



Policy

Careers Education, Information, Advice and Guidance

Oakham aims to give all Oakhamians the values and life skills to be prepared for the many challenges of life after school. A key element of this is a commitment to providing all students from Forms 3 to 7 with high quality Careers Education, Information, Advice and Guidance (CEIAG), which is seen as crucial in preparing students to make decisions about their futures. Whilst most students choose to apply to a university, individuals are encouraged to consider a range of options and think about the best path for them.

To support this aim there is a planned programme of careers education. In Form 3 pupils are guided through their GCSE choices and take part in relevant activities in PSHE, Citizenship and the activities programme. In Form 4 and Form 5, staff from the Careers Department deliver a range of sessions covering career areas, careers resources, CV and letter writing, the importance of work experience and researching courses as a means of informing 16+ subject choices. All Form 4 pupils undertake the Morrisby test during the summer term, which forms the basis of 1:1 interviews with trained Careers staff in Form 5.

In Upper School the tutors take on responsibility for delivery of the careers programme using materials provided by the Careers Department. Students are guided through a series of sessions covering course and university research, the UCAS process and student finance. Pupils new to the school are given the opportunity to undertake the Morrisby profile at the beginning of Form 6. Form 6 pupils are given the opportunity to update their ideas and preferences using the Morrisby online tool and through discussions with tutors and the Head of Careers as required. Students are encouraged to take responsibility for their own future and to explore the many options open to them.

Aims:

- To provide high quality information, advice and guidance (IAG) that allows students to make fully informed choices about their future.
- To ensure teaching colleagues involved in the delivery of the Careers programme are trained and have up to date and appropriate teaching resources.
- To guide students successfully through the process of university applications, in the UK and abroad.
- To ensure the best transition for each student at 18+ (and at 16+ with regards to subject choices).
- To provide an open and helpful environment for students to seek relevant, up to date information and help about any aspect of careers or work experience.
- To manage a structured approach to work experience, providing students with meaningful work place learning, and both students and parents with the information they require.