

QUEEN ELIZABETH HIGH SCHOOL

WORK RELATED LEARNING AND GUIDANCE POLICY

Introduction

Students have an entitlement to a Careers Education and Guidance Programme, which seeks to encourage them to see career development and life-long learning as fundamental features of personal development.

Principles Underpinning Careers Education and Guidance

- Individuals have an entitlement to Careers Education and Guidance regardless of race, gender, religion, ability, disability, social background or sexual orientation.
- Individuals have equal access to accurate, up to date and impartial information free from bias and stereotyping.
- Careers Guidance is an integral part of the guidance programme and supports the broader school curriculum.

Aims

Careers Education and Guidance has an important part to play in achieving the overall school aims. It forms part of a broad and balanced education helping students to acquire the skills and knowledge needed for the management of life-long learning and career development. Careers Education and Guidance will enable students to:

- Undertake/develop self-exploration of personal strengths, weakness, qualities and form a realistic view of self-worth and potential.
- Be aware of education, training and career opportunities.
- Make informed choices about continued education, training and future career progression.
- Develop attitudes of self-reliance and responsibility for their own decisions now and in the future.
- Prepare for adulthood with respect to effective relationships with peers and adults other than teachers.

Organisation and Content

A programme of Careers Education and Guidance appropriate to students in Years 9—13 and of all abilities is provided as follows:

- A planned programme of careers education and guidance delivered during one-hour tutorials and via a Personal, Social, Health & Economic (PSHE) carousel. Special events are block timetabled e.g.

Year 9	Introduction to Connexions
Year 10	Work Experience
Year 11	Careers Fair; 'My Steps' Common Application Process (CAP)
Years 12/13	University Visits and Careers Convention

- Opportunities to access appropriate information in a range of forms from the Connexions Resource Centre

- Computer Software [School network/internet].
- Individual/group advice and guidance sessions [Connexions Personal Advisor].
- Experience of work [Trident/Work Related Learning].
- Extended Work Experience for Year 10.
- Action planning and recording of achievement – e-portfolio Individual Learning Portfolio (ILP).

Teaching and Learning

A range of teaching and learning styles is employed to ensure that all students are catered for. There are opportunities for group activities, individual research and the availability of DVDs, CDs etc.

Differentiation is provided through the variety of resources used, tasks provided and through support to individuals and small groups.

Recording of achievement is integrated into the learning process in all years by the use of the e-portfolio and Moodle.

Equal Opportunities

Careers Education and Guidance help to promote the school's policy on equal opportunities (Single Equalities Policy) by:

- Providing a range of resources which match individual needs.
- Help students to understand and appreciate the importance of Equal Opportunities in working life.
- Raise awareness of gender bias and stereotyping in the workplace.

Special Educational Needs

Careers Education and Guidance will promote the school's policy on Special Educational Needs by:

- Providing additional support for students with disabilities and learning difficulties.
- Providing a range of resources to match individual needs.

Staff Development

All staff involved have an entitlement to Careers Education Guidance training and are actively encouraged as part of the Continuing Professional Development (CPD) programme.

Resources

Resources are regularly reviewed and updated finance permitting. The resources include:

- Careers Library with a range of information sources such as books, DVDs, CDs etc.

- Specific careers software for individual/group research e.g. Kudos, Careerscape, with internet links to Connexions/Prospects web sites.

Partnerships

The school works in partnership with:

- Connexions Northumberland who support and complement careers education and guidance to groups and individuals. A partnership plan is developed annually (copy in school).
- Local industry and business that provide opportunities for work experience and teacher placements.
- The Connexions Service to support those students with special educational needs.
- Institutions of Further and Higher Education, to exchange up to date information and advice relevant to student needs.
- Parents and other carers to exchange information and ensure that each students' needs are addressed within the guidance programme.
- Extended Services and a variety of agencies including Education Welfare Office (EWO), Police, Education Psychology Service, Teenage Pregnancy, School Health Advisors, Child & Adolescent Mental Health Service (CAMHS), Youth Service.

Monitoring, Evaluation and Development

The Careers Education and Guidance programme will be monitored and evaluated in a variety of ways to ensure that it is:

- Relevant and appropriate to students developmental needs.
- Linked to broader school development planning.
- Effective and responds to change.

Staff with responsibility for Careers Education and Guidance

Mrs Diane Harris Deputy Headteacher – Student Care Guidance and Support/Inclusion
 Mr A Hedley Careers/Work Related Learning Co-ordinator.
 Mrs Andrea Burn Work Experience Co-ordinator (administration)
 Teachers/Tutors who deliver the guidance programme.

This policy was agreed by the Pupil and Curriculum Development Committee at their meeting on Wednesday 19 May 2010.

Designation	Signature	Date
Chair of Governors Adrian Woolley		
Headteacher, QEHS Neil Morrison		
Review Date	May 2012	