



## Careers and Education Guidance Policy

### Introduction

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 decisions and plan their careers, both in college and after they leave. The 1997 Education Act and the Education and Skills Act 2008 place a duty on colleges to give students in Years 9-11 access to impartial careers education, information and guidance. This policy takes account of the revised Statutory Guidance for Careers Education issued in January 2018.

Westwood is committed to providing a planned programme of careers education, information and guidance for all students in Years 9-13 in partnership with our Entrust Careers Adviser.

This policy was developed, and is reviewed annually, through discussions with teaching staff; the college's Entrust careers adviser, students, parents, governors, advisory staff and other external partners.

It is underpinned by the college's policies for teaching and learning, assessment, recording and reporting achievement, PSCE and citizenship, enterprise and work related learning, equal opportunities, health and safety, and special needs.

### Objectives

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

Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

### Implementation

The lead teacher for Careers Education is responsible for co-ordinating the careers programme. S/he works closely with the college's careers adviser. Student guidance is managed through the college's pastoral system. Work experience is planned and implemented by the work experience co-ordinator who works closely with the lead teacher.

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the lead teacher in consultation with the Entrust careers adviser. A specialist personal development team, including form tutors, delivers it. The Entrust careers adviser provides specialist careers guidance. Administrative support is available to the careers co-ordinator as the resources allow.

The careers programme includes careers education lessons, careers guidance activities (group work and individual interviews), information and research activities (Learning Resource Centre New Hall), work related learning, action planning and recording achievement. Careers lessons are part of the college's Personal Development Programme. Other focussed events, e.g. Careers Convention, are provided from time to time.

An annual Service Level Agreement is negotiated between the college and Entrust identifying the contributions to the programme each will make.

Funding is allocated in the annual budget planning round. Funding for developments in the college's Strategic Improvement Plan are considered in the context of whole college priorities. Sources of external funding are actively sought.

The Service Level Agreement with Entrust is reviewed termly. The programme is reviewed annually by the careers lead teacher and the careers adviser using the "Gatsby Benchmarks" outlined in the statutory guidance for CEG to identify desirable improvements. Evaluations are carried out from time to time.

**ADOPTED BY THE GOVERNORS ON: February 2018**

**POLICY REVIEW DATE: February 2020**