
THE HAMMOND - Careers Education and Guidance and Work Experience

Revised Aug 04, Aug 05, Aug 06, Sept 07, Nov 09, Sept 11, August 12, November 2012
January 2014, February 2018, **March 2018**

Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

Helping Every Child to Achieve More

Senior Management with responsibility for Careers Education and work related curriculum: Jennifer Roscoe

Careers Co-ordinator and work related curriculum:

Co-ordinator: John Speakman

Work Related Learning:

Co-ordinator: Alison Kippax

Careers Education and Guidance operates within a context of a balanced and broadly based curriculum which prepares pupils for the opportunities, responsibilities and experiences of adult life. Effective Careers Education and high quality impartial Careers Guidance delivered with a pupil centred approach is vital to young people and the economy. Government initiatives throughout the 1990s and developing partnerships with key players in this area of the curriculum have raised the profile of Careers Education and Guidance.

Aim

In line with Cheshire West and Chester's Policy, the aim of CEG is to - 'provide all pupils with the skills, knowledge and information to enable them to make considered educational and careers decisions which are consistent with their abilities and needs, in the context of a complex and changing world'.

Entitlement

All pupils are entitled to -

- a planned, progressive Careers Education programme
- appropriate resources
- commitments to equality of opportunity and challenges to traditional stereotyping
- high quality, independent, impartial and objective guidance from trained personnel
- involvement of parents
- work experience opportunities
- good links with industry and local employers
- trained staff with clear responsibilities

Objectives of CEG programme

The structured programme in Years 7 - 11 has the following objectives -

- Self-awareness - helping pupils to become aware of themselves, their skills, abilities, interests and values.
- Opportunity awareness - encouraging interest in an awareness of the opportunities available in education, training and employment.
- Decision making - the development of skills required to make informed, reasoned decisions.
- Transition learning - the development of skills needed to cope with significant changes in our lives.

The programme is delivered through the PSICHE system.

The contribution of the following main partners is crucial to the effectiveness of CEG provision -

- Careers Co-ordinator and Work Related Learning Co-ordinator.
- Professional Students' Academic Co-ordinator and the Vocational Faculty Manager.
- Form Tutors and subject specialists
- West Cheshire College
- Parents
- The Hammond's LMT.

Cheshire West and Chester Young People's Service

Whereas the Connexions organisation provided an in-school programme of Careers guidance until 2010, the recent great reduction in size and scope of this organisation has meant that this support has now been withdrawn.

Cheshire West and Chester Young People's Service (formerly Connexions) is a free friendly service for young people aged 13 - 19 living in Cheshire West and Chester. Support is available up to the age of 25 if you have a learning difficulty and / or disability. We provide youth activities, information advice and guidance and support for young people who are not in education, employment or training (NEET) aged 16 – 19.

Where to find help - Email: youngpeoplesservice@cheshirewestandchester.gov.uk

The Vocational Faculty provides careers advice for dancers in the autumn term through a series of individual interviews with a panel of staff for parents and students. These sessions are particularly focussed on giving audition advice in terms of where an individual student's strengths lie and which institution they should consider for post-16 vocational training, which is usually a college of dance or musical theatre training.

Work Experience

The Hammond uses - Mploy Solutions Ltd, 9 Dalby Court, Gadbrook Park, Northwich, Cheshire, CW9 7TN – Tel: 01606 42823 – www.mploysolutions.co.uk – to deal with placements for our students; Mploy deal with the health and safety aspects and insurance of any placement.

Mploy are affiliated to The Institute of Education and Business Excellence and are also part of the examining board of Occupational Safety and Health.

Procedure for Work Experience Placements

Hammond vocational students take part in an end of year production which takes up the final two weeks of the school year and is counted as work experience in a performing environment. Drama and Music students are encouraged to find a suitable placement in conjunction with their parents depending on their particular interests.

The senior management has ultimate responsibility for Work Experience. The practical task of co-ordinating the scheme has been designated to Mrs L. Jones. Professional support will be given by Mploy. Mrs Kippax, is in touch directly with students and parents to assist in finding a placement, and making sure any placement is suitable and valuable work experience.

Definition - Work Experience may be defined as: *'a placement on employer's premises in which a pupil carries out a particular task or range of duties, more or less as would an employee, but with the emphasis on the learning aspect of the experience'*.

The Aims of Work Experience at The Hammond

To help pupils to -

- a) enhance their knowledge and understanding of National Curriculum and other subjects and develop vocational skills
- b) develop self-reliance and flexibility and the ability to work with others
- c) learn about the world of work and gain an insight into the skills and attitudes required by employers.

PUPILS WITH DISABILITIES

Policy Statement

The Hammond has an equal opportunities and disability policy which is designed to ensure access to the curriculum (please see policy) regardless of sex, sexual orientation, religion, socio-economic background, colour, race, nationality, ethnic origin, sensory or physical disability.