



## CAREERS INFORMATION, ADVICE AND GUIDANCE (IAG)

<b>1. Title</b>	<p style="text-align: center;"><b><i>Warlingham School</i></b> Policy for Careers Information, Advice and Guidance</p>
<b>2. Introduction</b> <ul style="list-style-type: none"> <li>▪ Rationale for IAG</li> </ul>	<p><b>Introduction</b></p> <p>A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (1997 Education Act, 2003 Education Regulations) and to give students access to careers information and guidance.</p> <p>Warlingham appreciate the contribution that IAG makes in raising achievement and developing employability/key skills and engaging young people with consideration to their future.</p>
<ul style="list-style-type: none"> <li>▪ Commitment</li> </ul>	<p>Warlingham School is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG) in partnership with the Surrey Connexions Service.</p> <p>Warlingham School endeavours to follow the National Framework for IAG 11-19 in England (DfES, 2001) and other relevant guidance from the DfES, QCA and Ofsted.</p> <p>Warlingham School follows the key aims of the national framework and has appreciated the importance of IAG in fulfilling a large part of the Economic Well-being element of the Every Child Matters agenda.</p> <p>Warlingham School is committed to gaining the 'Investors in Careers' award for IAG.</p>
<ul style="list-style-type: none"> <li>▪ Development</li> </ul>	<p>This policy was developed and is reviewed biennially through discussions with teaching staff; the school's Connexions personal adviser(s), students, parents, governors, advisory staff and other external partners</p>
<ul style="list-style-type: none"> <li>▪ Links with other policies</li> </ul>	<p>It supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented, and special needs.</p>

<p><b>3. Objectives</b></p> <ul style="list-style-type: none"> <li>▪ Students' needs</li> </ul>	<p><b>Objectives</b></p> <p>The IAG programme is designed to meet the needs of students at Warlingham School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The three main aims of the national framework, self development, career exploration and career management are covered by the careers programme.</p> <p>Vulnerable students are identified at the beginning of every year and this information is updated termly (in line with the Every Child Matters agenda.) All students with a statement of special educational needs receive individual support via annual reviews and other meetings, as do looked after children.</p> <p>There is an entitlement statement published on the website – warlinghamschool.co.uk – Appendix One</p>
<ul style="list-style-type: none"> <li>▪ Entitlement</li> </ul>	<p>Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.</p>
<p><b>4. Implementation</b></p> <ul style="list-style-type: none"> <li>▪ Management</li> </ul>	<p><b>Implementation</b></p> <p>There are several members of staff responsible for different areas of IAG. A qualified teacher working in SRW (Society, Religion and Well-being department) has responsibility for the careers education throughout the curriculum. This area is also supported by <i>a link governor</i>. There is a Careers Administrator who co-ordinates learning opportunities within the LRC, liaises with Connexions, organises work experience throughout the school and manages the Careers library. There are two assistant headteachers who work closely with this team to ensure that IAG is delivered appropriately and in line with the policy and the National Framework for Careers.</p>
<ul style="list-style-type: none"> <li>▪ Staffing</li> </ul>	<p>All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the personal development team. The careers programme is planned, monitored and evaluated by the teacher working within SRW in consultation with the Connexions personal adviser who provides specialist careers guidance to groups and individually. Careers information is available in the Connexions Library in the Learning Resource Centre which is maintained by the Careers Administrator, LRC staff and by Surrey Connexions.</p>
<ul style="list-style-type: none"> <li>▪ Curriculum</li> </ul>	<p>The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (with Surrey Connexions in the LRC, in PSE lessons, and on Warlingham's network e.g. FastTomato/Careersetc), work-related</p>

	<p>learning (including two weeks' work experience in year 10), and individual learning planning/portfolio activities. Careers lessons are part of the school's Personal Development programme. Other focused events, e.g. business and enterprise events, enhance learning opportunities. Work experience preparation takes place during assemblies and some curriculum time.</p> <p>Students are actively involved in the planning, delivery and evaluation of activities.</p> <p>The curriculum activities are linked to the National Framework aims and objectives.</p>
<ul style="list-style-type: none"> <li>▪ Assessment and accreditation</li> </ul>	<p>Career learning is assessed using outcomes based on the National Framework and assessment for learning techniques. <i>'Preparation for Work'</i> is planned to be offered to students at Key Stage 4 as part of a new work experience package.</p> <p>Pupils have the opportunity to complete a Financial Qualification in Year 9 (in line with the ECM outcome for economic well being).</p> <p>A range of qualifications e.g. COSH and BTEC Workskills are being offered to selected students.</p> <p>This is a developing area and will be enhanced further when the new guidelines for Citizenship are issued.</p>
<ul style="list-style-type: none"> <li>▪ Partnerships</li> </ul>	<p>An annual Partnership Agreement is negotiated between the school and Surrey Connexions Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with <i>local 14-19 partners and the Diploma Consortium</i>.</p>
<ul style="list-style-type: none"> <li>▪ Resources</li> </ul>	<p>Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the IAG. Sources of external funding are actively sought.</p>
<ul style="list-style-type: none"> <li>▪ Staff development</li> </ul>	<p>Staff training needs are identified as part of the Partnership Agreement process with Surrey Connexions Service and in conjunction with the Pastoral deputy (ic Staff development). Funding is accessed through Surrey Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time. Several training sessions are offered as part of our annual training programme e.g. for using FastTomato</p>
<ul style="list-style-type: none"> <li>▪ Monitoring, review and evaluation</li> </ul>	<p>The Partnership Agreement with Connexions is reviewed termly. The programme is reviewed annually by the careers co-ordinator and the personal adviser, using <i>the local quality standards for IAG</i> to identify desirable improvements, and a report is submitted to the senior leadership team and governors. Evaluations are carried out from time to time.</p>
<p><b>5. Approvals</b></p>	<ul style="list-style-type: none"> <li>▪ Signatures: Headteacher and Chair of Governors</li> <li>▪ Date of approval by Governors</li> <li>▪ Date of next biennial review</li> </ul>

Responsible for Policy:	Mrs T Needs
Date:	June 2009 (Student Welfare Support & Discipline Committee)
Approved:	
Review Date:	June 2010