



OAKLANDS CATHOLIC SCHOOL

AND

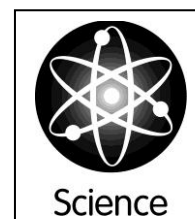
SIXTH FORM COLLEGE

CAREERS POLICY

APPROVED BY GOVERNORS	DECEMBER 2009
REVISION DUE	DECEMBER 2012
MEMBER OF STAFF RESPONSIBLE	ASSISTANT HEAD TEACHER
STATUTORY / NON-STATUTORY	NON-STATUTORY



Community



Opportunity

Unity

Oaklands Catholic School and Sixth Form College

CAREERS EDUCATION POLICY

The Oaklands Mission Statement is "Community, Unity, Opportunity" and we believe our CEG equips our students in order that they can make informed choices about their own education and training and manage transition to new roles and environments.

1. Aim of Careers Education

Oaklands Catholic School is committed to providing a planned programme of careers education, information and guidance for all students from Years 7 – 11 in partnership with Hampshire Connexions, based on the three main strands of self-development, career exploration and career management (as evidenced in the Learning Outcomes in lesson outlines). It supports the overall School Improvement Plan, particularly contributing to Every Child Matters outcomes, the 14 – 19 policy, WRL and Enterprise. This is key in raising and widening aspirations and preparing students for the world of work.

2. Careers Agreement

The school has an agreement, reviewed annually, in consultation with Connexions. The following personnel from Oaklands and Connexions are involved in drawing up the agreement:

Oaklands School	-	Head of Careers
	-	Deputy Head
	-	Line Manager Careers
	-	Head of Sixth Form
	-	Heads of Years 9, 10 & 11
Connexions	-	Area Manager
	-	Personal Adviser (Careers)

It is the responsibility of the Head of Careers who is employed by the school in addition to her teaching role, to oversee the coordination of Careers Education and Guidance (CEG).

3. Support for Sixth Form students

3.1 Students who wish to speak with the Personal Adviser (Careers) attend drop in sessions in the Connexions Room and complete a Connexions College and Careers questionnaire before attending interviews with the Personal Adviser (Careers).

3.2 Priority is given to students who will not be completing a two year course in the Sixth Form to enable them to receive early advice on further education, Modern Apprenticeships and employment. Year 13 students considering employment also receive priority interviews. Year 12 complete Connexions questionnaires at the beginning of their studies. They are then invited for interviews when requested or where there is extra or complex careers information needed. All Year 12 and 13 students can request Connexions interviews at any time.

3.4 Arrangements are made for the Personal Adviser (Careers) to attend Sixth Form Open Evenings and subsequent Parents' Evenings. Parents are informed by letter of this service.

- 3.5 Advice and information on University and Higher Education choices are provided by visits to the Higher Education Fair in March and to local universities. Students are introduced to information about H.E. on the internet, with speakers from universities during tutorial sessions and are encouraged to attend the Open Days of universities that they are considering. There is also an opportunity for parents/students to attend a Student Support (finance) presentation session with an HCC advisor which outlines how to apply for student support through Student Finance England.
- 3.6 Interview preparation for Higher Education is provided by tutorials on interview techniques, followed, where appropriate, by a mock interview with a university admissions tutor specialising in a field related to the student's interests. Yr 12 students are also given advice and guidance by their own tutors as well as a series of former Oaklands Sixth Form and present Year 13 students in a 'speed dating' activity.
- 3.7 There is a Year 12 presentation to parents and students about future options and in particular guidance on the UCAS process.
- 3.8 Students in Sixth Form who are eligible for EMA are monitored and supported to successfully complete their studies.
- 3.7 Additional work experience opportunities are available for many Year 12 students as part of the Enrichment Programme and during Challenge Week to help decision making about future careers.

4. Support for Year 11 students

- 4.1 All Year 11 students complete a Moving On questionnaire to enable the Personal Adviser (Careers) to prioritise those students who need interviews; the Extended Services Officer also identifies possible NEETS so that intervention strategies may be put in place.
- 4.2 The Personal Adviser (Careers) and the Head of Careers are accessible to all students through the drop-in sessions during break and lunchtime on the days they are in school.
- 4.3 Liaison occurs between the Head of Careers and Head of Year 11 to ensure priority is given to interviews for specific students.
- 4.4 Throughout the year the Head of Careers and the Connexions Advisers (both Careers and PA) meet to ensure that a balance of students from each tutor group is seen.
- 4.5 Copies of Individual Career Notes are logged in a year group Careers file.
- 4.6 All students are encouraged to attend careers fairs and open days to support informed choices for post 16 career development.
- 4.7 The computers in the Connexions Room have access to the Internet for up to date access to careers information. A further range of CD careers material and Keyclips are available.

- 4.8 Following the completion of an Interview Techniques module in PDC, all Year 11 students undertake a practice interview with an employer, preferably from a field related to their career plans. Feedback from the employer and initial post-interview reactions are noted and compared by student and tutor.
- 4.9 The careers coordinator arranges for a variety of visiting career professionals to provide information sessions for Years 10/11 students.

5. Support for Year 10 Students

- 5.1 Vocational courses provided through the local Further Education College replace one conventional GCSE course in Years 10 and 11, for some students, offering these students one day each week at college in order to smooth the transition from Oaklands into post 16 courses and provide students with appropriate vocational skills.

Students who are not allocated a place on the School College Link Course are offered a vocationally based practical course of study of ASDAN CoPE within the normal school curriculum in place of one GCSE course.

A small number of students also have the opportunity to carry out a 2 year Young Apprenticeship with PETA which involves one day release per week. This is in addition to the full programme of GCSE studies.

- 5.2 A careers strand to the PDC program based on self assessment and careers options operates in the Autumn Term.
- 5.3 All students are encouraged to attend local careers fairs and open days to discuss possible career choices with relevant employers or training organisations.
- 5.4 The Head of Careers arranges for a variety of visiting career professionals to provide information sessions for Years 10/11 students.
- 5.5 Groups of interested students are taken out of school for taster sessions and visits such as the Army Challenge Day, industrial visits and local college visits.
- 5.5 All students are encouraged to make use of the Connexions Centre library for careers information, and to attend drop-in sessions with the Personal Adviser (Careers) during break on the days she is in school.
- 5.6 The Education and Business Partnership (EBP) provides a secure and fully risk-assessed two week work experience (including Challenge Week) during which students can learn at first hand what the workplace is like. The students are visited by teaching staff during this fortnight and a report is written for their file in addition to a personal copy for them.

6. Careers Information

- 6.1 An updated display of careers information literature is held in the Careers Library, within the Connexions Centre, while a notice board display is maintained in the corridor outside. Additional relevant material is displayed in tutor bases.

- 6.2 Information relating to Higher Education is maintained, date stamped and stored in the relevant section of the Connexions Centre Library. A Careers/H.E. notice board is kept up to date in the Sixth Form building. Copies of university prospectuses are held and updated in the Sixth Form Library together with UCAS information in manuals though generally accessed on-line in the Sixth Form computer suites.
- 6.3 Careers staff are available each lunch hour in the Connexions Room to give advice to students from any year group.
- 6.4 Special arrangements are made to allow Sixth Form students access to the Careers Library when it is not normally in use.
- 6.5 Careers information including displays is regularly updated by the Head of Careers.
- 6.6 Lunchtime talks on specific careers are arranged as appropriate, either to meet expressed need or when specific career experts are available.
- 6.7 The Connexions Centre library has computer access to the school's network and the Internet.
- 6.8 The careers programme includes careers education lessons, which cover personal development in understanding personal strengths and weaknesses, and understanding Key Skills; careers activities (group work and individual interviews), information and research activities, investigating different career options, work related learning, (including two weeks' work experience in Year 10), action planning and recording achievement (PDC, but there are plans to make this on-line). These sessions support the three main aims of CEG. Careers lessons are part of the school's PDC programme.

7. Support for Staff

- 7.1 Connexions provide Information Packs which are used by the Sixth Form.
- 7.2 The Personal Adviser (Careers) attends meetings of the Sixth Form Team to provide guidance and training on the use of Careers Information Packs.
- 7.3 The Personal Adviser (Careers) also meets Year 9 PDC teachers and tutors prior to the period when subject choices are made. In addition to this, individual tutor group talks are provided by the Personal Adviser (Careers); this involves a module of work on career choices, and an introduction to the Connexions Room.
- 7.4 Careers education materials and DVDs are available in the Connexions Centre library.

8. Support for Parents

- 8.1 The Personal Adviser (Careers) is informed of all relevant dates of Parents' Evenings and an appointment system operates for parents and students if they wish. Parents' Evening notification includes mention of the availability of Careers advice. The Personal Adviser (Careers) is available at Year 9 Options

Information Evening.

- 8.2 A Parents Pack provided by Connexions is made available to all parents of Year 11 students.

9. Modern Apprenticeships and Employment Opportunities

- 9.1 The Head of Careers liaises with the Personal Adviser (Careers) over appropriate dates when groups of students interested in the Modern Apprenticeship Training Programme can meet the Personal Adviser (Employment and Training).
- 9.2 Liaison also occurs between the school and Personal Adviser (Employment and Training) over interviews in school for students wishing to apply for training and/or employment.

10. Students with Special Needs

- 10.1 Liaison between Heads of Year and the Head of Careers occurs over the identification of students who may be vulnerable when making the transition from school to employment or college.
- 10.2 Vocational courses provided through the local Further Education College replace one conventional GCSE course in Years 10 and 11 and offer these students one day each week at college in order to smooth the transition from Oaklands into post 16 courses and provide students with appropriate vocational skills.

Students who are not allocated a place on the College Link Course are offered a vocationally based practical course of ASDAN CoPE within the normal school curriculum in place of one GCSE course.

- 10.3 Whenever possible the Personal Adviser (Careers) visits these students when they are on Work Experience.
- 10.4 The Careers Coordinator in liaison with Heads of Year keeps the Personal Adviser informed of any relevant information which may have a bearing on Careers interviews so that the appropriate advice and support can be given to students.
- 10.5 A Taster Day at the local college is organised in the Summer Term so that students can sample vocational courses to help them choose appropriately.

11. Contact with Connexions Advisor

The Head of Careers meets the Personal Adviser (Careers) regularly to discuss matters relating to the delivery of careers education and guidance.