POLICY NO: 20

Policy on Career Guidance

Aims

- To provide information to students on courses and career options.
- **To advise First Year Students on subject choices for second year**.
- To advise third year students on subject choices for Senior Cycle.
- To keep parents informed and involved in their children's subject choices and career options.

Formulation of Policy

The Principal, Deputy Principals and the Guidance **Department** shall formulate the policy.

Implementation of Policy

- Meet with all sixth year pupils individually.
- Organise visits to colleges of further education and attendance at open days in third level colleges.
- Schedule mock interviews utilising professional people from the local community.
- Provision of a fully equipped career library with Internet access.
- Keeping a clear, informative and up to date notice board.
- Invite outside expert speakers to address senior students and their parents.
- Provide information on grants, scholarships, the access program, accommodation, living away from home, apprenticeships, world of work, etc.
- Organise study skills workshop for students.
- Dats test for third year students.
- **Work with subject departments to provide information on subject choices for first third and Transition Year Year pupils.**

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Monitoring procedures

- Hold regular consultation with Principals/Deputy Principals.
- Feedback from **teachers**, parents and students.

Success criteria

- Students and parents are satisfied with the information and guidance provided.
- Senior cycle students are satisfied with their subject choices.
- Analysis of feedback from past pupils.

Review procedures

The policy is reviewed annually by the Guidance Department, the Principal/Deputy Principals.