RELATED EDUCATION (CWRE) and INFORMATION, ADVICE AND GUIDANCE (IAG)

To be agreed by the Curriculum Committee
To be reviewed

May 2015
Summer 2017

INTRODUCTION

This is a newly entitled policy which reflects the statutory changes which have occurred over the last two years and outlines the school's commitment to career learning and development.

Careers and Work Related Education (CWRE) and Information, Advice and Guidance (IAG) are essential:

- to prepare young people for the opportunities, responsibilities and experiences of life.
- to support and inspire young people to achieve their full potential, raising their aspirations.
- to empower young people to plan and manage their own futures.
- to provide comprehensive information on all options which assists career choice.
- to promote equality, diversity, social mobility and challenge stereotypes.
- to support young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Commitment and Vision:

The school is committed to:

- preparing our students to manage their future education and career path through a planned programme of CWRE & IAG throughout their school career. This will contribute to the development of students as individuals through increasing their awareness of their present and future choices, enhancing their skills in dealing with transitions enabling their access to Higher Education, developing their employability, improving their key skills and contributing to raising their achievement and motivation.
- recognising our statutory duty to secure independent, impartial careers guidance for students in years 8 to 13 that includes information on the full range of education and training options, including apprenticeships and vocational pathways.
- broadening our students' horizons through real-life contacts and experiences from the world of work, developing links with the local community, industry and parents.
- ensuring all students have access to independent careers advice and guidance as appropriate from external sources and to provide IAG which meets professional standards of practice which is person-centred, impartial and confidential.

The CWRE & IAG programme clearly links to the wider Personal Development Curriculum and it is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and

Reporting, Achievement, Citizenship, PSHE, Single Equality Policy (see note below), Health & Safety, Gifted & Talented and Learning Support.

Management:

Careers and Work Related Education and Information, Advice and Guidance are the responsibility of the school's Careers Co-ordinator who currently is a qualified Careers Adviser and a member of SLT. There is also a newly appointed Link Governor. The main responsibilities of the Careers Co-ordinator are:

- to create, implement and maintain the CWRE & IAG programme and evaluate activities on a regular basis
- to liaise with subject leaders to establish how their subject contributes to CWRE & IAG
- to negotiate a contract with an external provider for the statutory requirement of independent, impartial careers advice and guidance
- to liaise with external provider (currently Youth Connexions Hertfordshire) and review and evaluate provision
- to liaise with all external stakeholders who contribute to the CWRE & IAG programme such as parents, FE colleges, training providers, employers and other local agencies

Curriculum Provision:

The Association for Careers Education Guidance (ACEG) provides a framework which can be adapted to suit an individual school and the needs of the students. It is constructed round three main areas of career and work-related learning which are:

- Self-development through careers and work-related education
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability

To meet the learning outcomes of the framework, the school's programme includes a graduated programme of form time activities from Year 7 through to Year 12; a collapsed timetable day for the Real Game (or equivalent) in Year 8; lunchtime workshops to support Year 9 option choices; individual assessment of Year 9 students who need alternative provision within the KS4 curriculum; a programme of option talks in Year 9 and Year 11; a week's work experience in Year 11; preparation for work experience in form-time and English lessons; individual guidance interviews in Year 11 with SLT and with the Youth Connexions PA; regular one-to-one student interviews with form tutor across all year groups, to set targets and review progress; full preparation and support for applications to university (UCAS); full support for students who choose to follow an alternative route to FE or HE. (See attached sheet for further information.) Students can also self-refer for a careers interview with the Careers Co-ordinator who is a qualified Careers Adviser.

In addition to the taught curriculum, the rich and diverse nature of the extra-curricular activities in the school provides immense opportunities for self-development and increased confidence and self-esteem. This makes a significant contribution to the careers education in the school.

As the school is highly academic, there is an expectation that most students will apply to university which is in line with the results achieved and wholly appropriate. Therefore the CWRE and IAG are tailored to meet this expectation albeit always focused on the individual student.

Resources:

Funding is allocated in the annual budget to the Careers Department which is spent on careers library resources (including three ICT subscriptions) and the Youth Connexions contract. Work experience is now self-financing (subject to trial in 2015) supported by the parent body. The Careers Department has

developed a resources area on the VLE which provides extensive careers information which is accessible by all of the school community.

Staff Development and CPD:

The Careers Co-ordinator keeps up-to-date through membership of the CDI (Career Development Institute) and meeting their professional guidelines. Youth Connexions Hertfordshire also provides support and CPD opportunities which are on offer to other members of staff as appropriate.

Monitoring, review and evaluation programme and delivery:

The Career's Co-ordinator monitors, reviews and evaluates the programme in conjunction with key members of SLT and the pastoral support teams. This is carried out on an annual basis. Implementation of this policy is reviewed formally biennially at the Governing Body Curriculum Committee and reported to the following full Governing Body.

Partnerships/Service Level Agreements:

The Careers Co-ordinator networks with other schools in the locality to share knowledge and expertise and understand how other schools are meeting their statutory requirements. This process ensures that the most appropriate partnerships and service level agreements are secured. The current contract with Youth Connexions Hertfordshire is reviewed on an annual basis.

Business Links:

Links with businesses have been secured through the work experience scheme, visiting speakers within subject departments and through alumni who support the school. Other contacts are being developed through the school's Foundation and willing parents who want to contribute to the students' education.

Engaging Parents/Carers:

The Careers Co-ordinator has forged good communication links with the parent body and they are well-informed of CWRE activities in school. Parents often provide excellent work experience placements for students and are aware of the value of this programme. National Careers Week is celebrated in school with a range of Careers Talks from alumni and parents encourage their children to attend. Regular updates are in the Parent newsletter and the Careers Co-ordinator is available at Year 9-13 parents evenings when appointments can be made for one-to-one advice and guidance.

Single Equality Statement:

The very nature of the CEG/WRL/Enterprise policy ensures equality of education and opportunity for all our students on an individual basis, irrespective of their gender, disability and ethnic background. CWRE & IAG addresses inequality and fosters positive attitudes to diversity so all those who work, teach or learn in the school are respected and valued and the students form positive attitudes for their future working lives.

Activities within the school which demonstrate Careers and Work Related Education

Whole-School

- Fund raising for charity - £35,000 raised 2013-14.
- School Council – Student Voice
- Eco-Team
- “Take-over Day” – students take the place of teachers for the day
- School productions including back stage teams
- School magazines such as “The Arrow” and “In the Black”
- Music concerts
- Visiting speakers

KS3

- Biscuit Enterprise Day (Year 7)
- The Real Game/DAOS equivalent (Year 8)
- Newspaper/Media Day (Year 9)

KS4/KS5

- Morrisby Test offered – in-depth careers psychometric test offered to Year 10 (but open to others)
- Centigrade Test offered to Year 12 students to aid their HE research
- Sixth Form Fashion Show
- Sixth Form Leavers’ Ball
- Duke of Edinburgh Award
- World Challenge
- Technical crew – set up as a company
- Work Experience – block scheme in Year 11
- Year 12 language students - work experience in Germany.
- Science Department – work experience opportunities at GSK, Cancer Research UK
- Science Department – opportunity to apply for Nuffield bursary to undertake research project at a London University
- Higher Education link with The Royal Veterinary College which provides taster days for potential vets and other science related careers.
- Science Society – range of lectures given by visiting speakers in school over the year eg Professor John Burland from Imperial College “Rescuing the Leaning Tower of Pisa”.
- The Great Gig
- Concerto Concert
- Professional mentoring
- Vocational Enterprise (KS4)
- Music Technology (KS5)
- Student support opportunities – Sixth Formers providing learning support with lower school pupils
- Work opportunities in school to gap year students
- University taster courses – full range on offer, both residential and single day
- Geography Field Trips
- Science Department Visits – eg Physics Dept visit CERN in Switzerland
- Careers Talks – Old Owenians return to the school to give a talk on their career.