



Broughton Hall Catholic High School

Careers Education & Guidance Policy

Introduction

The Careers Education and Guidance Programme at Broughton Hall Catholic High School is an important means of motivating students to raise aspirations and attainment. Students have an entitlement to careers provision from Years 8 to 13. At Broughton Hall Catholic High School we extend that entitlement to include Year 7 pupils. The programme encourages students to see career development as a life-long process. Working in partnership with Careers Connect, Business In The Community, Liverpool Chamber of Commerce, parents, representatives from local businesses (including Barclays, Lloyds and DWF) and industry and higher education providers Broughton Hall aims to provide a high quality Careers Education and Guidance Programme for all students.

Aims

Careers Education and Guidance in Broughton Hall Catholic High School is a progressive journey from Year 7 – 13 and has an important role to play in achieving the overall aims of the school. As part of a broad and balanced education, it helps individual students to build the skills, knowledge and values needed for the management of their lifelong learning and career development. Careers Education and Guidance will enable them to:

- Develop positive attitudes towards study and work.
- Develop skills such as communication, team working and organisation which are required for successful employment.
- Help the students plan and take control of their future by making informed choices at key points in their education.
- Provide the students with the relevant careers inspiration and guidance that is suitable to their personal needs including age, ability, attitudes and aptitudes.
- Provide the students with a comprehensive understanding of opportunities post 16 and post 18 including traineeships, apprenticeships, HE, FE, employment and training opportunities.
- Help them to reflect on themselves – their abilities, skills, aptitudes and attitudes – so that they can use this knowledge to consider their development.
- Provide students with impartial and independent advice about options that are available to them.
- Provide equal opportunities of access to careers inspiration and guidance.

These aims are achieved through the Careers curriculum which is outlined below.

YEAR	TOPIC
7	The world of work
8	Work skills
9	Thinking about options
10	Sell yourself
11	First impressions
12	Work experience/school leaver options
13	Post 6 th Form

Organisation and Content

Careers Education and Guidance is co-ordinated by the Director of PSHE and Careers Ms S Brennan who is responsible for the overall planning, implementation and review of the provision.

A programme of Careers Education and Guidance, appropriate to students of all abilities, is provided as follows through:

- A planned programme of Careers Education delivered within PHSE in Years 7 – 13
- Embedding employability across the curriculum
- Opportunities to access appropriate information in a range of forms
- Providing independent individual advice and guidance in KS4 and 5
- Careers convention and enterprise days
- Careers assemblies delivered by business leaders and other professionals
- Mock interviews
- Y12 work experience

Teaching and Learning

A variety of teaching and learning styles will be employed. There will be opportunities for group activities, individual research, expert speakers, work place visits, mock interviews.

Differentiation will be provided through the variety of resources used, tasks provided and through support to individuals and small groups.

Recording of achievement is integrated into the learning process in all years.

Non-Human Resources

Resources are regularly updated to reflect changes in both the local and national labour market. The careers noticeboard advertises both local and national work place/careers based opportunities such as summer schools (Airbus group), internships/training schemes, careers related competitions (e.g. NHS) and part-time posts aimed at young people e.g. Liverpool Young Advisers.

Assessment

A range of assessment approaches may be used when assessing Careers Education e.g. self-assessment, peer-assessment and teacher assessment and feedback from employers and our careers advisor Mrs Karen Meagher.

Partnership working

We work in partnership with:

- An independent careers advisor (Careers Connect) who supports and complements careers education and provides guidance to KS4 and 5 students
- Business in the Community piloting a local programme of support
- Liverpool Chambers of Commerce who support a range of initiatives
- Local industry and businesses who are involved in cross-curriculum projects and work experience placements
- Institutions of Further and Higher Education to maintain up-to-date information and advice
- Parents and carers, to exchange information and to enrich the Careers education and Guidance programme by contributing to careers education where appropriate

Moral, Spiritual and Cultural Education, Preparing Students for life in Modern Britain

Careers Education and Guidance will contribute to students' moral, spiritual and cultural development by helping them to understand the meaning and value of different types of work to individuals, communities and the country as a whole.

Equal Opportunities and Inclusion

Careers Education and Guidance will help to promote Equal Opportunities and Inclusion by:

- Providing a range of resources which match individual needs
- Helping students to understand the importance of equal opportunities in working life
- Monitoring resources to ensure the absence of stereotyping.
- Providing relevant support for SEN/AEN, Pupil Premium, vulnerable and CLAR students

Monitoring, Evaluating and Development Planning

The Careers Education and Guidance policy and programme is regularly monitored and evaluated to ensure that the current needs of our young people are met. Both student and staff evaluations are conducted.

Review

This policy will be reviewed when there are changes in the law, or annually.