



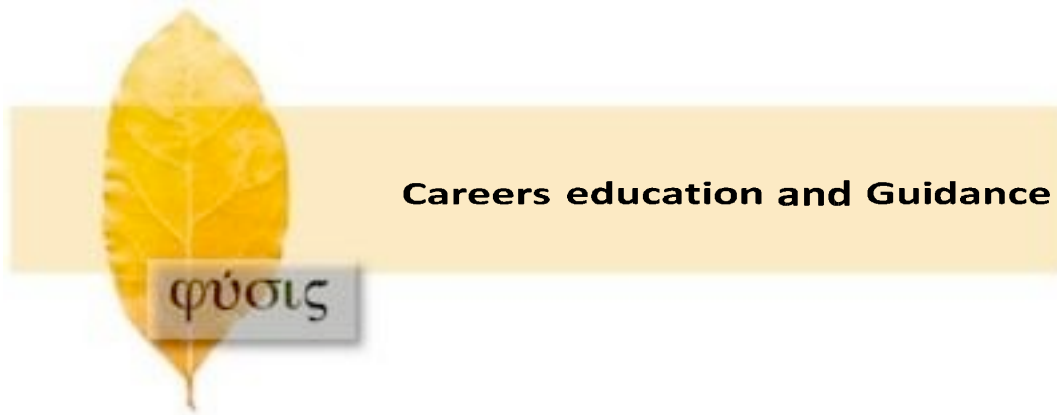
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Careers Education and Guidance Policy



**Physis Heathgates
Academy**

*Physis Quantum is a specialist provider of exciting and innovative services to
Children and Young People with special educational needs.*



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Careers Education and Guidance Policy

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January 2017

Careers education is an essential component of our curriculum through which we aim to realise the full potential of each pupil and prepare him or her for the rapidly changing adult world. The school is committed to providing a high quality, coherent and well co-ordinated careers programme, giving pupils open access to up to date, accurate and relevant resources.

AIMS

In careers we aim to:

1. Help students to develop skills in self-appraisal in order that they make reasonable decisions regarding subject choices, career opportunities and progression pathways.
2. Support the students' development of key skills and personal qualities such as tolerance, co-operation and initiative.
3. Enable students to make informed choices at key transition points and respond positively to change.

4. Ensure that students have high quality, accurate and up-to-date information about careers and work opportunities and that they know the sources of help they can call upon and make effective use of resources.

5. Ensure that all students gain an understanding of the world of work and participate in a minimum of a week of work experience during year 10/11

PRACTICE

There is a successful and well-organised programme of individual support and advice for pupils in all year groups provided by the Head Teacher / Careers Co-ordinator. This offers a variety of services including:

- Options
- Professional Skills
- Children – Work and Wages
- Missed Opportunities
- Career Action Plans
- Enrichment Days
- Gap Years and Your Career
- Labour Market Information
- Customers and Clients

This programme runs for three semesters each academic year.

There is also information on all progression routes with the assistance of external agencies such as County Training and Shropshire Youth.

Work experience is organised for all pupils in year 10 or 11.

Preparation includes 1:1 consultations with the Head Teacher and the youngster's keyworker, along with meetings with careers advisors from external agencies. The students will also have life skills training as part of their ASDAN programme of study and during 1:1 curriculum lessons when it is considered to be required.

MANAGEMENT

Careers Education and Guidance as well as Work Experience are co-ordinated by the Head Teacher.

1. Organisation of block work experience for Year 11

2. Devising PSHE/Citizenship and careers guidance schemes of work for all youngsters. The programme will be delivered largely during curriculum time with visits to outside agencies sometimes as part of extra-curricular activities.

3. Managing the careers library at Heathgates Academy.

4. Supervising and supporting the other staff involved in the delivery of any aspect of the programme.
5. Organising a programme of individual careers interviews, talks, visits etc.
6. Liaising with internal and external groups and individuals.
7. To disseminate information to, and collate information from staff and to arrange suitable INSET where appropriate.
8. To map student activities to ensure that all students have undertaken the necessary activities.

STAFFING

The careers co-ordinator works closely with a number of people within the school/home, i.e. directors, registered managers, teachers, key workers and other care staff.

Current liaison with outside agencies includes Shropshire Youth, County Training and various organisations regarding work experience.

RESOURCES

The Careers library contains a range of careers information and the school has internet linked computers. Youngsters have access to the careers library during break times with care staff supervision when using the internet.

Each student has the use of a laptop computer with supervised internet connection.

BT Learning and Skills programme. (an online guide of free resources)

Records of all meetings and consultations are kept in the education office of the school. There is a telephone with answering machine as well as a photocopier, printer, scanner should these be required. All relevant staff have keys for access.

The careers co-ordinator keeps a file for each youngster. As well as being very helpful internally it can also be of assistance to outside agencies.

PARTNERSHIPS WITH OUTSIDE AGENCIES

The school aims to foster good relationships with those outside agencies which provide us with support. These are County Training and Shropshire Youth. We have found these agencies to be of an excellent service for youngsters with special educational needs.

DEVELOPMENT

Developments during the next 12 months are:

- Careers library

- Relationships with a range of outside agencies

- Further developments to the timetabling of careers guidance