

Dixons City Academy

Policy Documentation

Policy: Careers

Responsibility for Review:
Vice Principal - Engagement & Progress
Head of Careers
Date of Last Review: September 2012

Careers

Statement of Policy:

The Academy is committed to providing a structured Careers Programme as the legal entitlement of all students. As such, it is an integral part of the preparation of students for the opportunities, responsibilities, decisions and experience of adult life. The programme will develop the students' skills and provide the information to enable them to make considered educational and careers decisions, which are consistent with their abilities and needs.

The aims are that students should:

- have the opportunity to undertake a variety of work-related activities and experiences
- understand themselves and develop their capabilities
- understand and investigate careers and opportunities
- be aware of education, training and career options
- make appropriate choices about their continuing education and career paths
- recognise their potential
- manage transitions to new roles and situations; and link what they learn in school with life outside and their future steps
- implement their career plans
- have access to a cohesive Careers Education and Guidance (CEG) programme from Year 7 through to Year 13

Procedures:

- the Heads of Year in conjunction with the Head of Careers manage and evaluate the provision of a CEG programme across the Academy, and liaise with the relevant outside agencies
- the Head of Year will liaise with Form Tutors and will provide relevant training for teachers delivering CEG
- the Heads of Year and the Head of Careers, will liaise with the Heads of Department, in order to increase subject teachers' awareness of their contribution to CEG and WRL
- the Head of Careers will negotiate a 'Partnership Agreement' between the Academy and Careers Bradford Limited. Key Stage 4 and Post-16 students will have access to careers guidance from an independent Careers Adviser employed by Careers Bradford Limited
- students who are leaving the Academy at Year 11 will have guided support from the Head of Careers in order to aid their transition to an alternative pathway
- the Head of Careers will keep parents informed regarding alternative Post-16 options and advice
- Key Stage 4 and Post-16 students will have an opportunity to attend career conventions, employment fairs and Higher Education conventions as part of their CEG programme (organised by the Careers Assistant)
- Key Stage 4 & 5 students will participate in planned 'work placement', organised by the Careers Assistant

- Key Stage 3 students participate in a CEG course relevant to their option choices
- Post-16 students participate in a CEG programme called 'Careers and Guidance'. A series of 'Professional Development Training Days' complements this programme
- Post-16 students have a structured electronic UCAS application procedure with clearly defined deadlines and support from Post-16 staff