

CAREERS EDUCATION AND WORK EXPERIENCE POLICY

AIMS

An integral part of our mission statement is that pupils are equipped to see learning as a lifelong experience. Furthermore, we believe that a well-structured and highly effective programme of Careers and Education Guidance (CEG) will play a key role in contributing to how we prepare our young people for the opportunities, responsibilities and experiences of adult life. Therefore it is our key aim that from Year 7 onwards our students begin to develop a real understanding of careers and work-related information that develops their sense of enquiry not only about careers and higher/further education but also an awareness of how the skills developed in school are applicable and integral ingredients in the modern workplace.

St. Dominic's Grammar School's aim is for pupils to leave our establishment equipped to take their place in the world of work and to be independent learners who can succeed in their continued study at higher levels.

CURRICULUM SUPPORT

At KS3 from Y7 onwards, topics that are covered in PSHE and Citizenship lessons are designed to develop skills and information in preparation for students' transition into the wider world and ultimately those necessary for them to operate successfully in training, further education and work environments.

All Key Stage 4 pupils have a lesson of PSHE and Citizenship on their timetable each week.

Year 11 students also have a designated 'Careers' lesson (30 mins). Through these lessons pupils explore the world of work. They cover such areas as:

- * Options available for post 16 and 18 study/training
- interviews
- writing a CV
- issues in the workplace
- organising their examination study and revision effectively
- LMI

All pupils in our school are supported across the curriculum to help them to become independent learners through school wide initiatives such as C3B4Me and CARS. Many pupils have study periods on their timetable at KS4 and are advised on how to make the best of this time. This support can come from subject teachers, academic mentors and also outside providers through specifically tailored study skills sessions. In addition, from the summer term of Year 10 onwards, every pupil has an academic teacher mentor who they meet with each week on a one to one basis, giving them regular opportunities to speak about study skills and revision as well as possible future career pathways. The Careers and Work Experience Coordinator (member of staff) is available after school and in their free periods to help all

students to explore their future career interests and will support them in finding out about additional resources and information from a variety of sources. Students are encouraged to make an appointment at a mutually suitable time. The senior library is an ever expanding resource and is fully equipped with reference texts and computers to aid the pupils' learning. The Careers and Work Experience Coordinator passes on useful websites and other careers related resources to both students and parents via email, to students by way of an assembly or a slot in her own subject lesson where this may be relevant. Subject staff are encouraged to link curriculum learning to careers by referring to subject specific skills where possible and also displaying posters in their teaching areas.

In the Sixth Form, students are supported through their University applications by their academic mentor and have continuing access to career support. Students have the opportunity to attend a UCAS higher education convention and university open day visits. At the beginning of Y12 students fill in a next steps sheet which is retained by the Careers and Work Experience Coordinator and used to send out specific information about opportunities, training and both virtual and in person work experience opportunities.

WORK EXPERIENCE

Students participate in work experience for the first time at the end of Year 10

Work Experience Week is organised by the Careers Coordinator. However pupils are able to choose their own venue and are tasked with organising their own placements. The Careers Coordinator meets with each student to help them decide on the best placement for them. There are then sessions with both the Careers and Work Experience Coordinator, and as part of PSHE lessons which are aimed at students preparing themselves for their placements.

Each pupil is visited by a member of staff during their placement, who records their visit both in the pupil's diary and on a visit form which is held centrally. After their week's work experience, the pupils have a debrief session with the Careers and Work Experience Coordinator to review their progress and what they have learned from their placement.

Students are encouraged to organise another work experience placement once in the Sixth Form. This can be a one day shadowing placement, a one week placement or indeed an ongoing placement. It should be linked to their 'A' level subjects and/or possible career interests. Students are granted time away from school to carry these out by collaboration with the Careers and Work Experience Coordinator and the Headteacher.

VISITORS

We believe that encounters with employees and employers are invaluable to our students so that they can get a real world view of the world of work and further education and training. and also have the opportunity to ask questions and develop their own interests in various sectors.

We try to expose as many year groups as possible to this opportunity and visitors speak in assemblies to multiple year groups, to single year groups and to groups of students with particular interest and aspirations in a certain field. Visitors come from a variety of sectors including, aerospace industry, law firms, cabin crew, Tata Steel, Rolls Royce, RAF and Army and Apprenticeship providers, JCB and the fashion industry.