

HTIS CAREERS POLICY

CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE

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 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-13 and to give students access to careers information and guidance.

Aims and Commitment of CEG

HTIS is committed to providing a planned programme of careers education information, advice and guidance for all students in Years 7-13 and information, advice and guidance in partnership with the Independent Schools Careers Organisation (ISCO).

HTIS endeavours to follow the National framework for CE1AG 11-19 in England (DfES, 2001) and other relevant guidance from the DfES, QCA and Ofsted

At HTIS our careers' mission statement aims for all students to:-

- go into Employment, Education or Training (EET) after leaving HTIS
- have completed Work Experience
- have knowledge and understanding of careers opportunities available to them as an individual,

The development of careers provision at HTIS is constantly reviewed and considered through the careers section of the School Improvement Plan.

The Careers Policy supports, and is underpinned by key, school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented and special needs.

Objectives of CE1AG

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

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with teachers, students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism; it will comply with the disability and discrimination acts.

Implementation of CEG

Responsibility for the careers education within HTIS is divided between the Assistant Head (Director of Admissions) and the Deputy Head.

Work experience is planned and implemented by the Assistant Head (Director of Admissions).

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by external providers and form tutors. The careers programme is planned, monitored and evaluated by the Assistant Head in consultation with ISCO who provide specialist careers guidance. Careers information is available in the school library and on the school computer server.

The careers programme includes:

- careers education and information sessions
- career advice and guidance activities (group work and individual activities)
- information and research activities (in the school library; KUDOS programme and through the internet)
- work related learning (including: Year 8 and Year 9 “Take Your Daughter To Work” and one week work experience in Year 11)
- Individual learning and planning activities.
- Enterprise activities through enrichment days and visits.

Careers lessons are part of the school’s PSHE programme. Other focused events such as educational road shows are provided from time to time. Work experience preparation and de-brief take place during other appropriate times in the curriculum. Students are actively involved in the planning, delivery and evaluation of activities. Career learning is assessed using outcomes based on the National Framework and assessment for learning techniques.

M. Dunnington (Assistant Head)

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Next review to take place August 2010