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# FOREST HILL SCHOOL

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## **CAREERS' EDUCATION – IAG (information, advice, guidance) POLICY**

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*September 2013*

*Review: as required, or if a  
situation occurs which  
necessitates amendment*

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## **Background**

It is the policy of Forest Hill School that all students should have access to impartial careers' education and guidance throughout their time at Forest Hill. This means providing a high quality service to support current learners during Years 7-11 and onwards into SFH6 if this is their chosen route. Students will be encouraged to develop knowledge and understanding of self, roles and opportunities in education, training and employment. Students will be helped to develop the skills necessary to obtain and handle information, be realistic about personal capabilities and aspirations and make informed decisions about post-16 and post-18 options.

Forest Hill School recognises that a successful careers' education and guidance programme is a partnership between the school, SFH6 and other local providers. The guidance provided will recognise the individual needs of each learner and be provided in an independent and impartial manner.

## **Rationale for CEG**

A young person's career in their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 1997 Education Act places a duty on schools to give students in Years 9-11 access to careers' education, information and guidance. Forest Hill endeavours to follow the guidance in The National Framework for CEG 11-19 in England and the National Curriculum programmes of study for PSHE and citizenship.

## **Commitment**

Forest Hill School is committed to providing a planned programme of careers' education, information and guidance for all students in Years 7-11, and from Years 12-13 if they proceed to SFH6.

## **Development**

This policy was developed and is reviewed as required (or if a situation arises that necessitates amendment) through discussions with teaching staff, students, parents, governors, advisory staff and other external partners.

## **Objectives**

### **Students' needs**

The careers' programme is designed to meet the needs of students at Forest Hill School. It is differentiated to ensure progression through activities that are appropriate to students' stages of careers' learning, planning and development.

### **Entitlement**

Students are entitled to careers' education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

## **Implementation**

### **Management**

The Head of PHSE is responsible for co-ordinating the careers' programme. Work Experience is planned and implemented by an external organisation specialising in delivery of a WEX programme which is agreed by the Deputy Head.

### **Staffing**

All staff are expected to contribute to the careers' education and guidance programme through their roles as tutors and subject teachers. Careers' education is planned, monitored and evaluated by the careers' co-ordinator, and is delivered by the PHSE team and other external organisations. Careers' information is made available on the school website, in the Library and from external independent advisors.

### **Curriculum**

The careers' programme includes careers' education lessons, careers' guidance activities, work related learning including two weeks of work experience, careers' action planning and recording. Other focused events include a Philanthropy programme of activities and a Careers' Speed Networking session. Work experience preparation and follow-up take place in PHSE lessons and other appropriate parts of the curriculum.

### **Assessment**

Careers' activities are assessed and reviewed on an annual basis to ensure the identified learning outcomes are met.

### **Partnerships**

Forest Hill School works with a variety of external organisations throughout the year to ensure aspects of the careers' education programme are supported and met.

### **Resources**

Funding to support careers' activities is allocated in the annual budget in context of the whole school priorities. Sources of external funding are actively sought.

**Monitoring, review and evaluation**

A framework for monitoring the delivery of the careers' programme is being developed which will result in annual evaluations of the provision.