



## Careers Education, Information, Advice and Guidance

### PERSONAL AND SOCIAL DEVELOPMENT AND CAREERS INFORMATION, EDUCATION AND GUIDANCE

*This document should be read in conjunction with the following:*

- *Phase 4 booklet 2018*
- *Phase 5 booklet 2018*
- *Transition booklet 2018*
- *Provider Access policy statement 2018*
- *Life Skills Policy 2019*

#### **AIMS:**

- To explore likes, dislikes, interests, how to spend time and develop this for the future.
- To explore the world of work through paid and unpaid opportunities.
- To explore personal identity and how the community works.
- To develop positive attitudes towards themselves and others.
- To develop goals and pathways for the future.
- To have access to independent information, advice and guidance to support them in planning future pathways.

#### **INTENDED OUTCOMES:**

- To be realistic about the opportunities available for them.
- To have an understanding of their skills, abilities, interests and how these can be used in employment opportunities.
- To be able to work as part of a group on a project that is paid or unpaid
- To be able to implement work skills in a variety of settings.
- To know how to productively spend their time

#### **ORGANISATION:**

- In Phase 3 (years 7&8) Careers Education, Information, Advice and Guidance are taught in year groups 7 and 8 and mixed P3 Blue. The focus is on Life/Career Management, Choices and Options and Self Development.
- In Phase 4 (Years 9,10 & 11) pupils follow accredited units in either ASDAN's Personal Social Development (PSD) or Personal Progress (PP), depending on their ability. These elements are cross curricular and take account of Citizenship, PSHE and Careers Education Information Advice and Guidance. They explore: preparing for work and have the opportunity to develop work skills through a range of modules; their own interests and leisure options; the community and their place within it; and how to improve the environment.
- In Phase 4, emphasis is also placed on transition and where the pupil will attend Phase 5.
- In Phase 5 (Years 12 & 13) the emphasis of the curriculum is on Pathways for Adulthood. The activities are related to work and life skills.

### **ACCESSING INFORMATION:**

- Pupils, parents, teachers and employers can access information about the school's careers programme from the listed documents and the school website
- Transition reviews are held annually for pupils and families from Y9-13
- Transition events are held three times a year for pupils and families in the secondary department when providers are invited into school to share information
- Pupils access work experience activities in school and the community
- The school holds a curriculum evening for families in September every year
- The Connexions advisor regularly meets with the Careers Leader and pupils in Y9-Y13
- Pupils, parents, teachers and employers can contact the Careers leader and make appointments for bespoke advice

### **MEASURING IMPACT**

- CEIAG "I Can" statements are listed within the school's assessment system to track progress in the curriculum
- Pupils are monitored when they have left the school and their NEET status in an indicator of successful impact
- EHCP outcomes are monitored within the school's assessment system for individualised tracking of targets
- Pupil voice is collected through surveys and interviews

### **CAREERS LEADER:**

Ms Lynn Johnston can be contacted at the school on:

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**Documents will be reviewed in:** September 2019