

# CAREERS EDUCATION & GUIDANCE POLICY



**Bishop Challoner**  
Catholic Secondary School

## Introduction

It is the policy of this school that all pupils should be given the opportunity to:

- know and understand themselves better and develop their capabilities
- investigate education, training and career opportunities
- implement their career plans by making choices, in a supportive atmosphere, about their own continuing education and training and about career paths.

We also aim to help pupils develop skills, attitudes and abilities which will enable them to be effective in a variety of adult occupations and roles, and improve their employability.

The Careers and Enterprise programme is designed with these aims in mind and is delivered largely with range of interactive and diverse opportunities to give each student the knowledge to make informed choices about their future. This takes place through the tutorial system, company visits, employability workshops, deep learning days and enterprise activities. This exposure to a wide range of opportunities helps them to focus on the type of career they would like to follow and the pathways needed to support that. The careers team (the careers coordinator, head of year and tutors) regularly discuss/monitor/evaluate the programme as necessary working alongside with the Basingstoke Consortium who provide the school with our independent careers advice.

During KS3 each pupil has the opportunity to discuss their career aspirations with a careers advisor and is given the knowledge and support to make informed choices for their KS4 pathways. All students have the opportunity to attend at least one employability workshop at school or in a local workplace which follows with their indicated career interests. Life lessons (PSHEE) will also take place to allow pupils to begin to explore 'work', 'career' and life after education.

During KS4 our pupils apply and further develop the skills to manage their experiences of learning and work. They assess and further develop their occupational interests focusing on employability skills and work values. We no longer have work experience as a universal event for KS4 students. Students may, in some circumstances, have a bespoke work experience organised on our behalf by the Basingstoke Consortium. This will be by agreement of the school and parent/carer, the final decision will be the responsibility of the Headteacher following recommendation from Assistant or Deputy Headteacher.

All our year 11 pupils follow our Mock Interview Evening programme, during which they learn self-assessment, self-presentation and interview skills. The programme culminates in our Mock Interview Evening, during which all pupils are interviewed and debriefed by a representative from the world of work. Once again, they are able to use their interviewers' feedback to assess their own learning. As with all our work, feedback is constructively critical and formative, our aim being to motivate our students and build their self-esteem. We invite both verbal and written comments from both our students and interviewers in order to help us monitor, review and evaluate this part of the programme.

Finally, we help our year 11 pupils to successfully make the transition from KS4 to post 16 college/training/work through visits to and from our local colleges/training providers, and they are available to parents at our year 11 parents evening. Our aim is to ensure students that leave Bishop Challoner would have developed the skills and confidence to make decisions and take increasing responsibility for their future.