



ST. PAUL'S CATHOLIC COLLEGE

POLICY FOR CAREERS EDUCATION AND GUIDANCE (CEG)

AIMS OF THE POLICY

This policy provides the college with a framework for enhancing students' prospects, encouraging them to contribute to their communities and preparing them for the challenges and opportunities of working life.

Careers education and guidance is a key element of the curriculum throughout the college. This policy is a statement of commitment to high quality CEG and sets out the entitlement for all students at the college.

The college aims to follow the advice in *The National Framework for Careers Education and Guidance 11-19* by:

- contributing to strategies for raising achievement especially by increasing motivation
- supporting inclusion, challenge stereotyping and promoting equality of opportunity
- encouraging participation in continued learning, including higher education
- developing enterprise and employability skills
- reducing dropout and change of courses post 16

In line with all college policies, the policy will be reviewed and developed in accordance with the College Improvement Plan (CIP) by the College Leadership Group (CLG), VT Management Personal Adviser, Governors and staff involved in delivering the programme.

COLLEGE COMMITMENT

The college is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-13 in partnership with VT Careers Management.

The careers programme is designed to meet the needs of all students and fulfil their entitlement to careers education and guidance that is impartial and confidential. The programme is delivered to students as an integral part of the Social Studies programme for KS3 and KS4 and CPSD for KS5.

The college's careers education and guidance programme contributes to the whole college aims below in particular **Community** and **Voice**:

Community We commit to local community outreach and strengthening our own community.
A Level and A/A* We commit to the highest standards at AS/A2 and GCSE
Voice (staff, student, parent) We commit to listening to our College stakeholders and responding to their needs
Excellence in E-learning We commit to being at the forefront of electronic learning

STAFFING

Hilary Morfitt is the Assistant Head with responsibility for CEG within the college. She is a member of the CLG, Connexions Co-ordinator and careers representative on the governing body. Eleanor Wilkinson is the teacher responsible for WEX, WRL and the Careers Co-ordinator. Claire Franke is the teacher responsible for the delivery of the CEG programme through tutors and teaching staff in KS3 and KS4. Alison Teagle is Head of the Sixth Form with responsibility for delivery of the programme to KS5, supported by Jane Temple-Smithson, the Sixth Form Student Liaison Officer. Jo Mitchell is the Careers administrator, Jackie Carr the WEX Administrator, and Katrina King is the college's VT Management Personal Adviser.

STUDENT ENTITLEMENT

Students in Years 7 and 8 are introduced to careers education and guidance delivered through the Social Studies programme and a Year 8 Careers Day focusing on *The Real Game*. The provision for Years 9 to 13 is outlined in the attached Careers / Work Experience Calendar which aims to give all students opportunities in accordance with the broad aims of CEG to:

- understand themselves and know their capabilities
- investigate education, training and career opportunities
- implement their career plans

PARTNERSHIP AGREEMENT

The annual Partnership Agreement with VT Careers Management (delivering Connexions services) is reviewed termly, identifying the contributions that both the college and Connexions will make to the programme. Staff involved in the review meetings include the college's Connexions Co-ordinator, Careers/ WEX Co-ordinator, the VT Personal Adviser, Connexions IST and Area Manager. Other staff are involved as appropriate, for example the Directors of Achievement and Head of Sixth form.

RESOURCES

Funding for resources is allocated in the annual college budget. Funding for developments in the CIP is considered in the context of whole college priorities. *Pathfinder* careers guidance software is available online to all students and staff. There are links to the programme on the college Gateway and website. The college has a well resourced information section in the LRC which is funded in conjunction with the LRC budget.

The Careers and WEX Co-ordinator, the administrators and the Sixth Form Student Liaison Officer are available to students and staff as a first point of contact for information and advice.

STAFF DEVELOPMENT

Staff training needs for planning and delivering the careers programme are identified in the CIP and within the Performance Management process. The college takes advantage of training opportunities, for example *Routes*, provided through VT Careers Management.

MONITORING AND REVIEW

The CLG will review and support the development of the provision for CEG within the college to ensure all students receive advice and guidance appropriate to their needs, using the *Investor in Careers* standards to identify improvements to the programme. A review of current provision will be undertaken using the *National Framework for Careers Education and Guidance in England (May 2003)*.

This policy is available for all interested parties to view on the college website and through the Gateway. Staff, students and parents are continually invited to give constructive feedback on the teaching programme and other initiatives.

APPROVALS

This policy was agreed by St. Paul's Catholic College and the Governors in the Spring Term 2009. The next review will be in 2011.

Signed by:

John Flower
Headteacher

Pat Bailey
Chair of Governors

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