

# IRIS School Careers Policy

**Effective Date:** October 2024

**Review Date:** October 2025

## 1- Purpose

To provide a framework that supports students in exploring career options, developing skills, and making informed decisions regarding their educational and career pathways.

### Goals:

1. To equip students with the knowledge and skills necessary to make informed career choices.
2. To foster an understanding of the relationship between education and career options.
3. To provide resources and support for students to explore various career pathways.
4. To encourage students to take ownership of their career exploration and planning.

## 2-Vision

The careers education at IRIS School informs, promotes and supports every student's best possible future to *allow their light to shine*.

## 3-Ethos

The career decisions that young people make at school will affect not just their higher education, training or employment, but also their personal lives, finances and health outcomes. At IRIS School, our goal is to equip our students with the necessary skills to adapt to an ever-changing economic climate, inspiring them to become life-long career learners.

## 4-Commitment

IRIS School provides a programme of high-quality **Careers Education, Information, Advice and Guidance** (CEIAG), as well as a range of careers-related experiences, to ensure that these decisions are fully informed, and that all students are able to identify and develop their key employability skills to succeed in whichever career is right for them; be this through university, or an apprenticeship pathway.

## 5-Policy Guidelines

### 1. Career Exploration and Awareness

- **Career Counselling:** Provide access to career counselling services to help students explore interests, skills, strengths, and values related to career choices.
- **Workshops and Seminars:** Organize workshops, seminars, and guest speaker events featuring professionals from various fields to provide insights and practical information about different careers.
- **Career Assessments:** Offer standardized career assessments to help students identify potential career interests and align them with educational opportunities.

### 2. Curriculum Integration

- **Career Education Programs:** Integrate career education into the regular curriculum to foster awareness and relevance of subjects to potential career paths.

- **Elective Courses:** Provide elective courses that introduce students to various fields of study, such as business, technology, arts, and vocational training.

### 3. Work-Based Learning Opportunities

- **Internships and Job Shadowing:** Collaborate with local businesses and organizations to facilitate internships, job shadowing, and other experiential learning opportunities for students.
- **Community Service:** Encourage students to participate in community service projects that develop soft skills and provide exposure to different careers.

### 4. Individual Career Plans

- **Development of Individual Plans:** Guide students in creating Individual Career Plans (ICPs) by the end of their sophomore year to outline their career goals, interests, and the steps needed to achieve those goals.
- **Regular Updates:** Ensure that students regularly update their ICPs with the help of counsellors or advisors as they gain new experiences and insights.

### 5. Parental Involvement

- **Information Sessions for Parents:** Organize workshops and information sessions for parents to help them understand the career development process and how they can support their children.
- **Communication:** Maintain open communication channels between parents, students, and career counsellors.

### 6. Access to Resources

- **Career Resource Centre:** Establish a dedicated Career Resource Centre equipped with materials such as career assessment tools, job listings, college information, and scholarship resources.
- **Online Platforms:** Provide access to online career exploration tools and databases that allow students to research careers, colleges, and vocational programs.

### 7. College and Career Readiness

- **Post-Secondary Planning:** Assist students in understanding the differences between various post-secondary options, including universities, community colleges, technical schools, and vocational training programs.
- **College Applications and Financial Aid:** Provide guidance on college applications, financial aid opportunities, and scholarship resources.

### 8. Evaluation and Feedback

- **Program Assessment:** Regularly assess the effectiveness of career services and programs through student feedback, outcomes tracking, and stakeholder input to ensure continuous improvement.
- **Success Metrics:** Establish metrics to measure students' career preparedness, satisfaction with career services, and post-graduation outcomes.

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## CAREERS LEADER

The school has a named Careers Leader who has the strategic and operational overview of the CEIAG programme and is supported by school staff in delivering the programme. The Careers Leaders are:

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### **Conclusion**

The Career Policy for Secondary Students is designed to foster a supportive environment that encourages exploration and preparation for future careers. By providing resources, guidance, and opportunities for hands-on experience, our goal is to empower students to take proactive steps toward achieving their career aspirations.