

BISHOP MILNER CATHOLIC COLLEGE POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE 2017 /2018

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 which are right for them and to enable them to have the necessary skills to be able to manage their careers throughout their lives. Schools and colleges have a statutory duty to provide careers education in Years 7-13 and to give students access to careers information, advice and guidance.

Aims and Commitment of CEIAG

Bishop Milner Catholic College is committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance in partnership with the local Connexions Service and external providers/professionals.

Bishop Milner Catholic College endeavours to follow the National Framework for CEIAG for 11-19 year olds in England, Quality Standards for Young People's IAG and current good practice guidelines DCSF IAG Strategy, DCSF Principles of Impartial Careers Education and other relevant guidance from QCA and OFSTED.

At Bishop Milner Catholic College our careers' mission statement aims for all students to:-

- successfully enter Employment, Education or Training (EET) at the right level, after leaving Bishop Milner Catholic College,
- have completed the Work Experience Programme (Sixth Form students only),
- have knowledge and understanding of current careers and study opportunities available to them as an individual.

Objectives of CEIAG

The careers programme is designed to meet the needs of all students at Bishop Milner Catholic College. It is differentiated and personalised to ensure the progression through activities which are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education, information, advice and guidance which 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 teachers, students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism; it will comply with the disability and discrimination acts, celebrate diversity and challenge stereotypes.

Implementation of CEIAG

Responsibility for CEIAG within Bishop Milner Catholic College lies with the Careers Co-Ordinator / Sixth Form Progress Leader (David Handy), who is responsible to the Vice Principal for Pastoral Care (Richard May). Work experience is planned and implemented for Sixth Form students by the Careers Co-Ordinator / Sixth Form Progress Leader.

The Careers Co-ordinator is responsible for the planning, coordination, implementation and management of the CEIAG and WRL programme, materials, resources and opportunities.

All staff contribute to careers education, information, advice and guidance through their roles as Form Tutors and subject teachers. Specialist sessions are delivered by external providers, staff with

responsibility for careers and Form Tutors. Careers information is available in the Learning Resource Centre and the Sixth Form 'Futures Room'.

The careers programme includes:

- careers education sessions, delivered through enrichment days, collapsed timetable days and guided Form Tutor led sessions during tutor time
- College Careers Convention
- Mock Interview events
- career guidance activities (group work and individual activities)
- information and research activities (in the Learning Resource Centre and through the Internet)
- work related learning (including one week of work experience opportunities for Sixth Form students)
- individual learning and planning activities
- Enterprise activities through enrichment days and visits
- labour market information and skill development to enable learners to discover information individually.

Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, enterprise clubs, employer talks and higher education presentations.

- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers and universities. These providers will also visit us in college to facilitate presentations, assemblies and Masterclasses. This will assist pupils in making an informed decision about their future career.
- Where possible we will continue to develop partnerships with local universities and colleges, apprenticeships providers, local employers and training providers.
- Sixth Form students have access to a wider variety of external speakers from local and national employers, professional organisations, higher education representatives and alumni.
- Students who are interested in joining the armed services at the end of Year 11 / Year 13 have the opportunity to discuss opportunities with visiting professionals.
- Year 10 and Year 13 students will take part in a Mock Interview Day in college. Year 11 students will have the opportunity for a Sixth Form or College 'Taster Day', where they select a day at Dudley College or a day as a Sixth Form student.

Links are being constantly maintained and developed further with local colleges of Further Education, universities throughout the United Kingdom (including Oxbridge), Dudley EBP, links with employers / work placement providers, Higher Education institutions, the Armed Forces, and the community sector.

Prepared by David Handy, June 2017

Review Date : Summer 2018