

# THE HARVEY GRAMMAR SCHOOL



Founded 1674

## CAREERS EDUCATION & GUIDANCE POLICY

Adopted December 2013

## **Key Stages 3 & 4**

We are committed to ensuring that each of our pupils is effectively prepared both for the next stage of his school career and long-term future. Although, as a selective school, we place due emphasis on academic achievement, we also try to ensure that each pupil makes the best of his individual talents and skills and through the delivery of independent Information, Advice & Guidance (IAG) is aware of alternative routes for learning outside and beyond The Harvey.

In particular, we aim to provide all pupils with appropriate advice and guidance at all stages of their development. This will allow them to develop the necessary qualities to cope with the rapidly changing world of work.

Systematic careers education begins in Year 8. Discreet Careers Education & Guidance is delivered by Tutors, our Careers Coordinator, external agencies, in particular the CXK Careers Service. In addition to this careers education, a CXK Careers Personal Adviser is available to each pupil in order to help to decide the best way to achieve individual aspirations, career related and otherwise, through the provision of independent Information, Advice & Guidance (IAG).

Pupils are also instructed in the use of the various computer programs that help them investigate possible career paths. Detailed information on entry qualifications, the type of work involved and the skills required in a wide range of careers is available, enabling pupils to consider their own strengths and preferences.

All pupils in Year 10 participate in a Work Experience programme whereby each pupil is placed in a local commercial or industrial establishment for a period of two weeks, placements being carefully chosen in order to give all pupils a useful insight into the world of work as part of their entitlement to Work Related Learning during Key Stage 4.

In Year 11 each pupil has either a personal or group interview, as appropriate, with a Personal Adviser to assist in making the decision as to the most appropriate course of action for that pupil to follow at 16+. This is complemented by progress & target setting interviews conducted by his personal tutor in which challenging individual SMART targets are set and reviewed. Pupils are guided in their choices for post-16 learning on the basis of ability, interests and career aspirations. Each pupil receives a copy of the School's own Sixth Form Brochure alongside access to information about post-16 learning courses at other institutions, including other schools and Further Education Colleges. Once pupils have indicated their potential post-16 choices each is interviewed by a member of the Leadership Team. Consideration is given to those choices and appropriate alternatives and support given where necessary.

The Careers Education and Guidance Coordinator maintains a fully-equipped Careers Library with constantly updated information on the full range of careers possibilities, including details of all courses offered by both Higher and Further Education establishments.

## **Sixth Form**

All Sixth Formers are encouraged to prepare carefully for the next stage of their careers, with the benefit of advice from their personal tutors, Sixth Form Support Manager and the Careers Coordinator. Sixth Formers have the opportunity to attend formal presentations on making choices and application procedures to Higher Education, Apprenticeships and employment with training.

Further interviews with a member of the CXK Careers Service and local employers are also arranged for those students committed to entering employment directly on leaving School. Regular visits are made to the school by Careers Liaison Officers from the Armed Services and the Police.

Every Higher Education applicant is fully briefed about application procedures and provided with up-to-date information on available courses and Open Days. Students attend a Higher Education Convention at The University of Kent, Canterbury in Term 3 of Year 12 in addition to a 'taster day' at the University in Term 6. This

later event is complimented by an Information Evening for parents and students about the UCAS HE application process. Through the computer network, Sixth Formers have free access to university and college web pages in addition to a range of careers programs including Higher Ideas and the UCAS directory, which offer guidance on appropriate Higher Education courses.

Assistance and advice to students does not end when their time at the School comes to an end. Once A Level results become available, we provide assistance to Higher Education candidates who are experiencing difficulties with Clearing, whilst former students are always welcome to seek advice about employment or continuing education from the Careers Coordinator, the Sixth Form Support Manager and other senior staff.

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