

# Aberdare Community School Ysgol Gymunedol Aberdâr



## Careers Policy

Date Adopted	18 <sup>th</sup> May 2022
Signature of Headteacher	<i>Luella Morgan</i>
Signature of Chair of Governors	<i>St Brindley</i>
Date to be reviewed	May 2023

## Principles

All pupils at Aberdare Community School, which is a Gatsby pilot school in RCT, have equal access and entitlement to Careers and the World of Work, which helps pupils develop the knowledge and skills that will enable them to make the best use of their capabilities in learning and work throughout life. This policy has been adopted as a mark of the importance which governors place on education that will prepare pupils for the challenges of their future lives. It recognises that in a world of rapidly changing employment opportunities pupils need to be given wide information, experience, and understanding of the world of work. It also recognises that pupils need to be given assistance in recognising their own abilities and aptitudes so that they can develop high and realistic aspirations for their own futures. It also reflects the guidance issued by Welsh Government in 2008 which can be found here:

<https://hwb.gov.wales/api/storage/9bd3c2a4-e75a-4fa9-ba72-0e080c9840fc/careers-world-of-work.pdf>

<https://hwb.gov.wales/api/storage/ebdef39c-8750-4c8d-85b4-869fd90b326e/careers-world-of-work-supplementary-guidance.pdf>

Additionally, it seeks to encompass and engage with the **Gatsby Benchmarks** for Careers Education. The benchmarks are as follows:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with further and higher education
8. Personal guidance

## Aims

The Careers and the World of Work programme provides teaching, learning, information and advice to help pupils to:

- Increase their **self-awareness** and identify their personal development needs
- Become aware of changing **career opportunities** in the labour market, further and higher education and self-employment
- Develop skills in **career planning** that helps pupils to make choices and manage their career development including the importance of life-long learning.

## Specific Aims for Careers Education

To develop in pupils:

- an awareness of the available range of educational, vocational, leisure, training and re-training opportunities
- an awareness of the routes and levels of entry into educational, vocational, training and re-training opportunities
- an awareness of the impact of technological and economic changes on work and occupational patterns in a fast-changing world and how this might affect future employment
- the ability to manage transitions and change within and between education, training and occupations. To this end pupils should appreciate and understand the differences between school and work and the potential problems of starting work
- the ability to challenge those traditional attitudes which encourage stereotyping and prevent the promotion of equal opportunities
- to appreciate and understand where, how and from whom careers information can be obtained and the range of services offered by the various support agencies.

- to develop in pupils and parents an awareness of the requirements and routes, both academic and experiential, for certain careers and further education. This can lead to pupils setting targets and developing a purpose to their studies.
- all pupils should have the opportunity to participate in a Work Experience placement during Year 10. The Work Experience placement should last for one week during the Summer Term. It is also our intention that pupils should expect to be offered further experiences and opportunities post-16.
- to develop quality links between the School and local businesses and the general community
- to contribute to the PSE programme by developing resources concerned with money matters, i.e. salaries, savings and benefits, using spare/leisure time effectively & citizen's rights and responsibilities

### **Non-Specific Aims for Careers Education:**

- to reinforce and develop positive attitudes and values in the pupils and thereby enhance their personal and social development, e.g. to recognise and appreciate individual values, priorities, strengths, weaknesses, interests, and abilities in oneself and others
- to develop a realisation of their own potential and prospects
- to raise awareness and understanding of ethnic and cultural differences
- to appreciate the need for a critical evaluation of aims in life and the need to constantly evaluate progress
- to appreciate the need for adequate safety precautions
- to develop self-awareness, self-confidence and the ability to work with others
- effective careers education should contribute to the acquisition of the skills needed for future career success/flexibility and in doing so will also contribute towards the reinforcement and development of the following core skills
- good reasoning skills to make informed decisions and opinions
- good literacy skills necessary to read adverts and information, complete application forms and to send letters
- good numeracy skills necessary to understand the world of finance with reference to bank accounts, wage packets/slips, building societies and finance houses, rates and taxes
- good discussion skills to facilitate good interview techniques in later life. this is achieved by encouraging constructive discussion, of all types, in the classroom
- information retrieval skills through a variety of media
- the ability to take decisions, make choices, be adaptable and apply appropriate strategies in relation to opportunities available locally, nationally and elsewhere
- to enhance the partnership between the school, the parents and the local community
- to contribute to the development of a curriculum, by collaborative planning, which has a coherent structure, breadth, balance, relevance, continuity, progression and a global dimension
- to contribute to the teaching of shared values and PSE by a variety of teaching/learning styles and to provide a motivating context with an holistic and relevant approach to learning.

The School recognises that all pupils are entitled to experience the world of work at first hand during their compulsory education. The delivery of careers in our school is both formal and informal and permeates the whole Curriculum. Formal careers education begins in Year 7 with specific inclusion in the PSE programme and we believe that our school offers pupils in Key Stage 3 a firm foundation in careers skills and experience required to make the most of the KS4 specific careers education.

### **Equal Opportunities**

The Careers and the World of Work programme plays an important role within personal effectiveness and personal development at Aberdare Community School. Every opportunity

is sought to help pupils develop knowledge and understanding of themselves and others as individuals – their strengths, weaknesses, attitudes, personal qualities, ability and potential. Pupils are encouraged to make the best use of all opportunities presented to them. The School acknowledges the different needs of each pupil and endeavours to give individual guidance and counselling whenever possible and promote equal opportunities in all areas of the Careers and the World of Work programme. All pupils have equal access and entitlement to the Careers and the World of Work programme regardless of their academic ability, age, sex disability or ethnic background.

### **Delivery and Content**

The Careers and the World of Work programme is delivered via pastoral sessions, CoPE lessons and 'PSE days' across year groups that are organised by RCT Employment, Education & Training Team and Careers Wales or other relevant outside provider. Where necessary these are linked to the CoPE/PSE curriculum on offer to the pupils.

### **Guidance**

The School operates an open-door policy to guidance. Pupils are encouraged to ask for help and when pupils request advice an appointment is made with the Careers Adviser in the shortest time possible. All year nine pupils are offered interviews on a self-referral basis when they are choosing their options. The Careers adviser attends all parents evening sessions to offer support and guidance whenever possible. All year eleven pupils are entitled to a one-hour interview with Careers Wales. The Careers Adviser produces a Careers Action Plan for each individual pupil. Year 11 pupils may receive a follow up interview which is arranged if necessary. Year 12 pupils are interviewed by the Careers Advisers at the beginning of their courses in September and again in the summer term to discuss options post 17 and 18, as appropriate and necessary.

### **Work Experience**

It is the policy of Aberdare Community School to offer the opportunity of work experience to all pupils at Key Stage 4. (Year 10 students are usually placed in June following external examinations. This provision is reviewed annually with RCT Employment, Education & Training Team, as appropriate). Work experience placements are of one week's duration. Work experience is an important part of the school's Work-Related Education programme. Work experience offers pupils many benefits and opportunities. In particular it can help to:

- Motivate pupils to achieve higher standards in their schoolwork
- Develop and practice the use of key skills
- Develop self-confidence and initiative
- Aid career planning
- Improve work readiness skills
- Increase knowledge of careers opportunities and importance of life-long learning.

The task of finding suitable placements, visiting employers, agreeing on programmes of work, checking on insurance and carrying out risk assessments is the responsibility of parents working with the school to arrange such placements.

### **Roles and Responsibilities**

An Assistant Headteacher is responsible for promoting Careers and the World of Work within the school; to delegate the responsibility for producing schemes of work; to identify and safeguard pupils' entitlement to Careers and the World of Work; to include careers within the personal effectiveness development plan; to evaluate careers within the personal effectiveness self-evaluation framework; to review and negotiate with Careers Wales to maximise the effectiveness of the working partnership. A member of the Governing Body acts as a link Governor for the curriculum area.

It is the responsibility of the WRE Co-ordinator as part of the Senior Management Team to establish the framework for Careers Education and Guidance (CEG) and Work Related Education (WRE). This person should ensure that the framework develops in the school; to monitor and review its effectiveness; and to report regularly to governors on the application and outcomes of the policy. They will:

- ensure the place of CEG and WRE within the structure of the PSE programme
- ensure the place of WRE within the school calendar
- ensure that CEG and WRE, including information on economic factors and enterprise education in its widest sense, are embodied in syllabuses and activities across the curriculum
- ensure that there is adequate time outside the main timetable for CEG and WRE activities
- ensure that there is liaison with providers of Further & Higher Education and training to provide effective progression routes for pupils
- ensure that there is liaison with 'Careers Wales' for advice and guidance to young people and to make available, accessible and unbiased, advice to pupils about their future pathway
- monitor and assess the quality and effectiveness of CEG and WRE and make appropriate reports to governors as required
- review regularly the operation of the policy and propose changes as necessary.

### **WRE Co-ordinator in association with 'Careers Wales'**

The WRE Coordinator is responsible for the practical implementation of the policy including the development of WRE, for encouraging the development of CEG across the curriculum and for liaison with outside agencies and further education providers.

The WRE Co-ordinator will:

- create the syllabus for CEG within the PSE programme and ensure it meets the Gatsby criteria
- map the CEG and WRE activities across the school
- be responsible for the effective delivery of Careers Education
- make arrangements for visits to places of work and work experience including arrangements that will ensure the safety of pupils
- make arrangements for the recruitment and direction of industrial mentors
- creating opportunities for pupils to prepare for, share and reflect on WRE experiences
- ensure that a programme for enterprise education is undertaken by the enterprise co-ordinator
- develop careers resources that will give pupils information about further and higher education and training
- develop a progress file system, co-ordinated with the pastoral curriculum of the school and with PSE which gives pupils the chance to identify their aptitudes and pathways
- train pupils in the arts of self-presentation, including the creation of personal statements, CVs and interview techniques
- monitor, evaluate, review and to report on the effectiveness of the Careers Education and Guidance programme.

### **Heads of Departments**

The responsibility of Heads of Departments are:

- to liaise with the WRE Coordinator to ensure that the scheme of work in their subject contributes, where appropriate, to the Careers Education of pupils in accordance with WG guidelines and the National Framework for Careers and WRE;
- ensure that through the assessment, feedback and reporting of pupils' achievement, pupils are given a clear understanding of their strengths, talents and aptitudes so as to be able to make realistic about future training and careers.

### **Learning Coordinators**

The responsibilities of Learning Coordinators are to:

- ensure that all pupils are given general guidance and mentoring to promote high aspirations and good work habits
- to cooperate with the WRE Coordinator in managing WRE
- to ensure that parents are involved in their children's choices on careers, training and future education.

### **Continuous Professional Development**

The training needs of staff involved in the delivery of Careers and the World of Work will be identified via continuous professional development interviews and the department's development plan. Teachers will access training opportunities provided by Careers Wales and other training providers as appropriate to the needs of the individual and/or department.

### **Resources**

The Careers Office has ICT access and an adequate space for pupils to be interviewed. There is direct telephone access from the office.

### **Working with Parents**

The school recognises the important role parents have to play in supporting pupils when they make decisions about future education, employment or training opportunities. It seeks to provide information and opportunities for consultation and the involvement of parents. The school's Careers Adviser attends pupil progress evenings and is available for individual interviews. The Adviser is available to talk to parents by telephone and is prepared to make appointments to meet with parents at mutually convenient times.

### **Working with outside agencies**

The department works very closely with Careers Wales and other outside agencies, like RCT EEET, to provide work experience, enterprise activities, work related activities, information and guidance to all pupils. Productive relationship between the school and outside agencies enables the department to keep up-to-date with new initiatives in the Careers and the World of Work programme and to develop a network of experts who can enhance and enrich the school's delivery programme. It is policy that outside speakers will give objective advice to pupils and will not use the school as a forum for recruitment.

### **Monitoring and Evaluation**

Aberdare Community School has a Service Level Agreement with Careers Wales & RCT EEET that is reviewed annually. The Assistant Headteacher and the school's Careers Adviser evaluate the current programme and plan the next one. Both work together to identify areas for development and set goals agreeing on strategies to achieve effective solutions and outcomes.

### **Statement of entitlement**

All pupils at Aberdare Community School have equal access and entitlement to Careers and the World of Work Framework. This will help students develop the knowledge and skills that will enable them to make the best use of their capabilities in learning and work throughout life.

The Careers and the World of Work programme in Key Stages 3, 4 and 5 provides the teaching, learning, information and advice to help to:

- Increase pupils' self-awareness and identify their personal development needs
- Become aware of changing career opportunities in the labour market, further and higher education and self-employment
- Develop skills in career planning that will help pupils to make choices and manage their career development including learning about the importance of life-long learning

- Make effective applications for jobs, training, further and higher education
- Prepare pupils for interviews

These skills will be accessed through:

- Pastoral sessions and PSE days
- Using the Careers resources including CareersWales.com
- Work Related activities e.g. work experience and enterprise
- Researching on the internet
- Group talks
- One-to-one interviews
- Recording your achievements
- Using your Progress File
- Completing Individual Learning Pathway Plans
- Speakers from the World of Work
- Visits to careers conventions and higher education events
- School subjects such as Engineering, Business Studies, ICT and Child Care
- Mock interviews
- Opportunities to visit open days at Universities and Colleges of Higher Education

### **Health and safety**

The WRE Department's policy for 'Health & Safety' is consistent with, and so reinforces, the 'Health & Safety' policies of the School and LA, which seek to promote safe and healthy working conditions, behaviour and procedures. All those members of staff involved in the delivery of WRE recognise their duty:

- to take care of their own 'Health & Safety' and the 'Health & Safety' of others who may be affected by their actions
- to be familiar with this policy and that of the School
- to co-operate with the School Management in promoting 'Health & Safety'

### **Arrangements for Reviewing the Policy**

The policy was agreed by the Governors on 18th May 2022 and will be reviewed on a regular basis at in accordance with curriculum changes from Welsh Government & Qualifications Wales.

<https://gov.wales/sites/default/files/consultations/2019-01/consultation-document-transformational-curriculum.pdf>