

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 pupils 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 to make decisions and manage their next steps.

Options for young people are more varied 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 further education.
- Encourage participation in continued learning, including further and higher education and apprenticeships.
- Support positive post-16 and post-18 transitions.
- Advise and assist pupils in planning for the future.
- Enable pupils to experience the world of work.

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.
- Provide each pupil in year 11 with the opportunity of a careers 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 the college website, displays, noticeboards and the library monitor. 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.

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 pupils.
- 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.

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

For Careers information, guidance or support contact:

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