

# **ST. DAVID'S HIGH SCHOOL**

## **CAREERS EDUCATION POLICY**

**Reviewed by Governors  
October 2024**



## INTRODUCTION:

The quality of life for young people in the future will depend upon them being multi-skilled and motivated to compete in a rapidly changing world.

They must be equipped to take responsibility for their own career paths and lifelong learning. The process of personal and social development begins in the home, continues through school and into adult life.

Careers Education and Guidance in school is an integral part of this preparation for the opportunities, responsibilities and experiences of adult life.

## AIMS and OBJECTIVES:

The aims and objectives of Careers Education and Guidance at St. David's High School, Saltney follow closely those propounded in "Providing for Choice" [A.C.A.C. 1996].

### AIMS:

- a. Self-awareness – assist pupils to recognise their interests, aptitudes and aspirations and provide them with the opportunity to match these to the ever-changing work environment.
- b. Awareness of the world of work – assist pupils to develop an awareness of education, as well as training and career opportunities in the local and national labour market; to develop an understanding of the world in which they live, challenging stereotypes, and broadening horizons.
- c. Implementing plans and decision making – assist pupils to make choices and increase their confidence to act upon their decisions with regard to equality of opportunity. Pupils will be encouraged to access information and sources of advice, and record their achievements through N.R.A. and Personal Action planning.

### OBJECTIVES:

The Careers Education and Guidance provision will enable pupils to develop: -

- a. The personal qualities of self-esteem and sense of personal worth: -
  - a positive approach to lifelong learning;

- maturity – through self-reliance and responsibility;
- an ability to apply their skills to the workplace.

b. Knowledge and understanding – to be able to:

- access information and advice on options available in Education, training and employment;
- increase a knowledge of the labour market, its changing nature (including economic and technological changes) and opportunities available;
- increase awareness of the expectations and responsible attitude required in the workplace and, by employers.

c. Skills and abilities – to be able to:

- explore a range of options to make informed decisions in preparing and implementing a plan of action; expand knowledge of vocational areas and different occupations in the labour market;
- develop communication and job – seeking skills.

## CAREERS EDUCATION and GUIDANCE PROVISION

### DELIVERY:

The Careers Education and Guidance Programme will be delivered as a discreet core programme which forms part of timetabled PSE lesson in Years 7, 8, 10 and 11. It will also be incorporated into career-linked themes within the teaching programmes in subject-specific areas. It is recognised that all teachers have a role to play in Careers Education in its broadest terms.

### GUIDANCE:

The Careers Adviser will provide guidance interviews for all Year 11 pupils and those in other year groups upon request. Pupils will receive an individual interview in Year 10 prior to their work experience and with Group Tutors in Year 11 to follow up on work experience and guidance interview.

### CAREERS LIBRARY and INFORMATION:

The Careers Library forms part of the main school Library. Information is kept up-to-date and complies with the equal opportunities policy of the school. Resources available include literature and computer software on occupations and local labour market information.

#### PUPILS WITH SPECIAL NEEDS:

Support is provided for pupils with special needs who require assistance accessing, retrieving or understanding advice and information on careers. This will include access to careers guidance interviews in Year 10, discussion in Special Needs Meetings, attendance by Careers Adviser at transitional reviews or Special Needs Careers Adviser in certain circumstances.

#### MANAGING CAREERS EDUCATION and GUIDANCE:

The Careers Education and Guidance provision will be reviewed regularly as part of the School Development Plan and Partnership Agreement. Progress is evaluated by the Careers Co-Ordinator, Careers Adviser, Senior Management Team and Governors. Priority has been given to staffing the programme, and resources are allocated via the Careers Co-Ordinator. Regular meetings are held between the Headteacher and Careers Co-Ordinator and termly reviews with the Careers Adviser to monitor progress. Staff training and development needs are through referral to the School Inset Co-Ordinator.

#### ACTION PLANNING:

Career Action Plans will be provided as part of the guidance process, following the individual careers interview. Personal action plans are produced by individual pupils in Year 11 as part of their tutor programme and National Record of Achievement.

#### PARENTAL INVOLVEMENT:

The school actively encourages parents to be involved in the education and progress of pupils including careers, through the School Partnership Policy and Parents' Meetings.

#### EQUAL OPPORTUNITIES:

We accept and support the need for equality of treatment regardless of an individual's religious or political affiliation, background, gender, race, stage of development, ability or disability, sexual orientation, age, creed colour or ethnic origin.