



The Belvedere Academy

Careers Education & Guidance Policy

1. Introduction

1.1 The Careers Education and Guidance Programme is an important means of motivating students to raise aspirations and attainments. Students have an entitlement to careers provision from Years 8 to 13. The programme also encourages students to see career development as a life-long process. Working in conjunction with parents, representatives from local businesses and industry, and with higher education providers, the Academy aims to provide a high quality Careers Education and Guidance Programme for all students.

2. Principles underpinning Careers Education and Guidance

2.1 Individuals are treated without prejudice and have an entitlement to Careers Education and Guidance, regardless of race, religion, ability, disability or social background.

2.2 Individuals have equal access to accurate, up to date and impartial information free from bias and stereotyping.

2.3 Individuals' personal aspirations are the most important factor in any activity and should be treated with respect.

2.4 Careers Education and Guidance underpins and runs through the whole curriculum.

3. Aims

3.1 Careers Education and Guidance has an important role to play in achieving the overall Academy aims. As part of a broad and balanced education, it helps individual students to build the skills, knowledge and values needed for the management of their lifelong learning and career development. Careers Education and Guidance will enable them to:

- Develop knowledge of themselves: strengths, weaknesses, personal qualities; and have a balanced view of their self-worth and potential;
- Be aware of education, training and career opportunities, including Apprenticeships;
- Make informed choices about education, training and career progression;
- Develop attitudes of self-reliance and responsibility for their own decisions now and in the future;
- Prepare for adult responsibilities, including effective relationships with colleagues.

4. Organisation and Content

- 4.1** A programme of Careers Education and Guidance, appropriate to students of all abilities, will be provided as follows:
- A planned programme of Careers Education delivered within PHSE in Years 8 – 13;
 - Opportunities to access appropriate information in a range of forms;
 - Independent, individual advice and guidance;
 - Experience of work;
 - Action planning and recording of achievement.

5. Teaching and Learning

- 5.1** A variety of teaching and learning styles will be employed. There will be opportunities for group activities, individual research, videos, speakers, visits.
- 5.2** Differentiation will be provided through the variety of resources used, tasks provided and through support to individuals and small groups.
- 5.3** Recording of achievement is integrated into the learning process in all Years, whilst career action planning begins in Year 9 and is further developed in Years 10, 11, 12, and 13.

6. Assessment

- 6.1** Assessment will be chiefly in the form of student self-assessment supported by discussion with Form Tutors, Teachers and Careers Advisors.

7. Moral, Spiritual and Cultural Education, Preparing Students for life in Modern Britain

- 7.1** Careers Education and Guidance will contribute to students' moral, spiritual and cultural development by helping them to understand the meaning and value of different types of work to individuals, communities and the country as a whole.

8. Equal Opportunities

- 8.1** Careers Education and Guidance will help to promote the Academy's policy on Equal Opportunities by:
- Providing a range of resources which match individual needs;
 - Helping students to understand the importance of Equal Opportunities in working life;
 - Monitoring resources to ensure the absence of stereotyping.

9. Inclusion & Special Educational Needs

9.1 Careers Education and Guidance will promote the Academy's policy on Inclusion & Special Educational Needs by:

- Providing a range of resources to match individual needs;
- Providing relevant support for students with learning difficulties.

10. Non-Human Resources

10.1 As far as possible, resources will be regularly updated. Current resources include:

- Books, worksheets, computer programmes, posters.

11. Partnerships

11.1 We will work in partnership with:

- An independent careers advisor who will support and complement careers education and provide guidance to individuals;
- Local industry and businesses who will be involved in cross-curriculum projects and work experience placements;
- Institutions of Further and Higher Education to maintain up-to-date information and advice and who will provide experience of post-Academy learning;
- Parents and carers, to exchange information and to enrich the Careers education and Guidance programme by contributing to careers education where appropriate.

12. Monitoring, Evaluating and Development Planning

12.1 The Careers Education and Guidance policy and programme will be regularly monitored and evaluated through a variety of techniques to ensure as far as possible:

- Relevance to student needs;
- Links with other Academy developments;
- Effective response to change.

13. Review

13.1 This policy will be reviewed when there are changes in the law, or in accordance with the schedule drawn up by the Principal and agreed by the ATB.

Last Revised and Modified: February 2015