



Policy for Careers Education and Guidance (CEG)

Written by: Sue Beauchamp
Date: 12/10/2023
Next review : 12/10/2024

Rationale for CEG

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 1997 Education Act places a duty on schools to give students in Years 10-11 access to careers education, information and guidance. Two Bridges School endeavours to follow the guidance in The National Framework for CEG 11-19 in England and the QCA guidance on Work Related Learning for All at Key Stage 4. Two Bridges School is committed to providing a planned programme of careers education, information and guidance for all students in Years 10-11 in line with Gatsby Benchmarks.

Objectives

The careers programme is designed to meet the needs of students at Two Bridges School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion, and anti-racism.

Implementation

Hannah Buss is responsible for co-ordinating the careers programme, working closely with the area representative for NEET/Tracking, the area Enterprise Coordinator, and is responsible to the Head of Key Stage 4, Jo Gale.

All staff are expected to contribute to the careers' education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator. Form tutors and subject teachers work alongside the careers co-ordinator to provide specialist careers guidance.

The careers programme includes careers education sessions, careers guidance activities (group work and 1:1 sessions), information and research activities, work-related learning, action planning and recording achievement.

Staff training needs for planning and delivering the careers programme will be identified in the School development plan and activities will be planned to meet them. A framework for monitoring the delivery of the careers programme will be in place by September 2024. The programme is reviewed annually by the careers co-ordinator using the local quality standards for CEG to identify desirable improvements. Evaluations are carried out annually with COMPASS+.

In line with the vision of the school, careers advice and guidance is personalised and opens opportunities for students to make aspirational life choices and challenge historical family traditions where this is desired by a student.

Previous Year 11 Cohort:

Comprehensive transition support programme including:

- Attending enrolment days
- Arranging ALS support, preparing financial/timetable support
- Sharing of students' college profiles/support strategies
- Liaising with and supporting college staff as appropriate
- Attending/supporting at meetings with students and college staff
- Sourcing alternative provision/bespoke provision and external agency involvement
- Support with job searches, interviews, and subsequent transitions

Ongoing similar support is also provided to students from previous cohorts as requested.

Information regarding student pathways is reported directly to Sue Beauchamp and Jo Gale every three weeks via Pastoral Manager Meeting minutes. Information is also sent a minimum of once a term to the KCC Tracking Teams.

Current Cohort:

Terms 1 & 2

- Sharing of up-to-date Labour Market Information
- Post-16 Pathways displays:
 - Understanding training routes to careers
 - College courses available
 - Local apprenticeship opportunities
 - Advertising open events
- CV workshops
- Pastoral support at local college open events
- Individual careers guidance meetings at Parents Day

Terms 3 & 4

- Interview skills workshops
- College/apprenticeship application support
- Pastoral support at college/apprenticeship interviews
- Pastoral support at local college open events
- Bespoke college tours arranged as appropriate
- Individual careers guidance meetings at Parents Day

Terms 5 & 6

- College/apprenticeship application support
- Pastoral support at college/apprenticeship interviews
- Supporting with finance forms, travel applications, GDPR data sharing agreements.

Feedback from other stakeholder groups

In our constant drive to review and improve we survey stakeholder feedback from the following:

- Any visiting careers speakers
- Apprenticeship advisors

- Mainstream home schools
- College open events staff
- Past students
- Parents and carers of past students
- POST 16 providers

This is evidenced through survey monkey and results are shared via our website or intranet.

Reviewed: October 2023
Next Review Date: October 2024

Approved on behalf of Management Committee

Name.....

Signature..... Date