



Dorset Education Partnership
FERNDOWN UPPER SCHOOL

Careers Policy

Policy first adopted: December 2013.....
To be reviewed 3 yearly
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Ferndown Upper School: Policy for Careers Education, Information, Advice and Guidance

Rationale for CEIAG: 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 decisions and plan their careers, both in school and after they leave. We have a statutory duty to give students access to impartial careers education, information and guidance from Y9 to 13.

Purpose

FUS is committed to providing a planned programme of careers education, information, advice and guidance for all students in Years 9-13 in partnership with the external provider. This provision is:

- reviewed annually through discussions with teaching staff, the school's external provider, students, parents, governors, advisory staff and other external partners.
- underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, enterprise and work related learning, equal opportunities, health and safety and special needs.
- designed to meet the needs of students at FUS. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Procedures

FUS endeavours to follow the guidance provided by the DFE as detailed under the provisions of the Education Act 2011.

- **Management:** A named teacher is responsible for co-ordinating the careers programme. The co-ordinator is responsible to a Deputy Head. Student guidance is managed by the Heads of House led by the Careers Co-ordinator. Work experience is planned by the Careers Coordinator and executed through administrative support.
- **Staffing:** All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the Deputy Head and external careers provider. Careers information is available in the Study Centre, 6th Form Office, House Offices, the Pastoral Centre and via the external provider website (currently Ansbury Online up to August 2014).
- **Curriculum:** Careers education will be integrated into the student experience of the whole curriculum and through stand-alone programmes such as the PSHE programme, the tutorial careers carousel, UCAS advice and Year 12 progression day and will be founded on a partnership with students and their parents or carers. The programme will provide equality of opportunity.

- **Partnerships:** An annual Partnership Agreement is negotiated between the school and the external careers provider through identifying the contributions to the programme that each will make. Other partnerships are being maintained and developed with other external agencies e.g. East Dorset Education Partnership and developing strong links with local businesses.
- **Resources:** Funding is allocated in the annual budget planning exercise. Funding for developments in the school's development plan is considered in the context of whole school priorities. Sources of external funding are actively sought.
- **Staff development:** Staff training needs for planning and delivering the careers programme will be identified by the Careers Coordinator and relevant CPD requested alongside the external provider.
- **Monitoring, review and evaluation and planning:** The Careers Coordinator will monitor and evaluate the careers programme and plan for improvement within the context of the annual PDL (Personal Development and Learning) action plan.