

# **St. Bede's Catholic College**



## **Careers Education and Information Policy**

**Introduction:**

Careers education, information and guidance is an essential part of the support we offer to students at St. Bede's Catholic College. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them develop resilience and confidence and support each other to make positive contributions in society decisions and manage transitions as learners and workers.

Options for young people have become more varied and complex and it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future.

**Aims:**

Careers education seeks to:

- Educate pupils about the world of work and provide opportunities for students to participate in work experience.
- Support positive transitions post-16 and post-18.
- Advise and assist pupils in planning for the future.
- Provide information for students to make informed decisions and confidently adjust plans to manage change and transition.
- Encourage participation in continued learning, including further and higher education and apprenticeship pathways.
- Provide opportunities for students to engage with employers. These encounters build on their understanding of the labour market, job roles and routes to professions.

**Guidelines:**

The St Bede's careers programme aims to:

- Provide a programme of careers education for pupils in all year groups.
- Careers are integrated into St Bede's PSHCE programme with units focusing on career skills, career options and interviews.
- Encourage the interaction between the school, the pupil, parents and outside agencies in the field of employment and Further Education.
- Provide access to information about careers/courses through library resources and online platforms.
- Provide each pupil in year 11 with the opportunity of a career guidance meeting with the Careers Development Officer.

St Bede's Catholic College follows the principles of the Gatsby Benchmarks.

**Student entitlement:**

- All students are entitled to be fully involved in an effective careers programme.
- Students are encouraged to take an active role in their own career development. The careers programme emphasises student participation with a focus on self-development and learning about careers and the world of work.

**Careers information** is available through relevant displays and noticeboards. The careers resources in the library include a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-search activities. Students are encouraged to sign up to Unifrog, an online careers platform. Unifrog provides unbiased careers information and advice to young people to help them make informed decisions.

### **Procedures:**

The Careers Development Officer will:

- Co-ordinate a planned programme of careers education, information, advice and guidance.
- Facilitate a confidential and impartial careers meeting with students.
- Co-ordinate a planned programme of Work Experience including; preparation and planning, monitoring and follow up.
- Provide equal access to a programme of careers education, information, advice and guidance regardless of academic ability, aptitude, disability, sex, religion or ethnic background.
- Retain copies of the careers meeting and arrange appropriate follow up/guidance.

### **Measuring Impact and Evaluation**

We are keen to measure the effectiveness and impact of our careers programme at St. Bede's Catholic College, and this is done in a number of ways including student destination data and surveys.

This policy has been drawn up after consultation with staff and has been endorsed by the Governing Body. It will be evaluated on a regular basis.

For Careers information, guidance or support contact:

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