



# **TOLWORTH GIRLS' SCHOOL & SIXTH FORM**

## **CAREERS EDUCATION AND INDEPENDENT ADVICE AND GUIDANCE POLICY**

### **Careers Education**

Careers education provides students with opportunities to learn about themselves and the skills they will need when they leave education. Activities and lessons are designed to make students independent and reflective, and to see the impact education can have on careers. Curriculum day activities and arranged sessions throughout the academic year will provide students with opportunities to become job ready and explore the future.

### **Independent Information, Advice and Guidance (IAG)**

IAG is delivered in an impartial manner and via face to face interventions with students. Tolworth Girls' School has its own Careers Advisor who offers IAG appointments to students in year 7 through to year 13. With many years' experience and knowledge of schools, college, training providers, apprenticeships, universities and opportunities for young people, students are able to effectively plan ahead for their future. IAG is also delivered through visitors to school from various sectors of industry and through accessing events held in the borough and nationally where students can speak with representatives from different providers.

### **Aims & objectives**

Tolworth Girls' School and Sixth Form is committed to preparing students for the future. This isn't just through the curriculum but also by supporting them to think about their career choices and informing them about all the pathways that are available after leaving education. With the raising of participation age, students need to remain in some form of education or training until they are 18, but this doesn't always mean school if this is not the desired or best route for the student.

We aim to inspire and motivate students to explore the best way for them as an individual and recognise that in today's world this may look very different to those from a few years ago. Students are seen as individuals and as a school we understand they won't all follow the same paths at post 16 and 18 transition.

It is important that students receive the right help and support in making those decisions, and this goes beyond the school gates. Parents also play a huge part in student's career choices and Tolworth Girls' recognises the importance of working with parents and

providing opportunities for parents to attend events both in and out of school to be kept up to date with developments in education. As a school we would also like to share the wealth of experience our parents have by building links for parents to get involved and spend time with students discussing their own careers. This could be in an assembly, at a speed networking event or at a careers focused activity.

During their school life students will be given many opportunities to explore their strengths and skills as individuals and be able to relate these to jobs and careers for their future. Students should leave school with knowledge and information relating to career planning and be aware of available resources to them.

Tolworth Girls' School and Sixth Form will ensure:-

- Students have access to impartial and up to date information, advice and guidance incorporating all available opportunities regardless of grades.
- Provide support on an individual basis, as well as group and year based activities.
- Give students access to resources in varying formats- web and paper based and give opportunities to become confident in their uses.
- Develop life and employability skills in preparation for the future
- Encourage students to identify their strengths and abilities and relate these to the world of work.
- Provide opportunities for students to meet with real people doing real jobs.
- Students engage in work experience opportunities in year 12 for a week.
- There is a comprehensive tutorial programme in place that encompasses careers exploration.
- Students have the opportunity to meet with an impartial careers advisor, particularly at key transitional times.

Ofsted place greater emphasis on careers in their inspections and forms part of their assessment on the schools abilities in preparing students.

The Department for Education released an update to its guidance to schools in March 2015, emphasising the importance and duty on schools to provide effective careers provision.

This includes:

- Real life contacts
- High quality independent careers guidance
- Range of activities
- Widening access to advice on alternative pathways
- Face- to -face guidance
- Removing stereotypes

All of which are areas Tolworth Girls' School and Sixth Form works hard to ensure students can access. Students have a say in activities that are offered through evaluation, and quality assurance is measured and reviewed by engaging with our visitors and providers to ensure appropriate and successful provision.

If you have any queries regarding Careers please contact our Careers, Work Related Learning and Business Links Co-Ordinator on 020 8397 3854 ext. 305.

