

	The Brakenhale School Policy Document	
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Policy Title	Careers Education and Guidance	Version :	1.1
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Rationale	<ul style="list-style-type: none"> • It is our expectations that all pupils/students should leave the school and move on to either Further/Higher Education or training or other career opportunities. • This policy therefore recognises that the provision of effective Careers Education and Guidance is an essential part of the preparation of all pupils/students for the opportunities, responsibilities and experiences of adult life. • It should help them to be more self-aware, to be informed of their own continuing education and training and about possible career paths. It displays commitment to working towards national targets for Lifelong Learning. • It should enable them to manage transition to new roles and situations throughout their life and help them to achieve their aspirations.
Policy Statement	<p>Students have access to Careers Education and Guidance in four main ways.</p> <ol style="list-style-type: none"> 1. Through a planned programme of activities to assist students <ul style="list-style-type: none"> • Know themselves better. • Be aware of equal opportunities and stereotyping. • Manage transitions to new roles and situations, particularly at the end of KS4 and at 18+. • Be aware of education, training and career opportunities. • Make informed choices about their own futures and career paths. 2. Through individual guidance for all students at KS4 and in Years 12 & 13. This is through a planned programme where the Careers Teacher and tutors in the school work in partnership with the Connexions Services to provide students with individual as required in Years 12 & 13. <p>Action planning and recording of alternative progression routes is seen as an essential part of effective guidance.</p> <p>Parental involvement is encouraged and all parents of Year 11 students are invited to formal interviews, as well as having the opportunity to talk to Careers Teachers and Connexion Advisers at Consultation Evening in Years 9-13.</p> 3. Through access to Careers Library Resources at breaks and lunchtimes and before and after school when:- <ul style="list-style-type: none"> • Books may be borrowed from the extensive range available, relevant to all interests and abilities. • Information can be photocopied and browsing is encouraged. • Computers can be used to access information and to generate ideas using interactive programmes. • Advice and assistance is available from Careers Teachers and Connexions Advisers relating to the many diverse areas of Careers Education and Guidance.

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	<p>4. Through work experience both in Year 11 and Year 12, which enables students to:</p> <ul style="list-style-type: none"> • Develop a greater understanding of the workplace • Recognize the value of skills and qualifications • Extend their knowledge of careers and jobs • Accept responsibilities within a commercial working environment. <p>5. A work related programme is available for some students at KS4.</p> <p>NATIONAL RECORD OF ACHIEVEMENT This will serve as the main vehicle for recording pupil developments and will be enhanced in the future by the new PROGRESS FILE. Pupils will be encouraged to use their own Action Plan from discussions with careers staff, as well as set targets for achievement.</p> <p>The School has a policy to continually review and improve its Careers Education Programme in the light of changing educational, vocational, training and employment opportunities.</p>
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Links to other policies	Curriculum, Equal Opportunities		
Staff responsible	LIR	Monitoring & Evaluation by	SLT, LA
School Group Responsible	PMS	Governors Committee Responsible	C&SI & S&SW
Date approved by C&SI	11.12.07	Review Date	Every 2 years
Date approved by FGB	14.01.08		