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**Policy for Careers Education, Information, Advice and Guidance**

**Rationale**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

**Commitment**

The Montessori Place is committed to providing our students with a careers education, information, advice and guidance for all students in years at an age appropriate level.

**Aims**

The Careers Education and Guidance policy has the following aims:-

* to contribute to strategies for raising achievement, especially by increasing motivation
* to support inclusion, challenge stereotyping and promote equality of opportunity
* to encourage participation in continued learning including higher education and further education
* to develop enterprise and employment skills
* to reduce drop out from and course switching in education and training
* to contribute to the economic prosperity of individuals and communities
* to meet the needs of all our students through appropriate differentiation
* to focus students on their future aspirations
* to involve parents and carers

**Student Entitlement**

Careers Education and guidance is an important component of the 14-19 Curriculum and we fully support the statutory requirement for a programme of careers education.

**Links with other Policies**

It supports and is underpinned by key school policies including those for Curriculum, Assessment, Equal Opportunities and Diversity, Health and Safety, and Special Educational Needs and Disabilities.

**Implementation of Careers Education**

The young people are part of a community that does a variety of real, adult-like work. They learn to operate a commercial kitchen, run an organic vegetable enterprise, manage a 10-acre ancient woodland, look after animals, and maintain the school buildings. These and other experiences give them the opportunity to determine what they would like to spend their lives doing, and how they would like to contribute to humanity. We organise visits from external speakers who talk about the work that they do, and this also opens up the possibilities of work in the world. Tutors offer information on job opportunities and University admissions criteria.

**Equality and Diversity**

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

**Implementation of Careers Guidance**

**i) Careers library**

**ii) Careers advice**

* available to all students as part of their regular one-to-one meetings
* used for individual interviews with all 14-16 year olds and other targeted pupils throughout the year

**iv) Post-16 options**

* Post 16 advice is provided throughout. The information and discussion are non-biased and the needs and wishes of the student are central.

**Parents.**

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through one-one handovers, information sent home and through school meetings.

**Management**

Work Experience is the responsibility of the Programme Director Paul Pillai. However individual Guides will assist students, though discussion and support.

**Staffing**

All staff contribute to careers planning through their roles as Guides.

**Curriculum**

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Other events and activities are planned and organised separately throughout the year.

**Monitoring Review and Evaluation**

Careers Guidance is monitored and evaluated annually through discussion with key staff and pupils.

The programme is reviewed annually and changes and improvements to the programme are recorded.

**Appendix 1**

Definitions

* Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
* Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.
* C&FE - Careers and Further Education

**Entitlement statement**

Excellence for All

**Statement of entitlement**

As a pupil of The Montessori Place, you are entitled to receive a programme of careers education, advice, information and guidance

**The programme will help you to:**

* Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
* Find out about different courses, what qualifications you might need and what opportunities there might be
* Develop the skills you may need for working life
* Make realistic, but ambitious, choices about courses and jobs
* Develop a plan of action for the future
* Understand the different routes after Year 11 including training, further and higher education and jobs
* Be able to make effective applications for jobs, training and further education
* Develop your interview skills
* Improve your confidence

**You will receive:**

* Careers advice
* Guided tutor time
* Access to careers information
* Work experience
* Other subject lessons linked to careers

**You can expect to be:**

* Treated equally with others
* Given careers information and advice that is up to date and impartial
* Treated with respect by visitors to the school who are part of the careers programme
* Given extra help if you have special needs