

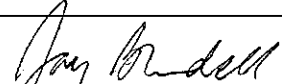


FOUNDRY COLLEGE

Careers, Education, Information, Advice & Guidance Policy

Document Control Information

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1	21/09/2015	Created by Emma Wingrove and M Rome
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Signed	

Aim:

Foundry College is committed to providing Careers Education, Information, Advice and Guidance (CEIAG) to all pupils through the curriculum and organised activities. Careers guidance will focus on the specific needs of the individual pupil to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each pupil to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual pupil.

CEIAG across the college will inform and enhance:

- i) Self-development – Better understand themselves and the influences on them.
- ii) Career exploration – Research opportunities in learning and employment.
- iii) Career experience – Successful completion of one week of work experience.
- v) Career management – Devise a personal action plan; evaluate and adapt action plans to manage change and transition.

Objective:

Foundry College 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, through both a blended and discrete curriculum including, OCR Preparation for Working Life, NCFE Business and Enterprise, NCFE Occupational Studies and work experience placements. The CEIAG programme is designed to meet the collective and individual needs of the pupils at Foundry College, therefore the programme is differentiated to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development.

Principles:

- achieving economic well-being
- actualising each pupil's full potential
- developing employability skills
- developing independent learning skills
- promoting social mobility
- raising pupil's aspirations and expectations
- supporting life-long learning

Provision:

The CEIAG programme includes careers education lessons through a NCFE or OCR qualification, careers guidance activities (group work and individual interviews), information and research activities, work-related learning, vocational college placements, week placement of work experience and action-planning for the future. Other CEIAG events include college trips or sign-posting to Wokingham Careers Fair, Wokingham Apprenticeships Fair, College Open Events and Taster Days.

All staff are expected to contribute to the careers programme through their roles as tutors and subject teachers, with the CEIAG programme including NCFE Business and Enterprise being delivered by the Moving-On Coordinator (MOC). Careers education is planned, monitored and evaluated by the MOC in consultation with outside agencies such as Adviza, whose personal advisers provide qualified and impartial careers information, advice and guidance. Careers information is regularly updated on the school notice board, which is maintained by the MOC.

Teaching staff contribute to the delivery of CEIAG through:

- The delivery of compulsory reviews with dedicated tutors and Moving on Coordinator, which include Career Planning and regular sessions that address College Values, Equality Diversity and Community Cohesion and Study Skills.
- Support for learners in preparing Individual Learning Plans (ILP) alongside a Transition Plan and to ensure that learners are aware, monitor and review their individual targets and target setting.
- Employability skills are identified, embedded and demonstrated in all learners' main vocational qualifications.
- Maths and English are taught and embedded throughout the duration of learners' programme.
- Ensuring that learners participate in careers events and industry days.

Key Stage 4 Provision

- One week block work experience placement which focuses on pupils' future career aspirations where possible, allowing learning about work through the experience of work
- Careers Fairs in and out of the normal college day are either signposted or visited
- College presentations
- Careers interview for every Year 11 pupil
- Information on college open day arrangements
- Support with completing College application forms and access to computers for on-line registration
- Mock interviews, where deemed advantageous
- Supported CV and personal statement sessions within the English curriculum
- Close monitoring of, and additional support for, vulnerable pupils

By the end of stage 4, all pupils will have:

- Enhanced their self-knowledge, career management and employability skills
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes
- Experienced the world of work through a work placement
- Been given direct access to employers, colleges and training providers
- Been given guidance to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Been provided with the resources to complete the post-16 application procedures, including CVs, personal statements and preparation for interview
- Been given information about appropriate available funding
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes and achievements to the goals they have set themselves

Destinations:

The Moving on Coordinator is responsible for learners' data capture and destination of learners. This information is tracked annually and effectively triangulated. Reports are given to the Headteacher, Management Committee and Leadership Team and relevant other staff to analyse and incorporate into self-assessment reports.

Monitoring and evaluation:

The Partnership Agreement with outside agencies such as Adviza and Learning to Work is reviewed each Academic Year. The CEIAG programme is also reviewed annually by the Headteacher/MOC and the personal adviser