



Policy on Careers Guidance

1. Definitions.

1.1 **Careers guidance** “refers to services and activities, intended to assist individuals of any age and at any point throughout their lives, to make education, training and occupational choices and to manage their careers. The activities may take place on an individual or group basis and may be face-to-face or at a distance (including help lines and web based services). They include careers information provision, assessment and self-assessment tools, counselling interviews, careers education programmes, taster programmes, work search programmes and transition services” (*DfE statutory guidance*).

1.2 **Independent** “is defined as external to the school”. The School does not interpret this to mean that it has no role in quality assuring an independent service provided to its pupils.

1.3 **Impartial** “is defined as showing no bias or favouritism towards a particular education or work option”.

1.4 **Promote the best interests of the pupils to whom it is given** is interpreted in this School (in accordance with our Vision Statement) to include a requirement that advice must not depress pupils’ reasonable aspirations/possible attainment. It must take into account their potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

2. The Role of the School.

2.1 The School will secure (when necessary) independent and impartial careers guidance advice. This may take many different forms, including information evenings, outside speakers and general studies programmes, careers fairs, meetings with mentors, transition meetings for SEN pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser.

2.2 In order to provide for the real needs and circumstances of our pupils, face-to-face interviews with independent advisers will be provided for those pupils to whom the School deems it to be the most suitable form of support, including (where relevant) those with SEN. This will be in addition to interviews offered by the School’s own careers counsellor, where information will also be given in an impartial way.

2.3 The School will provide information and verbal briefings on pupils to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence.

2.4 The School will assure careers guidance, including that offered independently, to ensure that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisor.

2.5 The School will provide a range of careers activities, including work-related learning and work experience (for all year 10& 11 students).

2.6 The School works with a range of other schools, further education and higher education providers, and work-based training and apprenticeship providers in order to ensure that pupils have access to a range of options at each stage of their education.

2.7 Modern careers guidance is as much about inspiration and aspiration as it is about advice. Sustained and varied contacts with employer networks, HE colleges, higher education institutions, mentors, coaches, alumni or other high achieving individuals can motivate pupils to think beyond their immediate experiences, encouraging them to consider a broader and more ambitious range of future education and career options.

This Policy will be reviewed annually and its implementation will be monitored by the Senior Management Team