



Policy Name: Careers and Work-Related Experiences

Policy Number: DISG 24 . Careers and Work-Related Experiences

Careers and Work-Related Experiences Policy 2024

Statement

The school is committed to supporting our learners, through our Careers and Work-related Experiences programme, so that they can make informed decisions with their education and career path. The programme will provide independent and unbiased career advice and guidance to learners in years 7 to 13 to empower them to plan and manage their own future.

Aims

We are committed to:

- Raise awareness of the education, training and careers opportunities available to learners
- Empowering learners to make effective career choices and to manage their own futures
- Raise learners' motivation and aspirations
- Prepare learners by improving their skills and attitudes needed for employability
- Promoting equality, diversity and challenging stereotypes
- Ensure that all learners have equal access to unbiased career advice and guidance from external sources.

This will be achieved as part of an overall policy for Careers and Work-Related Experiences through the school curriculum including registration periods, PSE, learning areas and cross-curricular themes in line with the Curriculum for Wales framework.

Careers and Work-Related Experiences is linked to other school policies including Learning Pathways 14 – 19, teaching and learning, personal and social education, equal opportunities, additional educational needs and the school's Partnership Agreement with Careers Wales.

An annual review meeting will be held, usually prior to the partnership agreement renewal meeting with Careers Wales.

Responsibilities

The Governing Body

- appoint a governing board member who will have a strategic interest in careers education and encourage employer engagement
- provide clear advice and guidance on which the school can base a strategic careers plan that meets legal and contractual requirements
- ensure that independent careers guidance is provided to pupils throughout their secondary education (aged 11 to 18) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- ensuring that a range of education and training providers have access to pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- ensure that details of our school's careers programme and the name of the careers leader are published on the school's website
- ensuring arrangements are in place for the school to meet the statutory requirements for the introduction of Careers Education in School.

Senior Management Team

- strategic planning of Careers and Work Related Experiences priorities in collaboration with subject leaders;
- support individual departments through line management meetings;
- ensuring that the plan for school improvement prioritises Careers Education and that structures are put in place to support these priorities;
- monitoring the quality of teaching and learning across the school through activities such as lesson observations, viewing pupils' work and departmental reviews.

Careers Coordinator

Gwyneth Rees

- Plan and manage careers activities in school.
- Manage the Careers and Work-Related Experiences budget.
- Work closely with the Careers Advisor to plan, organise and monitor our programme.
- Support department heads, subject teachers, heads of year, tutors, and the PSE coordinator to build Careers Education and Work-Related Experiences across the curriculum.
- Work closely with our SEN Coordinator to identify what guidance all our pupils with special needs need and provide them with personal support including transition plans.
- Establish and develop and liaise with employers, careers education providers and external education institutions.

Careers Adviser

Lowri Foulkes

The main role of a Careers Adviser is to provide impartial and professional support to individuals and to co-ordinate a range of Careers Wales team services for the school. The service provided by Careers Wales will focus on the short and long term needs of learners with a focus on:

- Broadening horizons
- raising awareness of the skills needed in the modern labour market
- develop the skills for short and long term career planning at key transition points for pupils who need it.

Her work at Key Stage 4 will provide differentiated support to all learners to meet their individual needs. With pupils allocated to one of four categories of support, ensuring resources are used according to customer needs:

- General support for those young people who can then self-help through the digital and social media platforms and attend group sessions.
- Career Verification Support – one-to-one support for those young people identified as needing guidance and coaching support.
- Additional Learning Needs Support - one-to-one support for those young people identified as having additional learning needs (ALN) See the page below for more specific details.
- Post 16 presentation to year 11 in the first term.
- Attend Year 9 and 11 parent evenings.

Staff

All staff are expected to contribute to the delivery of Careers and Work Related Experiences through their roles as heads of year, department heads, teachers, tutors and support staff.

Statutory requirements and delivery methods

A school curriculum should enable pupils to gain experiences and knowledge relating to careers and the world of work so that they can make informed decisions about their career path. With this the Careers Education and Work Related Experiences work programme must incorporate activities appropriate to their age and development and across all areas of learning. Our programme will be based on:

- A Careers and Work-Related Experiences programme designed by the Careers Coordinator by working closely with Careers Wales, Unifrog and other external organisations.
- The contribution and commitment of every single teacher from the subject departments including the planning and provision of Careers and world of work activities for pupils within their syllabuses and for the four purposes of Curriculum for Wales.
- The contribution and commitment of all heads of year and registration tutors to offer guidance, unbiased career advice to learners in years 7 to 13 during the morning registration period.
- Collaborate with the school's PSE Coordinator to use the school's PSE days for careers and world of work activities.
- Career Wales sessions with groups of specific pupils such as year 9 and post 16 options.
- Establish and use already established contacts to invite employers, higher education institutions and other agencies to contribute to the programme.
- To inform parents/carers through Weduc of any webinars, school-based careers events and the important role parents/carers have in their children's career development.
- In terms of Equal Opportunities the school is committed to ensuring that all operating practices, activities and events related to Careers and Work-Related Experiences Related are unbiased in terms of gender, religion, race or disability.

Monitoring, Reviewing and Evaluating Careers and Work-Related Experiences

Activities that form part of the Careers and Work-Related Experiences programme will be evaluated and the information will be used to help with planning for the year ahead. We use a mix of feedback forms and focus groups (e.g. with a representative group of Year 12 pupils after Work Experience). Staff feedback is collected through feedback forms and placed on the agenda of academic/pastoral meetings to promote discussion and monitoring. The policy is reviewed every two years.

Resources

The school is committed to allocating suitable resources for Careers Education including a financial budget e.g. for photocopying worksheets for use during registration times. The school also pays an annual subscription to be allowed to use the Unifrog platform.

The school is committed to the professional development of staff so that they can contribute to introducing Careers and Work-Related Experiences into their lessons in line with the Curriculum for Wales framework as a cross-curricular theme. Guidance is given during Inset days and twilight periods. The school also ensures training for all staff so they can use Unifrog's resources with their learning classes and registration groups.

Classroom materials including Careers Wales leaflets; billboards and careers displays around the school; Year 10 options booklet, tertiary prospectus and specific resources for registration periods e.g. business presentations and Unifrog worksheets.

Delivery methods

A variety of methods are used to deliver Careers and Work-Related Experiences programmes to pupils, these include:

KS3

- End of year 7 reflection sheet
- End of year 7 Enterprise Fair
- Support and information to help choose KS4 options
- Options presentation from Careers Wales to year 9

Year 10

- Future Day Activities
- Careers Wales and Unifrog website activities e.g. quizzes and CV writing
- CV writing workshop
- Guest speakers

Year 11

- Mock interviews
- Post 16 options presentation by Careers Wales
- Post 16 options activities e.g. taster lessons, conversations with tertiary pupils
- Careers Fair
- Tertiary open evening and Tertiary Prospectus

Coleg Cambria visit and application support

Job Matching Quizzes on the Careers Wales and Unifrog websites.

Using a variety of sources to search for information on a range of job opportunities

Group sessions with the Careers Advisor

Seren masterclasses

Year 12 and 13

CV writing workshop

Mock interviews

Seren masterclasses

Post 18 options presentation

UCAS Fair and Career Fairs

Job Matching Quizzes on the Careers Wales and Unifrog websites.

Destination plans/options

UCAS application

Unifrog Activities

Destination plans/options (part of the Advanced Baccalaureate)

Speakers from different universities

Cambridge open day

Work Experience

Interviews with the Careers Adviser are being arranged for year 10 – 13 pupils in line with Career Check results and Head of Year advice – pupils who are on statement or possibly in NEETS are targeted and will be monitored (part of the school's Partnership Agreement with Careers Wales).