

BEBINGTON HIGH SPORTS COLLEGE



**INFORMATION, ADVICE AND
GUIDANCE POLICY**

Agreed/Reviewed by Governors – see reverse

BEBINGTON HIGH SPORTS COLLEGE

CAREERS EDUCATION AND GUIDANCE POLICY

Bebington High Sports College will provide a programme of Information, Advice and Guidance (IAG) for all students aged 11-19. Effective IAG is crucial to preparing young people for adult and working life.

PURPOSE

The purpose of the programme is to help individual students to gain the knowledge, skills and attitudes they need to manage their own lifelong learning and career development. IAG helps the student to achieve this by raising aspirations and levels of motivation.

AIMS

Bebington High Sports College seeks to achieve the following through IAG:

- the development of student self-esteem, self confidence and self-awareness
- to enable students to use career management skills which they can use in future decision making and problem solving
- to raise awareness of the labour market
- to enable students to relate learning and experience to future opportunities
- to help students to develop skills which lead to success in employment
- training and education
- to encourage flexibility, adaptability and self-reliance
- to ensure students are aware of all the options available at key transition points
- to enable students to present their own strengths and experiences to others

PRINCIPLES

1. The IAG programme will be related to the individual needs and aspirations of students.
2. The programme will be delivered in partnership with other Organisations to ensure a broad range of experiences and opportunities for students. Guidance provided will be high quality, objective and impartial.
3. The School will offer a full range of careers information and computer aided guidance packages, covering all options open to pupils at key transition points which will be located in a central position, be open at all reasonable times and be regularly maintained.

4. The underlying theme will be the promotion of personal development in an environment which is challenging, supportive and encouraging.

ENTITLEMENT

All students are entitled to an IAG programme which has clear, stated objectives, which is progressive and which has an integrated method of assessing student outcomes. The School will have an IAG programme which meets the needs of all students. The resources and activities used will encompass the knowledge, skills and understanding which should be developed during the period of the programme.

WORKING IN PARTNERSHIP

With students: the School will inform students how the School will support their career development and what the student's role in this will be.

With parents: the School will communicate regularly with parents, enabling them to participate in events such as Student Review Days, Careers Conventions and guidance interviews and it will inform them of what the student's entitlement will be and their role in supporting the process.

With Connexions: the School will draw up a Partnership Agreement with the PA and review it annually. This will include details on access to students, sharing information, delivery of IAG activities and the provision of LMI and careers information.

With the Work-related Coordinator: the School will work with the WRL Coordinator to offer a range of work-related activities including Work Experience and practice interviews.

With providers: the School will invite a range of opportunity providers to offer information to students about local opportunities in employment, training and education via presentations, materials or group sessions.

TEACHING/LEARNING METHODOLOGY

Teaching in the IAG programme will be:-

- based upon sound and up-to-date knowledge and understanding of career developments
- challenging for students to widen their careers knowledge and understanding
- designed to actively engage students in their own learning and meet the needs of all students
- up-to-date and use well organised resources, including computer based careers information
- based upon clear outcomes so that students' knowledge and understanding can be assessed

Research suggests that students learn best when they are actively involved in their learning. The IAG programme will use a range of activities which encourage such involvement:

- one-to-one discussions with Connexions Advisers
- whole class discussion or group work in the classroom with tutors or visiting specialists
- group sessions with Connexions Advisers, employers or other adults with expertise
- direct or simulated experience of the work environment
- individual research and the use of computer based information

EQUAL OPPORTUNITIES AND EQUAL ACCESS

The School will ensure that all students can benefit from IAG by enabling them to participate in the activities which make up the programme.

Students who may have special needs will be identified and plans made to ensure they can benefit from the provision. This will be done by:

- reviewing physical access
- reviewing the range of activities
- reviewing the materials
- providing any additional equipment required

This will be extended to the regular review of Careers Library resources and access to the Careers Library. Regular meetings will also be convened with the AEN Co-ordinator and Connexions Advisor to support the transitional planning process for students with statements of special needs.

RECORDING AND ACTION PLANNING

An integral part of the career development process for young people is their ability to develop the skills of recording and reviewing their achievements, setting targets and action planning. This takes place within the context of the Form Time and Citizenship sessions and will be constantly updated throughout the rest of their School career and beyond, in Higher Education and in the workplace.

Through the process involved students will be helped to:

- check their progress
- set goals and targets
- develop and record key skills

- record qualifications, rewards and awards
- write personal statements and cvs for particular purposes
- organise their career planning

In Key Stage 3, students will be encouraged to practise the skills involved.

They will apply these processes to make decisions about their options and their transition into further education or training after Key Stage 4. They will devise a careers action plan to help them with this.

ORGANISATION

IAG will be delivered through the PSCHE and Form Time programme. The programme will be supplemented by activities delivered by the Connexions Adviser and the WRL Coordinator, which will be organised by the Assistant Head with overall responsibility. The IAG programme will be resourced centrally. Additional resources may be obtained by using the Connexions Careers Library Initiative funding.

MANAGEMENT AND CO-ORDINATION

An AHT will take responsibility for ensuring the delivery of the Policy and programme, networking with the Head of PSCHE, but reporting directly to the Head Teacher.

The AHT and IAG partners (including the WRL Coordinator) will be responsible for:

- planning the programme
- networking
- overseeing the organisation of Work Experience
- programme monitoring
- review and evaluation
- supporting colleagues

The School Governors will be involved in the overall review of the policy.

PROFESSIONAL DEVELOPMENT

The School will assess the training needs of those delivering IAG on a regular basis and will offer opportunities to those staff through a range of training programmes – as and when appropriate.

EVALUATION AND REVIEW

The IAG programme will be reviewed on an annual basis by a guidance team which includes the AHT, Head of PSCHE, Connexions Adviser and Year Managers and comments will be invited from students in each year group. This review will also inform the

review of the Partnership Agreement. Consequently, the School Development Plan will be reviewed.

Policy and entitlement will be reviewed regularly and comments requested from staff, students and parents.

The IAG programme will include performance indicators and evaluation methods which are applied throughout the programme and the results presented subsequently.

THE STUDENT'S CAREER

MAKING THE MOST OF IT

To help students make the most of their career the School will work with its partners to provide:

INFORMATION, ADVICE AND GUIDANCE

So that students will be able to:-

- make option choices for Key Stage 4
- find out about options post-16
- match interests and strengths to possible careers
- use the careers library to find out information
- make decisions about the future
- draw up a career action plan
- apply for courses, training or jobs
- go for interviews with confidence
- seek further help when they leave school