



# CAREERS AND THE WORLD OF WORK

<b>Last Review Date</b>	November 2015	<b>Next Review Date</b>	November 2016
<b>Leader of Policy Review</b>	Mrs. J. Cooper		
<b>Associated Policies</b>	Personal and Social Education (PSE)		

## Rationale

The provision of Careers and the World of Work (CWW) is developed through a whole-school strategy. There is a planned and coordinated programme to help learners to;

- Explore attitudes and values required for employability and lifelong learning
- Plan and manage their pathway through the range of opportunities in learning/work
- Make effective career choices
- Become entrepreneurial
- Flourish in a variety of work settings
- Become motivated, set long-term goals and overcome barriers
- See the relevance of their studies to their life and work
- Develop key skills and other skills required by employers
- Prepare for the challenges, choices and responsibilities of work and adult life

The Careers and World of Work programme will help all students to be flexible in their concept of 'career' and understand the importance of life-long learning in helping them to make realistic and appropriate career decisions.

The above rationale is translated into learning outcomes as recommended by DCELLS via the "*Careers and the World of Work – a Framework for 11-19 Year Olds in Wales*"

## Delivery

### Key Stage 3

Delivered via opportunities within the curriculum and through the PSE programme, including self-assessment, evaluation and action planning. In Year 9 the programme is closely linked to the Key Stage 4 Options programme, including opportunities for individual advice and guidance.

### Key Stage 4

In addition to applied CWW topics integrated into subjects, all learners receive a series of sessions in the PSE programme based on helping students to equip themselves with the skills required to manage their own working life in the future. This is supported by sessions to help students prepare for interviews. Each student is provided with one week of work experience with support for planning for work experience via the PSE programme. All Year 11 students have the opportunity for at least one Careers Interview with an action plan and follow-up sessions available as appropriate.

### Post 16

Delivered via a mixture of subject specific material applied to CWW, PSE activities and work with Group Tutors in PSE sessions. This includes extensive support for applications for higher education (UCAS) and employment. All Year 12 students have the opportunity to complete a work experience placement or a similar vocationally-related project.

For all key stages the programmes are managed by the CWW Coordinator, who liaises with academic areas, the pastoral system and others to disseminate information across school.

### Resources

- Careers resources on the computer network and the Careers Wales website
- Careers information in the School Library
- PSE materials
- Careers Office in the School Library

### Community Partners

The School has links with many partners via the work experience programme, visits and visiting speakers and Careers Wales. There are also strong links with other schools and local tertiary colleges. These elements of the programmes are reviewed on a regular basis.

### Parents

- Parents are informed of all relevant processes involved in CWW programmes through direct written correspondence and information posted on the school website
- Consultation and information sessions are provided through Parents' Evenings
- Opportunities are provided for parents to provide feedback, including annual questionnaires

### Entitlement

All students are entitled to a progressive and coordinated CWW programme which includes group sessions, individual advice and guidance and resources for individual research.

CWW sessions within the PSE programme are evaluated with other elements of the PSE programme.

Contributions from Careers Wales include internal evaluations and monitoring by the school. Much of the CWW programme is evaluated by outcome and feedback on the services provided is sought from learners.

### Forward Planning

The PSE Curriculum is reviewed each academic year, as is the curriculum contribution to CWW.

### Progression

