

## POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

### 1. INTRODUCTION

École Jeannine Manuel (“the School”) is committed to the notion that 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 the Upper School (Lycée) track that best suits their goals, talents, interests and abilities, and, along with the assistance from the Director of Higher Education, helps them to prepare their Higher Education choices with a view to ensure sustained success and fulfilment throughout their working lives in a changing global environment.

The School is thus committed to providing all our pupils with information, advice and guidance at an age appropriate level.

### 2. 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

### 3. STUDENT ENTITLEMENT

Careers Education and Guidance is an important component of the Upper School (Lycée – Years 11, 12 and 13) curriculum and the School fully supports the statutory requirement for a programme of Careers Education.

### 4. IMPLEMENTATION OF CAREERS EDUCATION

Careers Education is delivered through PSHCE and EMC (the French equivalent of PSHCE), work experience, one-one counselling, Form Periods, ICT and during timetable sessions and Career Events such as careers open day visits and roundtables, supported by tutors, at appropriate points throughout the academic year. Additionally, the School brings in industry experts (university representatives, industry professionals, etc.) to complement the existing provision.

### 5. EQUALITY AND DIVERSITY

Careers Education is provided to all students at an age appropriate level 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. All students are provided with the same opportunities and diversity is celebrated.

### 6. IMPLEMENTATION OF CAREERS GUIDANCE

#### Careers library

The Upper School Library contains a section dedicated specifically to Careers & Higher Education. The Librarian will be available to help students find suitable resources.

#### Careers advisor – Director of Higher Education

- Available to all students and families through appointment
- Used for individual interviews with Upper School pupils (Lycée – Years 11, 12 and 13)
- Available at Careers Events

#### Post 16 education counselling

- Post 16 counselling is provided from Year 10 through Year 13. The information and discussion are non-biased and the needs and wishes of the student are central.

## Cialfo

- Students and families utilise Cialfo as part of the Careers and Higher Education guidance. Cialfo is a university and career platform that helps students to understand themselves better, and take that knowledge to find their ideal paths for higher education. Students find their strengths with Cialfo's science-backed Assessments, student workshops, career counselling sessions, and university events.

## 7. PARENTS

Parental involvement is encouraged at all stages. Parents are kept up to date with Higher Education and Careers-related information through one-one handovers, monthly newsletters, and through School presentations and meetings. Parents are welcome at careers interviews.

## 8. MANAGEMENT

Work experience is also the responsibility of the Head. However, individual teachers may assist students, though discussion and support.

## 9. STAFFING

In addition to the Director of Higher Education, all staff contribute to careers planning through their roles as teachers and subject teachers.

The senior team will liaise and consult with the advisors and counsellors to ensure that specialist guidance is available when required.

## 10. CURRICULUM

The Careers programme includes Careers Education sessions, Career Guidance activities (group work and individual interviews), field trips to university and career conferences, information and research activities, work related learning and individual learning activities.

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

## 11. MONITORING REVIEW AND EVALUATION

Careers Guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Head.

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

## APPENDIX 1

### 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

### 2. STATEMENT OF ENTITLEMENT

As a pupil of the School, you are entitled to receive a programme of Careers Education, advice, information and guidance

### 3. THE PROGRAMME WILL HELP YOU TO:

- Understand yourself, your interests, talents and aspirations, what you are good at and how this can affect the choices you make
- Find out about different curriculum tracks and 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 10 including further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence

### 4. YOU WILL RECEIVE:

- Careers advice, including CV/resume building
- Guided tutor time
- Access to careers information

- Meetings with the Director of Higher Education
- Work experience (where practical)
- Other subject lessons linked to careers

## 5. 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