



Midpoint Centre Careers Education and Guidance Policy



Section	Careers Education Statement
1. Title	Midpoint Centre KS4 PRU Policy for Careers Education and Guidance (CEG)
2. Introduction Rationale for CEG	Introduction 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 9-11 access to careers education, information and guidance. The Midpoint Centre endeavours to follow the guidance in The National Framework for CEG 11-19 in England, the National Curriculum programmes of study for PSHE and citizenship, and the QCA guidance on Work Related Learning for All at Key Stage 4.
Commitment	Midpoint Centre along with Braybrook Centre is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11 in partnership with the local Connexions Service.
Development	This policy was developed and is reviewed annually through discussions with teaching staff; the school's Connexions personal adviser, students, parents, governors, advisory staff and other external partners.
Links with other policies	It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, enterprise and work-related learning, equal opportunities, health and safety, and special needs.

3. Objectives

The careers programme is designed to meet the needs of students at

Midpoint Centre It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Entitlement	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.
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4. Implementation Management

Implementation

Bob Callaghan is responsible for co-ordinating the careers programme. The co-ordinator works closely with the school's Connexions co-ordinator and is responsible to the Headteacher. Student guidance is managed through the school's Guidance Forum led by the Connexions co-ordinator. Work experience is planned and implemented by the Outreach Manager who works with the careers co-ordinator.

Staffing	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 in consultation with the Connexions personal adviser. A specialist personal development team, including form tutors, delivers it. The Connexions personal adviser provides specialist careers guidance. Careers information is available in the Guidance Room, and supplemented by the Careers section on the School website. Administrative support is available to the careers co-ordinator as resources allow.
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Curriculum	The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (in the Mentors Room), work-related learning, action planning and recording achievement (Using Getting Ready Sheets, Looking Ahead Questionnaires and Action Plans). Careers lessons are part of the school's Personal Development programme. Other focused events, e.g. a Higher Education Fair are provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.
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Assessment	Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups, starting with Year 10.
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Partnerships	An annual Partnership Agreement is negotiated between the school and Wolverhamptons Connexions Service identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g. EBP.
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Resources	Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities. Sources of external funding are actively sought.
Staff development	Staff training needs for planning and delivering the careers programme will be identified in the staff development plan in the Partnership Agreement with <i>the Connexions Service</i> , and activities will be planned to meet them. Funding will be accessed from the <i>Careers INSET</i> budget held by <i>the Connexions Partnership</i> , through their <i>careers education adviser</i> .
Monitoring, review and evaluation	A framework for monitoring the delivery of the careers programme will be in place by September 2003. The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser using <i>the local quality standards for CEG</i> to identify desirable improvements. Evaluations are carried out from time to time.

5. Approvals

R. Callaghan

Signatures: Headteacher and Chair of Managers

Date of approval by Governors

Date of next annual review: September 2018

Date:

September 2017