

# Ysgol Gymunedol Cefn Hengoed Community School

"If You Believe It, You Can Achieve It!"



## Careers Policy Polisi Gyrfaoedd

Reviewed/Adolygwyd	July/Gorfennaff 2022
Next Review/Yr Adolygiad Nesaf	July/Gorfennaff 2023

Mr C Bale	Headteacher	
CLlr P Lloyd	Chair of Governors	

## **Careers Team**

Deputy Headteacher	Mr D McGinley
Key Stage 4 School Manager	Mr L Harrington
Key Stage 4 Pastoral Support Officer	Mrs C Lucas
Key Stage 3 School Manager	Miss L Brown
Key Stage 3 Pastoral Support Officer	Mrs S Ward
Year 9 Learning Manager	Mr I Brooks
Year 9 Pastoral Support Officer	Miss S Ballard
CWW Careers Advisor	Lyn Lloyd
Link Governor	Mrs A Stoneman

# Careers Policy Statement

## Rationale

Young people need to be equipped to take their place in a rapidly changing world of work within the global economy. 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. CWW is part of the basic curriculum for all 11 to 16 year olds. It is also part of the requirements of the Learning Core of Learning Pathways 14-19 and underpins Successful Futures.

## 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 and informed to face the challenges, choices and responsibilities of adult life

## Commitment

We are committed to:

- a planned programme, appropriately differentiated for all our learners
- 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
- an agreement with Careers Wales which identifies the contributions that each partner will make
- local industry and business links
- further and higher education links
- the use of the national framework and its associated guidance as a basis for our learning programmes

## **Related Policies**

CWW links with and supports other policies including Teaching and Learning, Assessment, Recording and Reporting, Personal and Social Education (PSE), Welsh Baccalaureate, equal opportunities, health and safety and Additional Learning Needs (ALN) including More Able and Talented learners.

## **Review Procedure**

There will be an annual review meeting which will normally occur prior to the renewal of the partnership agreement meeting with Careers Wales. The results of this will be communicated to the governing body in its late summer term meeting or where that is not timely, the early Autumn term meeting.

# **CAREERS POLICY**

## **Policy Statement**

The school has adopted the principles outlined in the documents published by ACCAC:

- A framework for Work Related Education for 14 – 19 year olds in Wales
- A framework for Careers Education and Guidance
- Supplementary Guidance – Careers and the World of Work WG 2008

## **Entitlement and Principles**

- The school will provide a programme of Careers Education and Work Related Education for all students.
- The programme of Work Related Education in Key Stage 4 will be linked to the Welsh Baccalaureate Qualification and in Key Stage 3, the PSE programme. In addition, informal and non formal opportunities will be pursued and provided as and when they present themselves.
- It will provide impartial advice and guidance.
- Effective timelines will allow progression.
- It will challenge stereotypes based on gender, race, disability or orientation.
- It will assist individuals to analyse their own needs and skills.
- The programme will aim to increase self-awareness and identify personal development needs.
- It will help pupils to become aware of changing career opportunities in the labour market, further and higher education and self-employment.
- It will help to develop skills in career planning that will help them make choices and manage their career development.
- It will help to make the curriculum more enjoyable while encouraging flexibility, co-operation and enterprise.
- It will help to develop skills.
- It will encourage all subject areas to incorporate elements of Careers Education and Work
- Related Education will be incorporated into schemes of learning and throughout the pastoral programme.
- The school will work closely with external agencies, in particular Careers Wales West to fulfil the conditions of the Partnership Agreement.

## **Objectives**

To help students to achieve the following learning outcomes:

## Key Stage 3

### Encouraging Self Awareness and Development

- Review their transition from Key Stage 2 to Key Stage 3 by:
  - a. discussing differences between primary school and secondary school
  - b. indicating their thoughts and feelings about their transition
  - c. stating how they coped with the transition
- Support and inform the Options process in Year 9, underpinning the school's Option Journey.
- Describe in positive terms, their talents, interests and skills and list their achievements in and out of school.
- Describe attitudes and preferences to work, learning, finance, leisure and lifestyle.
- Recognise and challenge prejudicial attitudes to learning and work and demonstrate a respect for equality of opportunity (e.g. as to gender, race, disability and orientation).
- State, with reasons, their interests in particular work roles and activities and how work at school can support these interests.
- Recognise the skills development and describe why they are important to them throughout life.
- Identify any barriers relating to their progression plan and record specific personal development issues relating to their transition to Key Stage 4.

### Discussing and exploring Career Opportunities

- Search for simple information about a range of careers using a variety of sources.
- Describe different types of work (employment, self employment, voluntary work etc) and state the main types of work available in their local area.
- Describe how work choice can affect their financial, leisure and lifestyle options.
- Describe why enterprise is important within the economy.
- Use information about their career ideas to inform their subject option choice.
- Recognise stereotypical images of people, education, training and work.
- Identify the skills and qualities employers regard as important.
- Recognise changes in the local labour market, the impact of new technologies in work and changes in local work patterns.

### Assisting in Career Planning

- Set and review targets and identify achievements during KS3 education.
- Identify the decisions they need to make to support their progression to Key Stage 4 within the relevant timescale showing evidence that they understand the implication of these decisions.
- Identify people able to provide informed advice and guidance with their career

ideas and show evidence that they have consulted at least 2 of these people.

- Compile and use information about their self perception, career ideas, achievements and knowledge of learning and work to make decisions about options at Key Stage 4.
- Produce a realistic plan, supported by the evidence compiled, to support their progression to Key Stage 4.
- Show evidence that they understand how learning helps people to manage their careers.
- Present evidence to a responsible adult to support their subject and course choices for Key Stage 4.

## **Key Stage 4**

### Encouraging Self Awareness and Development

- Review transition from Key Stage 3 to Key Stage 4 by:
  - analysing feelings about the transition
  - reviewing achievements against goals and targets set
  - examining the effectiveness of their plan for progression from Key Stage 3 to Key Stage 4
- Describe, and provide evidence for, their developing personal attributes and list their ongoing achievements in and out of school.
- Examine their values, beliefs and attitudes to work, learning, finance, leisure and lifestyle and relate these to their career ideas.
- Examine critically their attitudes to equality of opportunities (e.g. as to gender, race and disability and orientation) and how they view difference and diversity.
- Demonstrate the relationship between their perception of themselves and their career ideas, and how they could improve their future and employability.
- Review their performance in the Key Skills and recognise the importance of skills development in work and learning settings.
- Identify any barriers relating to their progression plan and the achievement of their career ideas and record specific personal development issues.

### Exploring Career Opportunities

- Demonstrate the use of a variety of sources to research occupational and labour market information relating to their career ideas, differentiating between factual and promotional material.
- Compare and contrast different types of local and national business organisation.
- Examine how their career ideas affect their financial, leisure and lifestyle options.
- Examine, in general terms, employment opportunities in countries other than Wales and the United Kingdom.
- Identify opportunities for enterprise and self employment in relation to their career ideas.

- Compare and contrast the progression opportunities relevant to their career idea.
- Recognise and challenge stereotypical images of people, education, training and work.
- Recognise the importance of health and safety at work and identify employer expectations of appropriate behaviour in the workplace.
- Differentiate between local, regional and national market trends and working patterns and state how these impact on their career ideas.

#### Assisting in Career Planning

- Set and review targets and analyse achievements during KS4 education.
- Identify the decisions they need to make to support their progression to Post-16 within the relevant timescale showing evidence that they understand the implications of these decisions.
- Demonstrate that they have accessed careers guidance and used opportunities in work related learning in considering their career ideas.
- Compile and evaluate information about their self perception, career ideas and progression routes at Post-16.
- Negotiate and agree a personal career plan which identifies career goals, preferred progression opportunities at Post-16 and states the action to be undertaken by self and others to implement the plan.
- Demonstrate their understanding of lifelong learning process & how they can access ongoing support to manage their career and learning throughout life.
- Show that they can use evidence of achievements and performance to promote a positive self image when making applications and attending interviews for employment, training and continuing education opportunities.

#### Management

The Deputy Headteacher will work closely with the Key Stage 4 and the Key Stage 3 School Managers along with Pastoral Support Officers to implement the programme.

Delivery will be through:

- Careers Lessons during PSE and withdrawal sessions
- Welsh Baccalaureate
- Form activities
- Assembly presentations
- Skills development
- Group work and individual interviews with the Careers Advisor
- Work Related Learning, including work related health and safety
- A programme of external speakers and activities
- A programme of activities throughout the curriculum, delivered by subject staff
- The use of the Careers Wales Online website
- The development of the Careers section of the Careers Wales West Website