



CAREER'S INFORMATION ADVICE AND GUIDANCE POLICY





EPT Document Control

This policy applies to all Education Partnership Trust Schools.

Date of last review	September 2018
Date of next review	September 2020
Policy status	Statutory
Owner	Governing Body/ Board of Directors
Lead Contact	Cathi Sherratt



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 14-16 choices that are right for them and to be able to manage their careers throughout their lives.

The Heights Free School is committed to providing a planned programme of careers education for all students in Years 14 -16 and information, advice and guidance (IAG) in partnership with the local New Direction Team (BWD).

The school was previously endeavouring to follow the ACEG Framework for careers and work related learning (2012) and other relevant guidance from the DfE and Ofsted. The provision met the DfE Statutory Guidance issued in April 2012, and as updated in April 2014.

The Heights Free School is currently working to fulfil the 8 Gatsby Benchmarks in partnership with Inspira.

This policy was developed and will be reviewed annually through discussions with teaching staff; the school's New Directions personal adviser, students, parents and governors.

It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

A provision is made for careers education information, advice and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism. There are particular groups who have an entitlement to a one to one guidance interview with the New Directions adviser, for instance - special needs, gifted and talented or vulnerable students. However, all students are able to request an interview with the New Directions Advisor.

At The Heights Free School, the Careers Information Advice co-ordinator manages the careers programme and is responsible to the Head teacher. The careers co-ordinator is responsible for ensuring that all year 11 pupils have completed application forms and is then responsible for tracking this through to interview and offer of a place. They are responsible for work experience with year 11's who wish to take this up.



All staff contribute to the careers education provision through their roles as form tutors and subject teachers. The careers programme is planned, monitored and evaluated and the Youth Connexions personal adviser who provides specialist careers guidance.

The careers programme includes careers education sessions, career guidance activities (group work and individual reviews), information and research activities work related learning (including work experience), and individual learning in Lifelong Learning PSHE activities. Careers lessons are part of the school's Personal Development programme. Other focused events, e.g. Careers fairs, FE Taster Days, employer visits days are planned on an annual basis. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

The annual Careers Plan and Service Level Agreement is reviewed between the school and the local New Directions Service which identifies the contributions to the programme that each will make. Other links are developed, e.g. with local 14-19 partners.