

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR CAREERS EDUCATION & GUIDANCE



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POLICY REVIEW

This policy will be reviewed on a biennial basis in consultation with staff, parents and governors.

Amendments will only be made after full consultation with staff and governors.

Headteacher Date

Chair of Governors Date

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PORTFIELD SCHOOL MISSION STATEMENT

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

AIMS

Portfield School strives to promote the educational, moral, spiritual and social development of all pupils and to prepare them for life beyond school through a broad, balanced, relevant and coherent curriculum. Careers and the World of Work are about the relationships between young people, their learning and the world of work, allowing them to see the value of education, skills and accreditation.

The Careers Education and Guidance curriculum is subject to external moderation and accreditation by national award bodies. Careers Quality Mark was achieved in July 2012 and re-awarded in July 2015.

OBJECTIVES

- To deliver high quality, accredited Programme of Study validated by recognised awarding bodies such as ASDAN and OCR
- To recognise and record achievements and seek to offer external accreditation at KS 4 and Post 16 for all students
- To regularly monitor and evaluate accredited courses and seek to extend the opportunities for accreditation of the KS4 and Post 16 curriculum
- To offer the students opportunities to experience a wide range of situations and activities
- To ensure that all students receive effective preparation for transition to adult life via appropriate Link / Transition Programmes with future placements
- To facilitate access to and inclusion in the World of Work and FE opportunities wherever possible with Taster and Link courses at Pembrokeshire College.
- To encourage and develop the concept of the "lifelong learning" being drawn from a wide range of opportunities and experiences, regardless of the learning pathway that a student chooses to follow

TEACHING AND LEARNING

- The CEG co-ordinator is responsible for the planning, co-ordination and monitoring of the curriculum

- Up to Year 9 CEG is part of the PSD and Citizenship Scheme of work, from Year 10 onwards class teachers will be responsible for delivering accredited courses relevant to CEG
- OCR, ASDAN and “Moving On” all contain modules relating to Careers and the World of Work and community involvement
- The style of delivery will ensure access for all pupils regardless of ability or gender
- All pupils will benefit from a range of opportunities relating to CEG and have access to appropriate programmes and support
- KS4 and Post 16 students will have the opportunity to participate in mini- enterprise activities
- Partnership Agreement with Careers Wales
- Local industry and business links
- Students are encouraged to take an active part in assessment and planning for the future .
- From year 10 pupils will, where appropriate, have the opportunity to participate in a work experience activity
- Participate in Options Day

KEY SKILLS / LNF

LNF is taught through CEG studies. The following Key Skills form an integral part of the curriculum as a whole and are highlighted throughout the Schemes of Work.

DEVELOPING COMMUNICATION

Pupils will be given opportunities where appropriate in their CEG studies to develop and apply their skills of speaking, listening, reading, writing and expressing ideas through a variety media.

DEVELOPING NUMBER

Pupils will have the opportunities where appropriate in their CEG studies to develop and apply their knowledge and skills.

DEVELOPING ICT

Pupils will be given opportunities where appropriate in their study of CEG to develop and apply their IT skills to obtain, prepare, process and present information and communicate ideas with increasing independence.

DEVELOPING THINKING

Pupils will be given opportunities where appropriate in their CEG studies to develop and apply their skills of asking appropriate questions, making predictions and coming to informed decisions.

LEARNING ACROSS THE CURRICULUM CYMREIG

Pupils should be given opportunities where appropriate to develop and apply knowledge and understanding of the cultural, economic, environmental, historical and linguistic characteristics of Wales.

PERSONAL AND SOCIAL EDUCATION

Pupils will be given opportunities where appropriate to develop and apply the attitudes, values, skills, knowledge and understanding relating to CEG throughout the curriculum as a whole.

CAREERS AND THE WORLD OF WORK (11-19)

ORGANISATION

Portfield School has a Service Level Agreement with Careers Wales West, this facilitates:-

- Visits by the Careers Advisor for pupils with SEN to meet parents, interview students, discuss options and attend (Year 9 upwards) 14+ and other relevant Educational Review meetings
- Work experience activities to be arranged through school where this is felt to be advantageous and appropriate
- The school will check suitability and risk assess activities
- Work experience placements offered to students from other schools, colleges and universities

STAFF DEVELOPMENT

- In house training delivered by staff as appropriate
- Networking with colleagues from other schools, colleges and centres

EQUAL OPPORTUNITIES

All pupils will have access to a broad, balanced and relevant curriculum regardless of their race, culture, background, gender or disability. All areas for equal opportunity will be taken into consideration in the planning and delivery of lessons and activities. Provision should be made to enable the use of switches, IT communication aids etc. and the deployment of and support given by staff

HEALTH AND SAFETY

It is the responsibility of all staff and where appropriate, pupils to be aware of Health and Safety issues in relation to CEG. Positive attitudes should be developed towards personal safety and that of others when using equipment. Any issues arising should be brought to the attention of the Headteacher / Health and Safety Officer and a risk assessment carried out.

All visits to work placements must have prior risk assessment completed by Mr G Wilcox / Mrs J Richards or appropriate body.

MONITORING, EVALUATION AND DEVELOPMENT

- POS and accredited courses will be monitored, evaluated and developed during time allocated for planning and evaluation of SOW
- DHT will network with colleagues in other schools and colleges by attending moderation meetings and courses arranged by the appropriate awarding bodies
- Accreditation will be achieved by internal and external moderation as appropriate
- Individual progress and attainment in PSD and Citizenship is assessed and targets set annually using P Levels / NC Levels