

# West Monmouth School

Ysgol Gorllewin Mynwy



## Careers and the World of Work Policy

## Polisi Gyrfaoedd a'r Byd Gwaith

Date Approved by Governors: .....

Date Reviewed by Governors: .....

# West Monmouth School

## Careers and the World of Work Policy

***Written with reference to Welsh Government documentation: 'Careers and the world of work: a framework for 11-19-year-olds in Wales'***

### **Rationale**

Young people need to be equipped to take their place in a rapidly changing world of work within the global economy. Education in Careers and the World of Work (CWW) is about the relationships between young people, their learning and the world of work, enabling them to see the value of education, qualifications and skills. At West Monmouth School, we believe that careers education and guidance programmes make an important contribution to preparing our young people for the opportunities, responsibilities and experiences of the world of work and lifelong learning.

CWW is part of the basic curriculum for all 11-16 year olds and it is also part of the requirements of the Learning Core of Learning Pathways 14-19. A planned progressive programme of activities at West Monmouth School supports pupils at both Key Stages 3 and 4. This includes choosing 14 – 19 pathways that suit their interests and abilities and help them to begin to build the foundations in order to follow a career path and sustain employability throughout their working lives.

### **Key Aims**

To ensure that young people can:

- develop the attitudes and values required for employability and lifelong learning
- manage their individual learning pathways and make effective career choices
- develop the skills required by employers
- become entrepreneurial
- be motivated to face the challenges, choices and responsibilities of adult life.

### **Commitment**

We are committed to:

- a planned programme, appropriately differentiated for all pupils
- access to individual advice and guidance on choice and progression
- delivery that promotes equality of opportunity and inclusion
- varied participation in enterprise and work related experiences
- a Partnership Agreement with Careers Wales which identifies the contributions that each partner will make
- building local links with employers, entrepreneurs and businesses
- the use of the national framework (Welsh Government framework: Careers and the world of work: a framework for 11-19-year-olds in Wales) and associated guidance as a basis for our learning programmes.

### **Implementation of Careers Education**

Education for CWW is delivered through PSE sessions in Key Stages 3 (KS3) and 4 (KS4). The programme of study includes units of work in the PSE programme and is then complimented by one off events, workshops and visits by external speakers, assemblies and work based learning opportunities. For further details about the provision of CWW please see the CWW KS3 and KS4 audits.

## **Resources to Support the Delivery of CWW**

### **PSE programme**

- The PSE programme is the major resource for the delivery of CWW.

### **Careers Advisor**

- All pupils have access to impartial guidance from a Careers Wales Careers Advisor in the Careers Office in school every Tuesday. The Careers Advisor carries out 1-2-1 interviews with Year 11 pupils who are highlighted (through a variety of means, including Careers Wales Careers Check, by Heads of Learning, through RONI scores, through IEPs etc.) as having most need of guidance, with all other Year 11 pupils having access to self-refer (or be referred by a member of staff or Head of Learning) if required. The Careers Advisor also attends Parents Evenings and assemblies for Years 9 and 11.

### **Choosing 14-19 pathways information (Options) evening**

- The Director of Studies runs a 14-19 pathways information (options) evening for Year 9 parents and pupils before pupils begin the KS4 options process. This is also attended by the Careers Advisor, Senior Leadership Team (SLT) and key department and faculty leaders.

### **ICT**

- Access to computers is available for pupils to use the Careers Wales website generally in KS3 and then using their personalised logins and passwords from Year 9 onwards.

## **Involvement of Parents and Carers**

Parental involvement is encouraged as part of CWW and careers advice and guidance is considered as a partnership between the pupil, the parents/carers, the school and Careers Wales (and other external representatives). Parents have the opportunity to access the Careers Advisor at Year 9 and Year 11 Parents' Evenings and the 14-19 pathways information (options) evening. Parents are also kept up to date about careers guidance and information, particularly in Year 11 in relation to post-16 choices, options and open evenings via letter, text messages, the school website and Twitter. Parents are also welcome to attend careers interviews.

## **Equality and Diversity**

Careers education is provided to all pupils and provision is made to allow all pupils to access the curriculum. Pupils are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated.

## **Staffing, Co-ordination and Management**

- PSE staff (including Explore staff in Year 7) deliver the CWW programme through timetabled PSE lessons. This is then support by the Heads of Learning as required (particularly in Year 11 with regards to pupils making post-16 choices).
- The CWW programme is overseen, monitored and co-ordinated and the role of Careers Wales within the school is overseen by the Careers Co-ordinator, Mrs Ruth Frost. This involves half termly meetings between the Careers Advisor and the Careers Co-ordinator to measure progress in line with the Careers Wales Partnership Agreement.
- CWW is line managed by Mr Gareth Cooksey, Assistant Head.

## **Careers Wales Partnership Agreement**

A Partnership Agreement is put in place at the start of every academic year with Careers Wales. This is then reviewed half termly, with the Careers Advisor and the Careers Co-ordinator throughout the year to ensure that progress is being made as agreed. A formal end of year review takes place in the summer term and a Partnership Agreement for the following year is put in place.

## **Continuing Professional Development (CPD)**

Staff CPD needs are identified as part of the Careers Wales Partnership Agreement process and during the annual Partnership Agreement review with Careers Wales.

## **Links with other Policies**

This policy supports and is underpinned by other key school policies including:

- Teaching and Learning
- PSE
- Health and Safety
- Strategic Equality Plan

## **Monitoring Review and Evaluation**

- The Careers Wales Partnership Agreement is reviewed half termly with the Careers Advisor and the Careers Co-ordinator (Mrs Ruth Frost) and annually with Careers Wales representatives and the Careers Co-ordinator (Mrs Ruth Frost) and the Careers Line Manager (Assistant Head - Mr Gareth Cooksey).
- CWW provision, in PSE lessons and across the curriculum is reviewed by the Careers Co-ordinator and key staff annually.
- This CWW policy is reviewed annually.

## Appendix 1: Statement of Pupil Entitlement

### West Monmouth School

### Careers and the World of Work

#### Statement of pupil entitlement

As a pupil at West Monmouth School you are entitled to receive a programme of impartial careers education, information, advice and guidance.

#### As a pupil at West Monmouth School, you can expect:

- Impartial information, advice and guidance (IAG) concerning your learning pathway choices.
- A planned Careers and the World of Work (CWW) programme which gives you opportunity to gain knowledge and understanding, develop skills and take part in work focused learning experiences.
- Access to impartial, comprehensive, accurate and up-to-date information in a range of formats.
- Access to individual, impartial guidance from a Careers Wales Careers Advisor to support you when making career and learning pathway decisions.
- Personal and learning support during your time at school.
- To be listened and responded to.
- Equality of opportunity to access all IAG/CWW activities.

**You will gain this knowledge and these skills by becoming involved  
in the following aspects of the CWW programme provided by:**

- PSE lessons
- Information provided in assemblies and registration by your Head of Learning and form tutor
- Using Careers Wales online ([www.careerswales.com](http://www.careerswales.com))
- Links from local employers, businesses and entrepreneurs
- Work focused learning experiences
- Other subject lessons linked to careers