

Be the best

Respect, Achievement, Care



Ysgol Clywedog

Careers Education and Guidance Policy

Date Policy formally approved by Governing Body/Committee:	
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Is this Local Authority or School Policy	School
Is this a statutory or recommended policy/document	S
Is this a new or a revised policy	Reviewed
Signed (Headteacher/School)	
Signed (Chair of Governing Body / Chair of Committee)	

Outline

The objectives of careers and work-related education within Ysgol Clywedog have been revised in accordance with the following frameworks, reports and guidelines:-

- Careers and the World of Work - (Supplementary Guidance) Welsh Assembly Government 2008
- Learning Pathways 14-19
- Estyn Informed decisions – the Implementation of the careers and World of Work Framework 2012

Principles

All students at Ysgol Clywedog have equal access and entitlement to Careers Education Guidance (CEG) and the Careers World of Work related programmes (CWoW). This helps students develop the knowledge and skills that will enable them to achieve their potential in learning and work throughout their lives.

Equal Opportunities

Ysgol Clywedog is committed to ensuring that each student is provided with the support and encouragement to reach their potential, regardless of their academic age, gender, disability, ethnic or cultural background. CWoW supports students to develop knowledge and understanding of themselves and others – their strengths, weaknesses, qualities, ability and potential. CWoW acknowledges the different needs of students and works closely with Careers Wales to ensure adequate opportunities for independent individual guidance and counselling, wherever possible, and promotes equal opportunities in all areas of CWoW.

The school believes that CWoW plays a pivotal role in personal development and students are encouraged to access all opportunities that are presented to them through the CWoW programme.

The school further acknowledges that teachers have different needs and areas of expertise and is committed, whenever possible, to providing information, advice, training and feedback to staff who are involved in delivering CWoW activities across the whole age range.

Aims

The CWoW Programme has two interrelated components – education and guidance – each of which depends on the other for their effectiveness. The CWoW programme in Ysgol Clywedog has 3 main aims:

1. To enable students to understand themselves and the influences on them, developing as strong a skill base as possible (self-development)
2. To investigate career and learning opportunities (career exploration)
3. To enable students to make and adjust plans to manage change and transition (career management)

In support of these aims the students need:

- a) To develop an understanding and knowledge of themselves and others as individuals, their strengths and limitations, abilities, skills, personal qualities, potential, needs, attitudes and values.
- b) To develop a knowledge and understanding of the world in which they live, the employment, training and career opportunities available to them.
- c) To learn how to make considered choices with regard to anticipated careers and occupations.

- d) To manage the transition from school to training/work as effectively as possible.

Objectives

Knowledge and Understanding

- a) An understanding of basic concepts about the economy and work, responsibilities, commitments and entitlements of employers and employees.
- b) Knowledge of types of employment – local, regional and national, awareness of trends and projected areas of demand.
- c) Knowledge of the wide range of opportunities for further education and training, both in the short and long term, how to gain access to these opportunities, where they might lead plus student entitlement to that education and training.
- d) Knowledge of the types of financial support available and how to apply for it, at present and in the immediate future.
- e) Knowledge of the support services which are available at present and in the immediate future.
- f) Awareness of the need for flexibility due to the impact of technological and economic influences on occupational patterns with the resultant need for continuing education and training/retraining throughout the working life.

Skills

- a) Literacy, Numeracy, ICT and positive self-projection.
- b) Competence in self-appraisal and an awareness of the kinds of activities which they will find satisfying and in which they will do well.
- c) The ability to investigate available alternatives, make reasonable choices and prepare contingency plans.
- d) An ability to analyse and compare different occupations.
- e) An ability to identify key factors involved in choosing a career.
- f) Job/training seeking skills.
- g) Competence in working with others, whether peers or adults, and the ability to communicate effectively with them.
- h) Competence in completing tasks independently and co-operatively.

Attitudes and Personal Qualities

- a) Self-confidence, sense of personal worth, ability to cope with disappointment and analyse the causal factors, using this knowledge to best effect.
- b) A positive attitude towards acquiring skills, knowledge and understanding of adult life, plus its inherent responsibilities.
- c) A determination to make the most of one's talents and opportunities.
- d) To foster initiative and an enterprising approach to the transition from education to adult life.
- e) Vocational and personal maturity.
- f) Promoting self-reliance, adaptability, flexibility and reliability.
- g) Pride in their work and an appreciation of quality.
- h) Appreciation in the work and efforts of others.
- i) Ability to give and receive praise, criticism and advice, acting on it accordingly.

The Careers Education and Guidance Programme

Subject Specialist Input

All teachers and their respective courses have a valuable contribution to make to careers education. Subject leaders provide information about courses available at KS4 in their respective option booklets as well as via online programmes. Curriculum changes and emphasis mean that teachers can focus on skill development and links to the world of work within their subject areas. This further reinforces work being done in other CWoW programmes within the school.

PSHE Curriculum

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. All Year 11 students have the opportunity for at least one Careers Interview with an action plan and follow-up sessions available as appropriate. Work experience is planned for students intending to enter the workplace at age 16.

Individual Guidance and Counselling

Students in KS4, who are potential NEETS, in judicial care or who have a statement of additional learning needs, qualify for individual counselling with the Careers Wales advisor. The Careers Wales advisor has access to regularly updated performance data, with a direct link to the Sims network and ALN information. A system of referral exists between the Careers Wales advisor and the respective Heads of Year, ALN coordinator and Student Support team. The Careers Wales Advisor is also present at parents evening to offer advice and guidance. In addition the Careers Wales Advisor provides group sessions on a thematic base from KS3-4 as well as open drop in sessions.

Special Needs

A close working relationship exists between the ALN coordinator, Careers Wales Advisor and the Careers Coordinator. It is essential that students across the whole spectrum of additional learning needs be catered for. Appropriate research material, exercises, work experience programmes, support and suitable guidance are an entitlement.

Support Staff are available to accompany students, with additional needs to interview, and the careers advisor takes part in the full review meetings between the ALN team and parents.

Special Events

On certain dates the normal school timetable is suspended and students participate in career/world of work related programmes. Skills days - Crucial Crew - Drama Workshops - Taster Days - Activities Week. Other events are organised to provide additional student support and opportunities for research and access to very specific career information, e.g. Careers Fairs, Open Days, and Higher Education Seminars. These events require careful planning and preparation, with close links and liaison between various departments/agencies, both internal and external to the school.

Resources

Students at KS3-4 have online access to careers software programmes; they also have guidance and training in the use of their personal accounts with Careers Wales Online. An interview room is provided for the Careers Wales Advisor who has direct access to the SIMs database, as well as additional learning needs information.

Careers Library

Ysgol Clywedog has a self-contained careers library, which includes interviewing facilities and access to the Internet. The library is well resourced with up to date materials.

A careers advisor from Careers Wales attends Year 9 and 11 parents' evenings.

Learning Pathways Booklets are shared with students and parents in Year 9 and at the Year 9 parents'/options evening, careers advisors are available for discussion.