

**MIHSG  
CAREERS POLICY  
REVIEWED JUNE 2018**

Careers Education and Guidance in MIHSG is an essential part of every student's curriculum entitlement. It should help students to develop knowledge; skills, attitudes and abilities to enable them to make well informed educational and vocational choices. Careers education will promote equal opportunities and help students to overcome both overt and subtle barriers, which may be encountered as they progress through school and into adult working life.

**Commitment**

MIHSG is committed to providing a planned programme of careers education and information, advice and guidance for all students in years 7 – 11.

**Management**

The career programme is directly the responsibility of the Career Co who is responsible to the Head Teacher.

**Staffing**

All staff will contribute to the Career programme through their roles as class and subject teachers. Specialist sessions are offered through the PSHEE programme. Careers Information and Guidance is provided in collaboration with the Careers Service

**The aims of the Careers Education and Guidance Programme at MIHSG enable students to:**

- Know themselves better
- Be aware of opportunities and get SMART targets
- Make choices based on accurate and appropriate information.
- Progress smoothly through a career pathway towards their ultimate goals to new situations

The key learning themes of our careers education and guidance programme will be:

- i. **Self-awareness** – to encourage knowledge of the students own strengths and limitations.
- ii. **Make Choices About Transitions** – to foster the ability to make appropriate decisions, realise the implications and prepare for the next step.
- iii. **Handle Career Information** – to know of and be able to access sources of help, advice and information and use this appropriately.
- iv. **Develop Opportunity Awareness** – to know what is available in Education, Training, and the Employment Market.
- v. **Explore The World of Work** – to gain realistic and practical experiences of industry and enterprise.

- vi. Careers Advisers work with each of our students to build on their aspirations, experiences, and abilities into a coherent action plan to improve their chances in the future.

All the careers advisers invited to the school are Level-6 qualified have at least 5 years' experience, have enhanced DBS clearance provide an extensive careers information resource for students, parents, and teachers.

### **Statement of Entitlement**

1. All students are entitled to Careers Education and Guidance which:

- i) Is part of a coherent and planned programme from 11 – 16 with clear careers targets.
- ii) Allows each student appropriate provision of PSHEE time in KS3 and 4.
- iii) Provide them with support from the school's Careers Co-coordinator and other relevant specialists.
- iv) **Opportunity Awareness**

Access to a Careers Library and Careers information which details:

- local, regional and national employment opportunities
- all relevant educational, training options in further education
- general labour market, occupational and life-style information through the careers programme in year 10 and 11.

The development of information seeking, information handling and application skills in relation to careers data held in written, audio visual and computer based formats.

### **School will:-**

- Ensure that the vocational route, including apprenticeships, is given equal status to the academic route, for example, by fostering greater links with employers so that young people and their parents/carers are exposed to a wider range of career options (For example; Y10 work experience).
- Promote the wider range of progression routes available at further education colleges, independent learning providers, and communities and skills providers.

### ***Focused events include:***

#### **1. Yr7 Careers Networking:** Lesson 1 – Lunch

- Groups of students meet and learn from people from industry and can ask questions.
- Small groups of students briefly meet with people from various organisations to discover the different career opportunities, qualification requirements, salaries, and progression available to them.

#### **2. Year 8 Skills Challenge Lesson 1 –Lunch:**

- Introduction to employability skills
- Small teams (5 or 6) of students compete to gain points as they tackle time-limited tasks that develop their employability skills.

### **3. Year 9 option afternoon:**

- is held during the Spring term.
- Parents are invited to attend
- Option subject teachers are invited to give a talk about their subject and the career path it offers.
- Larger teams (8-10) of students are given job-roles with a team and compete to win customers' orders and produce items according to their specification and deadline.

### **4. Y10 Interview Skills sessions**

- All Year 10 students attend an Interview Skill session under the business and industry Sentinels. This is usually held in the spring term.
- Students each complete a generic application form (1 month prior) in preparation for being interviewed. Feedback is given so that they can improve on any areas of weakness.

### **5. Year 10 work experience**

- All year 10 students are given the opportunity to attend a one week work experience to explore the world of work.
- It takes place at the end of June / beginning of July

### **6. Year 11 Careers Information day and college application technique**

- held in the autumn term
- local employers are encouraged to attend to address students and their parents. Opportunities are also given to meet local employers and employment agencies for guidance, before choices are made during Year 10
- One to one Careers Advice is given to each student to build on their aspirations, experiences, and abilities into a coherent action plan to improve their chances in the future.
- Explaining the process of sixth form/college application filling and how it contributes to the interview process and the importance of making a good impression with advice regarding interview technique.

### **7. Year 9,10 and 11 varies visits to career events throughout the year**

#### **The Entitlement is Dependent Upon Partnerships Between:**

- students and their parents/guardians
- school Trustees, Senior Leadership Team, form tutors, careers coordinator
- the Careers Service
- employers
- training providers
- higher education

#### **With Support From:**

- business and industry

- Manchester TEC
- Our Futures \*(registered careers service)

### **Monitoring and Evaluation**

- Career education is part of the annual School improvement Plan.
- The programme will be monitored and evaluated annually by the Careers Co and reported to the Head teacher to identify areas for improvement. This review involves all key stakeholders, including school and The Career service.

### **Link to other policies:**

- ❖ Equality
- ❖ Curriculum
- ❖ PSHEE

***Policy reviewed July 2018 (NI)***