

Earlscliffe (Sussex Summer Schools Ltd)

CAREERS EDUCATION AND GUIDANCE POLICY

The school recognises the importance of preparing pupils for their future careers. We recognise that all young people need a planned programme of activities to aid their decision making and to help them plan for the future. We also recognise the statutory right of all pupils in Years 11– 13 to receive careers education and guidance (CEG). This guidance is continued for all pupils until they leave.

It is our expectation that all our pupils after leaving school will proceed to a Further/Higher Education institution or into a recognised career training opportunity.

The school offers a planned programme of careers education, information and guidance for all students. The school will seek to ensure that this guidance is appropriate to the age, stage ability and educational needs of each individual. This guidance is provided through Careers events and activities as well as through the Orientation and daily Forum programme where PSHE topics are delivered.

The Deputy Head oversees careers guidance.

Aims of the Careers guidance

allow pupils to plan for the future, both short-term and long-term ensure that pupils are knowledgeable about career options help pupils develop course and career awareness and enable pupils to manage personal career development tailor support to the specific skills and abilities of each pupil, supporting inclusion and promoting equality of opportunity, and encouraging pupils to be ambitious but not unrealistic in their aims develop pupils' enterprise and employability skills enable pupils to experience the world of work and to develop transferable skills enable pupils to manage transition All pupils are entitled to CEG that is both impartial and confidential. Guidance is given by knowledgeable professionals who respect the needs of each pupil, and the programme is integrated into the rest of the school curriculum.

Implementation of CEG

The overall responsibility for the management of CEG lies with the Deputy Head.

Within the Sixth Form much of the delivery of CEG happens within the Daily Forum and post-1630hrs slots.

Work Placement is arranged by our DoS. All staff make a contribution to CEG through their roles as subject teachers, with a significant contribution being made by Group Tutors.

The PSHE programme for KS4 contains units that directly relate to the National Curriculum Strand, and Economic Wellbeing and Financial Capability.

Pupils are actively encouraged to complete work experience placements; support and guidance is given for this, including debriefing sessions.

CEG includes supporting pupils as they investigate university options, and Year 12/13 students visit university Open Days, with in-school discussion of these visits before and after. Pupils are involved in the planning and evaluation of all activities.

Learning is assessed using various outcomes and methods of assessment, with the intention of ensuring that the aims are realised.

UCAS counselling remains a core part of Sixth Form CEG, with the Head Teacher and Careers Leader sharing oversight of this extensive process.