



**CAREERS
POLICY**

2010



POLICY

The objective of Careers Education and Guidance at Greenhead College is to promote and maintain high quality careers education for all students as part of an overall commitment to provide a supportive environment in which individuals feel valued, grow in confidence and fulfil their potential for academic, moral, social and physical development.

PURPOSE AND SCOPE

Careers Education and Guidance aims to equip students with the knowledge, skills and attitude to ensure a realistic progression route and to manage their life long personal and careers development.

- Every student is an individual and should be treated without prejudice and have an entitlement and appropriate access to careers education and guidance, regardless of race, gender, religion, ability, disability, social background or sexual orientation.
- Each student should understand the full range of options open to them and be helped to develop decision-making and transition skills in order to further their independence.
- Each student should have equal access to accurate, up-to-date and impartial information free from bias and stereotyping.
- Students have access to an individual interview with a Careers Adviser from the local Careers Service Partnership either by self-referral or tutor/teacher referral.

Provision is also made for an individual interview with the College Careers Adviser.

- Each student has open access to an award-winning, well-resourced Careers Library. The Library contains information using the CRCI System, a Higher Education Section, Careers Software and Internet access.
- Careers Education and Guidance will be delivered as part of an annually reviewed, planned tutorial programme which will support the development of key skills and which will inform the students about the careers and options open to them in Further and Higher Education, training and work. This will be delivered in tutorial groups and will include group activities.
- Careers Education and Guidance will also be delivered via the Personal Tutors with one-to-one interviews as part of Greenhead College's monitoring system, or as an ad-hoc request.
- Students will be offered the opportunity for work-shadowing to gain experience of the workplace.
- Opportunities will be made available for outside speakers who will cover specific career areas and Higher Education.

- Students will have the opportunity to visit Higher Education Institutions as part of the decision-making process.
- Careers Department will arrange mock interviews for those students who are most likely to have selection interviews for University (Oxbridge, Medicine, Dentistry, Teaching, Veterinary Science). Other students may request a mock interview.
- Careers Department wholly endorses the new National Framework 11-19 for Careers Education and Guidance in England.

Approved by the Policy Committee February 2010

Approved by the Corporation March 2010

“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.

Policy prepared by: Gillian Peers – Head of Careers