

## **Careers Education Policy**

### ***Rationale***

Careers Education is an essential part of the preparation of all students for the opportunities, responsibilities and experiences of adult life. It should help them to be informed of their own continuing education and training and about possible career paths. It is our expectation that all students should leave the school and move on to either Further/Higher Education or training or other career opportunities.

### ***Aims***

The Careers Education at Leicester Community Academy Leicester is aimed at developing the following:

- To make informed decisions now and for the future drawing on self-knowledge.
- To make informed decisions now and for the future by making effective use of information and guidance.
- To develop and demonstrate key and employability skills.

### ***Outcomes***

By the end of the following Key Stages all the students will:

#### **KS3**

- Have a greater awareness of themselves (qualities, abilities, weaknesses, limitations).
- Know where the careers library is and have accessed some information there.
- Be aware of the implications of GCSE.

#### **KS4**

- Be aware of the options of post 16 and which of them might be suitable for them.

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

- Know where the careers library is and who the school careers co-ordinator is.

### **Post 16**

- Know where the careers library is and who the school careers co-ordinator is.
- Have increased awareness of the options of post 18 and which of these are suitable.
- Have increased awareness of personal qualities.

### ***Guidelines***

Careers Education forms a part of the Citizenship programme.

The school library houses relevant information and Higher Education prospectuses. There is a wealth of information and advice for young people on the Connexions website which is [www.connexions-leics.org](http://www.connexions-leics.org). Students can access the Connexions website during internet sessions.

Leicester Community Academy will increase its careers education provisions as and when funding is available, including the installations of a range of careers software e.g. Kudos, b-live

The University and College open days, talks from informed people inside and outside the school, will give further access to information. Students will also be taken to the Careers Fairs organised at the NEC Birmingham and in the city of Leicester.

Once a term guest speakers from different professional backgrounds will be invited to school to give inspirational talks on different careers in the public and private sector

### ***Procedures***

The Head Teacher & the Citizenship teacher are also the careers co-ordinator and are responsible for the delivery of careers education..

Once a month the careers co-ordinator will give 45 minutes of careers education to each class.

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

Every member of staff when approached by students should respond by offering appropriate guidance and support.

Careers Advisers from Connexions (Leicester City Council) are available for confidential careers guidance and can be contacted on (0116) 262 7254 or can be visited at 91 Charles Street, Leicester LE1 1HL.

Alternatively, visit the careers website:

<https://www.leicester.gov.uk/schools-and-learning/support-for-children-and-young-people/connexions/jobs-and-careers>

Reviewed: December 2017

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