Mount Lourdes Grammar School

 Careers Policy

**Rationale**

Sound careers education, information, advice and guidance (CEIAG) in an environment of ever changing economic circumstances is essential for young people. Good CEIAG enables young people to identify appropriate pathways through study and training to future employment so that they fulfil their potential as contributors to the economy and society. Young people need to be able to recognise their own aspirations and how to achieve them, to develop knowledge of employment opportunities available as well as the necessary skills to navigate the world of work.

We therefore recognise in Mount Lourdes that CEIAG is a whole-school issue and the responsibility of all teachers, in all areas of the curriculum.

**Aims**

* To support students in making appropriate decisions
* To develop students as effective careers decision makers
* To enable learners to develop their knowledge and understanding of opportunities
* To enable learners to develop their skills and experience of opportunities
* To develop opportunities for personal career planning
* To enable opportunities for development of employability skills and relevant work related learning
* To help students reflect on their ambitions, interests, qualifications and abilities
* To help students to understand labour market opportunities and the key growth areas in science, technology, engineering and maths (STEM)
* To prepare pupils for the world of work
* To build upon partnerships with parents, local community and the NI Careers Service
* To make subject teachers aware of their role in CEIAG through linking skills with employability opportunities and through making connections between their subject and employment opportunities

**Roles and responsibilities**

**The SMT will: *(as outlined in Preparing for Success)***

* Promote the value of CEIAG
* Plan for coherence and progression across the curriculum
* Ensure quality of provision
* Allocate adequate resources including time
* Monitor, evaluate and review learner experience and outcomes

**Heads of Careers, Employability and Work Experience Co-ordinator will:**

* Design and deliver a CEIAG programme and link lessons and activities to careers education, careers information, careers advice and careers guidance
* Plan and use a range of learning and teaching strategies for effective CEIAG and enable effective development of employability skills
* Evaluate and develop the CEIAG programmes
* Pursue on-going professional development

**Careers Teachers will:**

* Deliver a CEIAG programme and link lessons and activities to careers education, careers information, careers advice and careers guidance
* Use a range of learning and teaching strategies for effective CEIAG and enable effective development of employability skills
* Help students integrate careers lessons and activities with personal career planning through individual career guidance interviews

**Subject teachers will:**

* Link subject content to CEIAG
* Link subject skills with employability opportunities
* Update own knowledge of employment opportunities

**Progress file co-ordinator will:**

* Ensure that there is a clear, well organised Progress File programme in place at Key Stages 3, 4 and 5 in Mount Lourdes.
* Provide on-going information and guidance to Heads of Year, form teachers and pupils involved in the Progress File process.
* Oversee completion of the Progress File Presenters in Yr 12 and Yr 14.
* Ensure that work done on Progress File in Mount Lourdes is in line with CCEA guidelines.
* Evaluate and make changes to the Progress File programme on an on-going basis, liaising with the Pastoral Vice-Principal, Heads of Year, form teachers and pupils.

**NI Careers Service will:**

* Provide balanced, comprehensive and up to date information on education, training and employment options
* Contribute to the CEIAG programme by working in partnership with the school
* Provide impartial advice and guidance
* Actively engage with parents to ensure they are aware of the support, advice and information available
* Participate in evaluation and guidance of CEIAG within the school
* Work with UU and NI Direct to present LMI in a format which will appeal to young people and parents

**Parents will:**

* Be advised as to how their child is progressing and involved in decisions and plans
* Be informed on the help their child is receiving with their career development
* Be informed on what options are available
* Be informed how to support their child’s plans

**Role of external agencies**

Heads of department and co-ordinators will liaise with external agencies to provide experiences of work, university/college information and interview guidance. External agencies include:

**Universities/College Open Days and Presentations**

QUB / UU / LJMU / St. Mary’s Belfast / CAFRE / Scottish universities / Trinity College / UCD / NUI Galway / Sligo IT / Letterkenny IT

**Education agencies**

Sentinus Year 10 Personal Career Planning, Year 12 Experience of Work, Year 14 Interview Skills and Personal Statement workshops

Methodist College Engineering Conference, Law Conference, Medical Symposium

STEM QUB

QUB Dentistry

St. Mary’s Interview Skills Workshop

UU HPAT presentation

**WHSST events**

Nursing and Midwifery event

Speech and Language Therapy as a Career workshop

Open Health Related Careers event

Bio-Medical Sciences workshop SWAH

Social Work as a Career

Occupational Therapy as a Career workshop

Pharmacy as a Career

Medical and Dental student information sharing and interactive workshop

**Interview Skills workshop participants**

Royal Navy, Army, CAFRE, St. Mary’s, Grafton, teachers/solicitors/doctors etc. from the community.

**Other partnerships**

STEM workshop Royal Navy

Nottingham university Medlink/Vetlink courses

STEM Truck

Student Finance personnel visit- parent invited to attend.

Bring It On

**Monitoring, Evaluation and Review**

The programme is monitored and evaluated by the Principal, Board of Governors and Heads of Careers. Evaluation of the different aspects of CEIAG provision is undertaken regularly by Heads of Careers and teachers delivering the programme:

* Meetings with co-ordinators of Work Experience, Employability and Progress File and V.P. in charge of Curriculum, reviewing Schemes of Work.
* Pupil questionnaires at key transition stages and parent voice at parents meetings
* Feedback in class and Student Council
* Careers event evaluation forms
* Departmental meetings: UCAS Progression routes, leaver’s destination, LMI opportunities.
* Feedback from local post 16 providers (Careers workshops open days/evenings).
* FLC monitoring and evaluation e.g. survey monkey questionnaires
* Feedback on pupil performance following mock interviews
* Partnership Agreement with Career Service NI is negotiated and updated annually.