



CAREERS INFORMATION, ADVICE AND GUIDANCE POLICY

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Status:	Statutory

1. PURPOSE

1.1 For students to plan their next steps after Farmor's School, an effective framework of support is vital. We provide this through Careers Information, Advice and Guidance (**Careers IAG**). The purpose of the Careers IAG Programme is to help students to gain the knowledge, skills and attitudes they need to manage their own lifelong learning, key skills and career development. This policy sets out that framework and should be read in conjunction with the Gatsby Benchmarks <http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>

1.2 Farmor's School seeks to achieve the following for students through Careers IAG:

- The development of self-confidence and self-awareness
- An ability to use career management skills for use in future decision making and problem solving
- An awareness about local and national labour markets
- To be able to relate learning and experience to future opportunities
- Flexibility, adaptability and self-reliance
- Awareness of all the options available at key transitions (end of KS3, KS4, KS5)
- An awareness of individual strengths and how to present them to others

2. RELATIONSHIP TO OTHER POLICIES

2.1 This policy is directly linked to the Personal, Social, Health and Citizenship Education (PSHCE) programme of study and schemes of work.

2.2 This policy was updated following publication of Government statutory guidance '*Careers Guidance and access for Education and Training Providers*' (Oct 2018).

2.3 This policy relates to the following other school policies:

- Attendance Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Data Protection Policy
- Farmor's School Policy Statement on Provider Access

3. SCOPE

3.1 Information, advice and guidance related to careers are overseen by the Careers Lead and delivered through school staff and, where appropriate, in partnership with other organisations.

3.2 The formal careers programme starts in Year 8 and continues through to Year 13. The destinations of school leavers are monitored by the Careers Lead.

3.3 The PSHCE programme for Years 7-11 and the Personal Development (PD) programmes for Sixth Form incorporate opportunities for students to learn more about

the world of work, to reflect on their personal past and future pathways and make action plans for achieving their educational and career aspirations.

3.4 Guidance is impartial and objective.

3.5 Students have access to a range of current, local, national and international resources.

3.6 The underlying theme is the promotion of personal development in an environment that is challenging, supportive and encouraging.

4. PRINCIPLES

4.1 The eight Gatsby Benchmarks for effective careers guidance are:

- A stable careers programme
- Up to date local and national labour market information
- Addressing the needs of each pupil
- Careers in the curriculum
- Encounters with employers
- Encounters with workplaces
- Encounters with further and higher education
- Personal guidance

4.2 Working in Partnership:

4.2.1 ***With students:*** Through careers information, advice and guidance the school informs students of how the school will support their career plans. See Appendix C for operational guidance.

4.2.2 ***With parents:*** The school communicates with parents through a weekly newsletter, parents' evenings, letters and interviews, supporting student's aspirations.

4.2.3 ***With the external agencies where appropriate:*** The school has subscriptions with external agencies such as Compass and GFirst which are reviewed annually. This will include details on student availability, sharing information, delivery of careers information, advice and guidance, and local market information.

4.2.4 ***With providers:*** The school liaises with a wide range of employers and other education establishments to provide information to students about local opportunities and information about employability (see Appendix A). For all students in Key Stage 4 the school organises a week's work experience and other placements as appropriate.

4.2.5 ***With the Education Business Partnership:*** The school works with the Education Business Partnership to provide the school with support on mini enterprise and industry days and information about local employers.

4.3 Equal Opportunities

4.3.1 All students participate in Careers IAG regardless of levels of prior attainment.

4.3.2 Members of staff with designated responsibility for Careers IAG coordination liaise with the Special Educational Needs Co-ordinator to address the specific

learning needs of students and support the transitional planning for such students.

- 4.3.3 Members of staff with designated responsibility for Careers IAG coordination work with outside agencies, where appropriate, to ensure all students have access to the careers adviser where possible. All students have the opportunity for a personal interview with the careers adviser.
- 4.3.4 The careers library in the LRC has access for students of all physical ability.
- 4.3.5 All departments have a designated Careers Noticeboard with information relevant to their subject area.

5. CONSULTATION

- 5.1 This policy was written in consultation with the governors, the Senior Leadership Team and the Pastoral Team.
- 5.2 The Gatsby Benchmarks for best practice are recommended by the Department for Education.
- 5.3 The Department for Education guidance can be found through the following links:
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools#full-publication-update-history>
- 5.4 <https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

6. MONITORING, REPORTING AND EVALUATION

- 6.1 The member of the Senior Leadership Team (SLT) responsible for Careers IAG takes responsibility for monitoring the school's adherence to the Gatsby Benchmarks annually, using the Careers & Enterprise Company's 'Compass' tool.
<https://tools.careersandenterprise.co.uk>
- 6.2 Where need for change is noticed, the policy may be amended accordingly. In addition, the member of SLT responsible for the policy will review it every 3 years.
- 6.3 A nominated Link Governor will have a strategic interest in careers IAG.

Appendix:

- A – Policy statement on provider access
- B – Careers Curriculum map