

Policy on Career Guidance

Aims

- To provide information to all students on subject choice and career options in a supportive environment.
- To provide support for students on a personal and social, educational and vocational level.
- To equip students with the necessary skills that will enable them to make decisions about their future.
- To keep parents informed and involved in their children's subject choices and career options.

Formation of Policy

The Principal, Deputy Principals and the Guidance Department Team (three guidance counsellors, two guidance enhancement personnel, two representatives from the special education department) formulate the policy.

Implementation of Policy

- Provide individual guidance to senior pupils with regard to subject choice and career options and to all other years by appointment.
- Organise annual visit out to local Institute of Education and visits in from colleges, IT's and career areas and provide information on open days.
- Prepare, facilitate and evaluate mock interviews utilising professional people from the local community.
- Provide a fully equipped career library with Internet access.
- Keep a clear, informative and up to date notice board.
- Invite outside expert speakers to address senior students and their parents on relevant topics.
- Provide information on higher and further education routes, grants, scholarships, access programmes, accommodation, living independently, apprenticeships, world of work etc.
- Organise study skills workshops for students.
- Administer tests e.g. Aptitude tests to third years, DRT to first years, WRAT as an aid in reasonable accommodation.
- Liaise with other departments and teams within the school e.g. Special education, Pastoral care, Referral, TY co-ordinator, LCVP co-ordinator.
- Provide a counselling service on a personal and social, educational and vocational level or combined.

Monitoring Procedures

- Guidance Team holds meeting with the Principal and Deputy Principals weekly.
- Evaluation is sought from teachers, parents, students and past pupils on all areas of the Career Guidance Programme both informally and through regular review.

Success Criteria

- Areas of guidance are regularly reviewed e.g. Study skills, Mock interviews, Careers Evening etc.
- End of year assessment for all guidance classes.

Review Procedures

The Guidance Department and the Principal and Deputy Principals review the policy annually.