

Al-Khair Secondary School

Careers Guidance Policy



Approved by:	GB	Date: 30.09.2022
Last reviewed on:	30.09.2022	Mr Gareth Thomas
Next review due:	30.09.2023	GB

Aims

We aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance, it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

In particular we intend our pupils to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities
- Develop independent research skills so that they can make good use of information and guidance
- Develop and use their self-knowledge when thinking about and making choices
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making career decisions is a lengthy one and that most of our pupils will make their final choices only after completing their higher education course

Commitments

Staff are committed to:

- the provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years
- encouraging pupils to achieve and to be ambitious
- involving pupils, parents and carers in the further development of careers work

Provision

Careers includes both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance pupils are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in pupils' self-development and understanding of careers is regularly monitored. Careers education forms an integral part of the curriculum in the Guided Studies program.

The three main areas of careers learning, identified in the National Framework, form themes throughout careers work from years 7-11.

Self-Development *understand themselves and the influences on them*

Career Management *make and adjust plans, to manage change and transition*

Career Exploration *Investigate opportunities in learning and work*

Further details of the curriculum programme can be obtained from the head of careers. In addition, we organise:

- A visit to Careers convention for pupils every year
- Enterprise Days for Year 7-9
- Work experience for Year 10
- A 2-week 'Careers Fortnight' consisting of CV workshops, visiting professional, interview practise and one to one advice.

Careers guidance takes place on a one to one basis and is one aspect of the school's pastoral system. In this respect careers work is supported by the work form tutors do in tutorial time. All staff is involved in guidance to an extent.

Equal opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. We monitor careers resources regularly to ensure that they encourage all boys and pupils from minority ethnic groups to enter different careers. At special events such as the Careers Convention we aim to give parents and pupils a view of young, successful career women and men. The destinations of our leavers are closely monitored, and younger pupils informed so that we are aware of trends and opportunities.

Monitoring, evaluation and review

The careers programme is monitored regularly and amended after an annual review. Pupils' opinions are actively sought, and a working party of pupils helps in evaluation and review.

Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the School's equal opportunities policy, external visits policy and other relevant policies. The whole school remit of careers is recognised, and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

Management

The overall management of Careers Education and Guidance is with a member of the school's senior management team. At present two other teachers have responsibilities to help with careers work. A member of the administrative staff manages work experience.

Resources

The School has provided an excellent careers area when needed comprising of teaching rooms, a library, and an interview room. Past students are a valuable resource and come into help with careers work. We are also for grateful for the support we have had from local and national industries and higher education institutions.