



Careers Education & Guidance Statement

Introduction:

Saint Bernadette School is a popular mixed 11-16 Catholic comprehensive school serving South Bristol. The main employment sectors vary across different areas of the city, although the Bristol labour market as a whole is dominated by the Service sector. Banking, Finance, and Insurance companies form the largest employer group.

The School is well served by our Saint Brendan’s Sixth Form College and the City of Bristol College. Each year, on average, 70% pupils go on to FE Colleges and 30% find employment and/or training.

The Context for Careers Education at Saint Bernadette School

Accepting the broad definition of a ‘career’ as ‘a person’s course or progress through life’, the whole of education, preparing young people for their future lives, should rightly be seen as careers education. This is supported by the inclusion of the following, from the **School’s Mission Statement** .

***‘To offer a curriculum which provides all pupils with experiences and opportunities to achieve their full potential.
To be a community in which all are affirmed and encouraged to become self-reliant and have respect for the rights of others.
To enhance the caring nature of our school by identifying and responding to the needs of its members and by promoting links with the wider community.’***

However, within this wide perspective there is also a place for a narrower view of careers education as that part of the educational programme which is specifically concerned with personal choices about, and the transition into, further and higher education, training and employment. This is what is generally understood by the term Careers Education & Guidance and it is this part of the curriculum which this document specifically addresses.

Aims of Careers Education & Guidance:

‘Careers Education and Guidance is the planned provision of courses and activities to help young people manage their continuing personal and social development in the context of their choices of education, training and work’

- To enable pupils to develop a positive but realistic view of themselves, their strengths and aptitudes.
- To ensure that pupils are aware of and understand the range of training and educational opportunities open to them.
- To create an awareness of the wide variety of career opportunities and to encourage an open minded approach to career choice free from stereotypical constraints.
- To enable pupils to access and use appropriate information concerning career opportunities.
- To assist pupils in the development of their decision making skills.



- To help pupils develop the skills required to manage the transition from Key Stage 2 to 3 through 4 and onto post 16.
- To enable pupils to identify and develop the six Key Skills of Communication, Problem Solving, Working with Others, Improve own Learning, Number Handling and Information and Communication Technology (ICT).

Delivery

The programme is delivered through Key Steps in Years 7-9 and Bristol Achievers' Award in Years 10-11 and taught by a team of teachers.

Learning Outcomes for Year 7 & 8

Pupils will:

- Recognise their good points and be more self aware.
- Look at roles within a team and how to co-operate with others.
- Learn to manage time.
- Understand the term self-esteem (both positive and negative aspects)
- Explore stereotypes and understand equal opportunities and be able to apply them.
- Be able to identify, demonstrate and apply the Key Skill of Communication and Working with Others

Learning Outcomes for Year 9

Pupils will:

- Participate in decision making that requires their own and other pupils' points of view.
- Be able to access information from a variety of sources in the Careers Library
- Review their own personal qualities skills and abilities.
- Find the correlation between their interests and types of jobs.
- Identify personal qualities that relate to a person's career choices.
- Make an informed decision re. Key Stage 4 courses.
- Identify, demonstrate and apply ICT and working with Others

Learning Outcomes for Year 10

Pupils will:

- Explore, discuss and understand the concept of work.
- Understand the need for Trade Unions and their purpose in the Work place.
- Identify the risks and dangers in the work place and take appropriate action.
- Evaluate the qualities and skills needed for a range of occupations
- Assess the qualities valued by employers.
- Know how to find a work experience placement and obtain one.
- Identify, demonstrate and apply the six Key Skills.
- Have knowledge of the destinations of previous school leavers in Bristol.
- Know the local and national employment opportunities.
- Begin the process of completing a National Record of Achievement



Learning Outcomes for Year 11

Pupils:

- Know the range of opportunities available in further education and work to ensure they have a route that is progressive.
- Will be able to use the ConneXions Service, tutorial time, the Careers Library and ICT to access support and Information.
- Are able to make informed decisions for post 16 progression.
- Complete successfully a job application form for an employer.
- Develop skills as both an interviewee and interviewer.
- Complete a Curriculum Vitae.
- Will take part in a mock interview with an employer/training agency.
- Will identify, demonstrate and apply the six Key Skills.
- Complete a National Record of Achievement

Organisation

Careers Education is integrated into the Key Steps and Bristol Achievers' Award programme run by the Head of Careers. A variety of methodologies are used in the teaching of the programme, including didactic teaching, group discussion, role play, computer aided guidance programs, ICT, work place visits, videos and display work.

The programme, which is under constant review and is an evolving entity, comprises the following interconnected elements:

Specific Careers Education events

These may be taught by the Head of Careers, by teachers, advisers from the ConneXions Service, or by visiting speakers.

Cross Curricular Careers Education

Topics across the curriculum provide the appropriate context for the introduction of information about careers, qualifications, entry requirements etc. in a natural and unforced way. Subject teachers are encouraged to make explicit reference to such information.

Work Related Experiences

A number of activities help to provide pupils with a first hand experience of the world of work, including in Y10 a five day work experience and Industry day. In Year 11 there is a further opportunity for an extra five days to be used to inform their post 16 careers choices and enhance any work related coursework they are undertaking. The pupils also participate in a mock interview programme.

Careers Guidance

This is individual guidance and while all staff, especially tutors and the Head of Careers, have an important role to play, the main input is from the school's Personal Adviser who interviews pupils during their Year 11. The Personal Adviser is also available for individual interviews on request at any stage in Years 9 and 10.



Liaison and the role of parents

The Deputy Head liaises with Saint Brendan’s Sixth Form College. All pupils and parents are invited to a Pathways evening in the autumn term of year 11 where the sixth form (Saint Brendan’s) is represented together with a variety of Training Agencies as well as City of Bristol College and the University of the West of the England Open evenings at all local Further Education Colleges, held throughout the year, are widely publicised at this event and each month to all year 11 pupils through the tutorial programme.

The central role which Parents/Carers play in careers choice is recognised and every effort is made to inform them about the work being undertaken in school and the options available. Sons/daughters are encouraged to discuss career plans work with their Parents/Carers at every stage. The resources of the careers information room are available for loan and pupils are encouraged to discuss printed material and video material with their parents.

There are evenings to inform parents about Key Stage 4 options and Work Experience, Coursework and the National Record of Achievement.

The Personal Adviser and the Head of Careers are present at Parents’ evening in each of Years 9, 10 and 11.

Evaluation

At the end of each module in years 7-11, pupils complete a review form which the teacher reads and signs. In Year 11 files are moderated for the Bronze, Silver or Gold Bristol Achievers’ Award. Periodically work is checked for Years 7-11 by the Head of Department.

Work experience employers are given a National Record of Achievement report to complete.

Interviewers give feedback to pupils in the Mock Interview project but also verbally to the Head of Careers.