

CAREERS AND WORK RELATED LEARNING POLICY

AIM/PURPOSE

The aim of the policy is to ensure that Trinity students receive the appropriate amount of careers guidance, support and advice. Specifically, our aims are:

1. To help students understand themselves and develop their capabilities in managing transition, assessing themselves and setting targets to make the most of their talents. Students should be able to review, analyse, record and explain.
2. To help students to investigate a broad understanding of careers and opportunities from different information sources, including work experience, and develop an ability to respond to changing opportunities. Students should be able to plan, investigate, assess, organise and understand the importance of their own career planning.
3. To help to raise aspirations, challenging stereotypes and encourage students to consider a wide range of careers.
4. For all students to take part in a planned programme of one weeks work experience.
5. To contribute to the PSHE programme.

The delivery of careers is both formal and informal and permeates the curriculum. The strategies undertaken in order to achieve the aims of careers education can be seen as a series of activities.

GENERAL PRINCIPLES

Careers education and work related learning consists of a planned programme to develop skills, knowledge and attitudes related to choices and transition to continuing education, training and employment. It offers a systematic and personalised approach to help students make choices through impartial, well informed advice and learn about work.

Careers education and guidance aims to prepare young people for adult and working life and contributes to the development of the whole person. Students should be able to develop knowledge of themselves and the opportunities open to them.

Skills:	Decision-making and managing change
Attitudes:	Self-reliance and self-motivation, including a positive attitude to life and towards others

These should be achieved through:

- ◆ A planned programme of careers education and guidance in dedicated careers lessons for all year groups.
- ◆ Other aspects of career and work related learning will be covered within PSHE lessons.
- ◆ Access to information in lessons through the school computer network and the schools Careers Information and Guidance Area.
- ◆ Access to individual confidential guidance in partnership with the impartial careers advisor delivered to meet the needs of the students, including those with special educational needs.
- ◆ Support for students to record achievement and plan future action.
- ◆ Experience of work.

- ◆ Practice job interviews with current employers.
- ◆ Students producing an on-line portfolio of work showing their development.

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Key Stage 3 includes:

- ◆ Reviewing skills - undertaking realistic self assessment of achievements, qualities, aptitudes and abilities.
- ◆ Reviewing, goal setting, reflection and action planning to support progress and achievement.
- ◆ Recognising stereotyped and misrepresented images of people, careers and work and how personal views affect decision making.
- ◆ Recognising that work is more than just paid employment.
- ◆ Using appropriate vocabulary and organising information about work.
- ◆ Decision making skills.
- ◆ Making realistic and informed choices of options available post 14.
- ◆ Opportunity for discussion with an impartial careers advisor.
- ◆ Parental/student access to careers information via school website.
- ◆ Student access to resources in the school's Information, Advice and Guidance area.

Key Stage 4:

- ◆ Understanding how the world of work is changing and the skills that promote employability through the use of labour market information.
- ◆ Identifying and using a variety of sources, including the National Careers Service, to analyse and evaluate careers information.
- ◆ Awareness of options post 16.
- ◆ Organising and presenting information in an appropriate format, for example, for guidance at interview.
- ◆ Individual interviews in Y11 with an impartial careers advisor.
- ◆ Work experience; a work placement of one week during the summer term of Y10.
- ◆ Practice interviews with employees during the Y11 Spring term.
- ◆ Future pathway talks from employers and apprenticeship providers.
- ◆ Parental/student access to careers information via school website.
- ◆ Student access to resources in the Information, Advice and Guidance Area.

MONITORING AND EVALUATION

The Careers/Work Related Learning Co-ordinator will keep the Head abreast of developments. The Curriculum Committee have responsibility for the policy and changes will be ratified by the Full Governing Body.