

# International School Seychelles



## **Careers Guidance School Policy**

*You are not born for yourself but for the world*

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## **1. Policy Aims**

- A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make choices that are right for them and to be able to manage their careers throughout their lives.
- Schools have a duty to provide careers education and to give students access to careers information and guidance.
- International School of Seychelles (ISS) is committed to providing a planned programme of careers education for all students and pupils, giving them information, advice and guidance.

The purpose of International School of Seychelles (ISS) Careers Guidance Policy is:

- 1.1.1. Designed to meet the needs of students at International School of Seychelles (ISS).
- 1.1.2. Differentiated and personalised to ensure progression through activities that are appropriate to students and pupils at their stages of career learning, planning and development.
- 1.1.3. To ensure Students and pupils are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential.
- 1.1.4. To ensure integration of student's experience of the whole curriculum and be based on a partnership with students, pupils and their parents or guardians.
- 1.1.5. To ensure the programme will promote equality of opportunity, inclusion and non discriminatory practises against race, sex or religion

## **2. Policy Scope**

- International School of Seychelles (ISS) believes that students are entitled to Careers advice and guidance in which they can develop their skills and talents.
- This policy applies to all students.

### **2.1 Links with other policies and practices**

This policy links with several other policies, practices and action plans including:

- Teaching and Learning policy
- Inclusion policy
- Health and Safety policy

### **3. Monitoring and Review**

- 3.1. The Board of Governors of International School of Seychelles (ISS) will review this policy at least once annually.
- 3.2. International School of Seychelles (ISS) will regularly monitor student provision and evaluate process to have a careers education and guidance to ensure that this policy is consistently applied.
- 3.3. To ensure they have oversight of student provision, the Senior Leadership Team will be informed of any matters relating to careers education and guidance, as appropriate.
- 3.4. The Senior Leadership Team will report on a regular basis to the Board of Governors on any matter including issues around careers education and guidance, including outcomes.
- 3.5. Any issues identified via monitoring will be incorporated into International School of Seychelles (ISS) action planning.

### **4. Implementation**

- 4.1. In Primary, Phase Leaders take the lead in the careers provision.
- 4.2. In Secondary, the PSD Coordinator is in charge of the careers programme;
  - 4.2.1. The careers programme is planned, monitored and evaluated by the PSD Coordinator in consultation with the Senior Leadership Team.
  - 4.2.2. All staff, contribute to careers education and guidance through their roles as tutors, subject teachers and managers.
  - 4.2.3. Careers information is available in the different areas of the school.
  - 4.2.4. Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the Careers Education and Guidance area. The PSD Coordinator is responsible for the effective deployment of resources.
- 4.3. The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research, work-related learning (including work experience in Year 10), and individual learning planning/portfolio activities. Educational visits also form part of the careers provision. Form tutors are also responsible for checking students' careers progress. Alumni, outside speakers from universities and representatives from a variety of careers are also used to enrich our students and pupils' experiences.

### **5. Programme**

- 5.1. Careers provision are made in accordance with the UK National Curriculum.
- 5.2. It is divided into three parts: Careers Education, Careers Guidance, and Work Experience:
  - 5.2.1. Careers Education is delivered through Careers Events and within the PSD programme.
  - 5.2.2. Careers Guidance is given by the PSD Coordinator, the Phase Leaders and other outside speakers.
  - 5.2.3. Work Experience is administered by the PSD Coordinator.

<b>Section of the school</b>	<b>Programme highlights</b>
Reception	Talks from guest speakers
KS1	Talks from guest speakers
KS2	Talks from guest speakers
KS3	Talks from guest speakers  Year 9 PSD sessions - 'how to choose GCSEs' Options Evening
KS4	Year 10 Supervised/Community led Work Experience (in line with our Safeguarding procedures) Talks from guest speakers  Year 11 PSD sessions - 'how to choose A Levels' Options Evening Individual Talks from guest speakers
Sixth Form	Year 12 Choosing a university University presentations/University Fairs Personal statement writing Talks from guest speakers  Year 13 Complete university applications Individual university visits Mock interviews Alumnae visits Talks from guest speakers