

# *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.