

Careers Education and Guidance Policy

Approved April 2017

Review April 2020

- Our policy is intended to ensure that Careers Education and Guidance is delivered as effectively as possible from Year Seven upwards across the whole school curriculum. It also ensures that regular evaluation takes place and that feedback is positively acted upon in future provision.

Equality of Opportunity is a fundamental part of the programme and every effort is made to encourage pupils to consider the full range of careers and learning opportunities available.

- The school is committed to resourcing provision to enable pupils to experience a planned course of co-ordinated activities concerned particularly with choices and transitions affecting their future education, training, employment, lifelong learning and life as an adult citizen. In order to assist this process, the school will provide curriculum time, access to a variety of careers information and accommodation to facilitate the delivery of pupil support and careers guidance within the Programme.

As part of their entitlement, pupils may expect to receive:

- Guidance in self-development
- Career exploration and Career Management
- Development of their Learning Skills
- Access to digital careers packages and software eg Unifrog.

They will receive support and guidance at all the main transition stages and this will include:

- Developing ideas and awareness of self in relationship to abilities, aptitude, interests, attitudes, values, skills, strength and limitations.
- Participation in suitable learning opportunities which will explore process, evaluate and record those ideas.
- The acquisition of knowledge and awareness of opportunities, qualifications, routes ahead, occupational structures, progression and implication of choices.
- The opportunity to access Open days, interviews, careers conventions and admission systems.
- The identification of strategies and tools for putting self awareness and opportunity awareness together in order to make informed and reasoned choices.

Parents may expect to be able to attend parent's evenings and have access to the Careers Co-ordinator and the independent Careers Adviser. They should be fully involved in the evaluation process and should have ready access to careers information and feedback on their daughter's progress throughout the school. Pupil confidentiality would be respected when appropriate.

This policy will be implemented by:

- The school pastoral system and Heads of School and year heads and tutors.
- The Careers Co-ordinator and Careers Programme.
- Careers Adviser,
- Curriculum opportunities supported by subject staff.

TORQUAY GIRLS' GRAMMAR SCHOOL POLICIES

This will be evaluated and monitored by the Head of Careers

Through;

- A range of written evaluation/feedback from pupils, parents, staff and employers.
- Written feedback from parents on reports and gradesheets.
- Report interviews and mentoring of pupils by tutors and Senior Management.
- Minutes of meetings including Year meetings, employers meetings and pupil support meetings.