



CAREERS EDUCATION AND GUIDANCE POLICY

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November 2021

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1. INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means Catmose College.
- 1.2 This policy statement sets out our arrangements for managing the access of providers to our students for the purpose of giving them information about the provider's education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.
- 1.3 The careers programme is designed to meet the needs of our students. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- 1.4 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.

2. STUDENT ENTITLEMENT

We are committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11. Students are entitled to:

- find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through options events, assemblies, group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses.

3. RESPONSIBILITY FOR IMPLEMENTATION

Beth Meynell is the Careers Advisor and will co-ordinate the careers programme. Mark Smith is the Careers Leader responsible for leading the whole-school careers strategy, with Claire Pugh having the strategic overview.

4. STAFF

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 leader and advisor. Specialist training is given to the tutors delivering the programme. The Careers Advisor also provides specialist careers guidance. Careers information is available in the library. Administrative support is available to the careers leader as resources allow.

5. CURRICULUM

- 5.1 The careers programme includes careers education tutorials, careers guidance activities (group work and individual interviews), information and research activities (in the library), work-related learning (including one week of work experience), action planning and recording achievement (using 'The Work Experience Booklet'). As a result of the Covid-19 lockdowns, virtual work experience opportunities were provided to students in 2020/21. This will be reviewed for 2021/22, dependant upon the Covid-19 implications at the time.
- 5.2 Careers lessons are part of our Personal Development Programme. Other focused events, such as post-16 events are provided. Work experience preparation and follow-up takes place in careers tutorial lessons and other appropriate parts of the curriculum.

6. ASSESSMENT

- 6.1 Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups.

7. PARTNERSHIPS

- 7.1 A number of strong partnerships have already been secured and will continue to develop with local business links and higher education providers.

8. OPPORTUNITY TO ACCESS

- 8.1 A number of events integrated into our careers programme will offer providers an opportunity to come into College to speak to students and/or their parents/guardians. The programme is published on the College website and is updated regularly.
- 8.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor who will ensure that it is distributed/displayed.
- 8.3 A provider wishing to request access should contact Beth Meynell (Careers Advisor), Telephone: 01572 770066; email: emeynell@catmosecollege.com or careers@catmosecollege.com. The College is not required to accept every request from a provider to visit, but will work with providers to seek a mutually convenient time.

9. FACILITIES

For careers events, we will make available a wide range of facilities including the Theatre, Hellerup and classrooms. AV and other specialist equipment will be provided to support presentations.