



The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Cof E Primary School
- Lydford Primary School
- Okehampton College



## CAREERS EDUCATION AND GUIDANCE

This policy was adopted by the Dartmoor Federation Governing Body on

6<sup>th</sup> December 2012

and reviewed by the Policy Review Committee on 25<sup>th</sup> June 2015

### CEG aims to:

- Prepare all students for life after school and compulsory education.
- Provide accurate and up to date information about Careers, Education and Training.
- Assist students to set realistic goals and plan the pathways to help students realise their aspirations.
- Together with Careers South West support and meet the needs and interests of all students (College specific).
- Keep Staff up to date with current Careers information.

### Students should:

- Be able to develop self-assessment and self-awareness skills.
- Make sensible and well informed decisions.
- Be given an insight into all aspects of the local area, community and the work and employment opportunities in the area and further afield.
- Be able to understand the trends of destination data and make use of this information in their career management and exploration. (College specific).

## **CEG Provision at Okehampton College:**

- The day to day planning and running of Careers work is organised by the Careers teacher.
- The Careers Leader plans and coordinates a Careers programme which is delivered to all students from year 7 to year 11 (and post 16).
- The programme is differentiated to meet the needs of all students and is evidenced in the lesson plans.
- The Collaborative CEG Programme developed and agreed by the South Devon I.A.G Group is incorporated in the scheme of work.
- Year 10 students are given the experience of writing Letters of Application for a job with a CV followed by a practise interview with an employer. Practise interviews are held in school.
- The Work Experience Programme is delivered at the end of year 10.
- There is an active partnership between Local Industry, Business and Okehampton College.
- All year 11 students are given the offer (currently) of a 1 hour guidance appointment from Career South West an independent careers service, to help them plan for the future.
- Year 10 students are given opportunities to meet with Careers South West Advisors.
- Year 9 participate in an 'Extended Learning Day', which has a careers focus.
- Our Careers South West advisor is available at parents evenings, to offer guidance for students and their parents.
- Students from years 9 to 13 also have access to Careers South West for face-to face guidance, referred by tutors, heads of houses or parents.
- Students in all years have access to "Adviser Online" a web chat based service running weekdays from 12pm – 8pm (so meets requirement for year 8 students)
- All advisers from Careers South West have the industry standard pre-requisite qualification - Level 6 diploma in Careers Guidance which is the required "licence to practice".