

Careers & Work Related Learning Policy

Reviewed	September 2017	Leader of Policy Review	Helen Ellis Julie Parry
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CAREERS AND WORK RELATED EDUCATION POLICY

The PSE Coordinator, Community & Services to People Curriculum Leader, Work Related Learning Coordinator, Careers Wales Advisor, Governors, Teachers, Students and Parents/Carers were consulted in the formulation of the current policy.

RATIONALE

This policy ensures effective careers education and guidance is provided for all students. It helps to develop the skills that students will need in the world of work and challenges their preconceptions and stereotypes by raising their ambitions and making them fully aware of the opportunities available in the education system and within the world of work.

AIMS AND OBJECTIVES

The main aim of Careers Guidance and Work Related Education at Hawarden High School will assist students to:

- Improve self-awareness and understand their own personal development needs.
- Increase general awareness of the changing career opportunities, and opportunities in further and higher education, the world of work, apprenticeship schemes and self-employment.
- Be able to start planning their career, make informed choices and manage their own career development.
- Careers and Work Related Education (WRE) should provide the teaching; learning information and advice that will help students achieve these aims.

ORGANISATION AND DELIVERY OF CAREERS/WRE WITHIN THE SCHOOL

- Careers and WRE is delivered within PSE by group tutors and involves Careers Wales, outside speakers and theme days. The school has a partnership agreement with Careers Wales which is reviewed and agreed annually. PSE folders contain activities which support the Careers and WRE aims. Students register on line with Careers Wales.com and explore the website and map career routes using a variety of resources to assist them in their personal development and understanding of job roles in the world of work. Where opportunities exist students explore the 'Workskills Programme' in Year 11 and 'My Career Path' in Year 13.
 - Hawarden High School students are encouraged to map out an education plan that best suits them. Many chose to stay in education post-16 or take up an Apprenticeship Programme. Some choose to enter the workplace, where their understanding of transferrable skills and new technology requires them to be adaptable.
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Careers & Work Related Learning Policy

- Careers and WRE needs to provide for this complex variety of options that students face. Students need to develop skills that will enable them to cope with the transition from school to sixth form, college, further education, apprenticeships or the work place. In particular they need to develop their decision making skills and have access to information, advice and experiences that can then help them to make realistic choices about their options for their future in the world of work and society.
- Students will have access to information about a wide range of opportunities, but must also be aware of themselves, of their interests, abilities, personalities and their strengths and weaknesses. Furthermore, all students will need to be prepared for making decisions that best match their abilities.
- Hawarden High School aims to provide guidance for its students by supplying information and ensuring students develop skills to equip them to make important career based decisions.
- Skills audits are carried out to determine strengths and weaknesses and identify opportunities.

WRE IMPLEMENTATION

- The Work Related Learning Coordinator/Careers Administrator carries out an audit by liaising with Careers Wales, the PSE Co-ordinator and the Curriculum Leader for Community and Services to People. Heads of Houses work with this provision to ensure the best learning opportunities are provided and this is integrated into the PSE curriculum.
 - The PSE programme within Years 7, 8 and 9 enhances students' knowledge of themselves, their personalities and interests thus improving their decision making skills.
 - In Year 9 pre-options talks and resources are provided to assist students with making subject choices for key stage 4 to provide awareness of the factors that affect decision making and understand how to make their option choices. Information is provided to parent/carers during the Key Stage 4 Information evening. Students receive guidance during a dedicated ICT lesson on how to explore careerswales.com so that the website can be used as an effective home and school resource to enable students to research information relating to option choices.
 - In Year 9 students use 'job matching quiz' software to explore their personality, their likes, dislikes, and improve their understanding of levels and types of qualifications, labour market information, work training programmes and the variety of careers, jobs and professions available to them. Sessions delivered during PSE examine the implications of stereotyping, difference and diversity in employment and training.
 - Enterprise Day is a themed day where students are introduced to the concept of entrepreneurship. Big Ideas Wales provides guest speakers to talk to students about their personal experiences and successes of the business world. Enterprise activities exercising student's skills in a competitive business scenario are provided by outside organisations.
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Careers & Work Related Learning Policy

- Work Experience is introduced to students by providing detailed information and guidance about self-placing and sourcing relevant opportunities in business. A one week placement undertaken in the summer term affords students the opportunity to gain an insight in to the world of work.
 - In Year 10 students undertake a 'career check' survey which is used to identify where intervention is required and support is provided accordingly.
 - Students receive guidance for interviews, work experience and health and safety in the workplace.
 - All year 10 students participate in Industry Day. Working with staff from industry students complete activities designed to reinforce skills which will be essential for them when facing their GCSE's and entering either further education or the world of work. Students have the opportunity to work with adults who are not teachers to enrich the learning experience.
 - All year 10 students take part in an enterprise challenge as part of the National Baccalaureate Qualification to assist them to develop essential transferable skills.
 - During Year 11, Careers Wales provide sessions relating to post 16 options. Through group work, students look at the three main choices available to them: sixth form, college and employment with training. PSE time encompasses Success Profile preparation, including CV writing, to enable students to review their achievements, abilities, interests and skills gained during the period of compulsory education. Each Year 11 student attends an interview with a member of the school's Senior Leadership Team.
 - Occupational Talks are provided as part of the Careers/WRE programme in Year 11. Guest speakers from local colleges, industries and public services attend to talk to interested students about specific pathways. Students meet outside speakers from the world of work and are able to listen to individuals reflecting on their experiences.
 - In Year 12/13 students are expected to take a greater responsibility in sourcing Careers Information. Guidance within the PSE scheme and the careers interviews with Careers Wales Personnel assist students in their mission of finding a career most suited to them. Careers Interviews are offered to all year 12 and 13 students. Further interviews at any stage of their career decision making time can be requested.
 - During Year 12 students participate in an enterprise and employability challenge which includes researching and evaluating a wide range of information about careers and the labour market. Students complete 'My Career Path' which encourages them to access and analyse realistic, impartial information including financial and lifestyle implications of their career ideas. Year 12 students have the option to take part in a self-placed work experience placement.
 - During sixth form all students are given the opportunity to produce updated curriculum vitae in preparation for a 'Mock Interview' which is carried out by representatives from the business world. This assists individuals with making choices where specialist feedback is received and acted upon.
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Careers & Work Related Learning Policy

- Sixth form students receive guidance for the UCAS process including application guidance and university visits.

The Work Related Learning Department at Hawarden High School is committed to the 14-19 Learning Pathways, Lifelong Learning and continued Professional Development. The department has been awarded the Careers Wales Mark on behalf of the school in recognition of 'demonstrated commitment to continuous improvement in learning for Careers and the World of Work'.

PROCEDURES FOR MONITORING AND EVALUATION

Implementation of this policy will be monitored by the Headteacher, Senior Leadership Team, PSE Coordinator, Heads of House and the Work Related Education Coordinator through the Faculty Review Process. The views of learners are sought. Discussions take place with facilitators and with parents to inform policy development.

The following people will be consulted when the policy is reviewed

- Students
- School Council
- Parents/Guardians/Carers
- Staff
- Governors
- Careers Wales Representatives
- Outside Speakers/Agencies

The policy will be reviewed every three years.
