



**HORRIS HILL
SCHOOL**

Careers Guidance Policy

Policy reviewed: by MML Autumn term 2023

Policy approval: Spring 2022

Date of next review: Autumn 2024

CAREERS GUIDANCE POLICY

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to the next stages of their educational and professional lives.

At Horris Hill we are committed to ensuring that pupils in Year 7 and Year 8 have access to impartial careers guidance. This is delivered through the PHSE programme, through tutorials, visiting speakers and specific careers literature available to pupils. This also includes information about various universities so that pupils, even at this early stage, can match their interests to courses available so that they can see how their individual pathways might open up and develop through to adult life.

In the delivery of actual careers guidance, pupils will be encouraged to consider options for their future working lives which are not stereotyped. Guidance given should not limit children's horizons but rather expand them, making sure that pupils have a broad view of the careers options open to them. Guidance should therefore cover a broad range of the opportunities which are available in wider society, not just those of a type considered particularly appropriate to the school's pupils, and it is good practice to encourage pupils to think about future work experience and similar initiatives. The school should be able to demonstrate that its approach to careers guidance is likely to have the effect of enabling pupils to make informed choices from amongst the different sorts of careers that can be available to school leavers generally.

Guidance in Year 7 and 8 is not too soon to start learning new skills and about the world of work. The sooner pupils start the more they be ready to make decisions in the future about their learning and career plans. Careers information, advice and guidance is about learning what kind of person you are and what are your strengths and weaknesses. During these years pupils need to begin thinking about themselves and their futures.

Pupils will start to learn about the transition points in their lives and how to plan ahead for them. Pupils will be able to learn about themselves, what their personal qualities and interests are and how they can start planning for the future.

Aims of the Careers Programme

The main aims of the programme are to:

- Provide careers education, information, advice and guidance for pupils
- Help pupils understand themselves and their interests
- Give access to independent and impartial information on opportunities in learning and work

Delivery and Content

- PSHE: career pathways, understanding business, consumer choices, economic understanding
- Introduction to careers websites and those specific to individual interests
- Employability skills i.e. learning about personal strengths and interests
- Encouraging students to use careers information provided and on the internet to research careers.
- Subject specific guest speakers

Through the PHSE Programme, talks and displays, pupils in Year 7 and Year 8 will learn about and discuss a selection of the following:

The World of Work

- Learner identity
- Strengths, interests, skills and qualities
- Different types of work
- Pathways through education and work
- Laws and by-laws relating to employment, hours, health and safety
- Different work roles and career pathways
- About the labour market

Financial Capability

- Being ambitious and enterprising
- Skills and qualities in enterprise
- Different types of business
- Assessing and managing risk in financial decisions
- Gambling and the consequences
- Social and moral dilemmas about the use of money

Through university and careers' literature, pupils will be made aware of:

Pathways to adult employment

- How interests and strengths can determine GCSE & A Level/IB courses
- How national qualifications might determine routes to further education/adult workplace
- What universities are looking for in prospective candidates with grades and offers
- How further education qualifications can open doors to the adult workplace
- What companies are looking for regarding internships and job offers