



### Careers Policy

This policy provides a framework for meeting and achieving through Careers Education Information and Guidance (CEIAG) the aims of:

- **Raising student achievement**
- **Supporting inclusion and promoting equality of opportunity**
- **Encouraging participation in lifelong learning, including further and higher education**
- **Developing enterprise and employability skills**
- **Encouraging students to contribute positively to their communities**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make choices aged 13-19 that are right for them and to be able to manage their careers throughout their lives.

Statutory guidance states that 'schools should consider a range of wider careers activities such as engagement with local employers and work-based education and training providers to offer all young people insights into the world of work'. This informs Thomas Becket Catholic School's commitment to providing CEIAG.

#### **1. Thomas Becket Catholic Schools Commitment**

1.1 Thomas Becket Catholic School is committed to providing high quality careers education and guidance as an integral part of every student's education. It will seek to ensure that the provision is appropriate to the age, stage, ability and educational needs of every individual and is underpinned by equality of opportunity. Thomas Becket Catholic School is committed to providing a planned programme for all students in years 7-13 in partnership with local organisations. Planning, resourcing and implementation of the differentiated curriculum content in years 7-11 through Lifeskills and is the responsibility of the senior leadership team alongside heads of year, and the head of sixth form in years 12 and 13. The timing and content of the delivery is aimed at the particular needs of the individual students.

1.2 Thomas Becket Catholic School endeavours to consider practically guidelines published and amended from time to time by the Department of Education, the Qualifications and Curriculum Development Agency and Ofsted.

1.3 Staff training needs are identified by the senior leadership team.

## **2. The objectives and aims of careers education and guidance**

2.1 The learning and support programme is designed to meet the needs of students at Thomas Becket Catholic School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of learning, planning and development through Key Stages 3 – 5. Out aims are as follows:

- To prepare all our young people for the opportunities, responsibilities and experiences of adult life.
- To ensure that all students have access to impartial CEIAG and are exposed to the full range of options available.
- To enable students to develop skills, attitudes and abilities, equipping them to become effective in a variety of adult occupations and roles.
- To help them develop educational, course- and career-awareness and enable them to manage personal career development.
- To enable them to handle careers information and assist them in making informed choices relevant to their stage.
- To enable them to experience the world of work and develop transferable skills.
- To enable them to manage transitions in their lives, such as the changes from Primary School to Secondary, from Key Stage 5 to University, or beyond to work.
- To help students understand the range of support available from the Prospects service and other relevant agencies.

## **3. Statement of entitlement**

3.1 Every student is entitled to careers education and guidance that:

- a) meets recognised professional standards of practice ;
- b) aims to provide a student-centred, impartial and confidential experience;
- c) is integrated into students' experience of the whole curriculum;
- d) is based on a partnership with students and their parents or carers;
- e) promotes equality of opportunity, inclusion and counters any type of discrimination; and
- f) is confidential, respecting personal information disclosed by individuals (except where the practitioner has an overriding duty to disclose to the senior member of staff with responsibility for safeguarding children).

## **4. Implementation of the policy**

- i. The overall responsibility for the co-ordination of careers education and guidance lies within the Senior Leadership team.
- ii. All staff make a contribution to careers education and guidance through their roles as form tutors, subject tutors and curriculum leaders and support staff.
- iii. The senior leadership team supports those staff in their various roles.
- iv. Implementation of the policy is the responsibility of all staff in their various roles, as already stated, with outside agencies and partners as appropriate.
- v. Funding is allocated in the annual budget planning in the context of whole school priorities and particular needs in the careers education and guidance area.

## **5. How the policy will be developed and evaluated**

5.1 The policy was developed and will be reviewed annually through discussions in the senior Leadership Team and governors.