



Careers Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

Careers and the World of Work Policy Ysgol Dyffryn Conwy

Background and ethos

Every pupil has an equal right to an education and guidance on careers of a high standard which provides them with an insight into the world of work, which helps them research into career options and supports them in the task of making decisions regarding the choices available to them.

As a school for pupils aged 11-18 we aim to enable pupils to transfer to post-16 education, employment or training and to leave us possessing the career skills which will aid them in a precarious and remarkably competitive future.

The aims of our CEWW programme

We fully support the Career and World of Work Structure which states that pupils need to develop in the following three extensive fields :

- self-awareness and development;
- career opportunities; and
- career planning.

Principles

The CEWW programme must :

- effectively connect with PHSE and the National Curriculum so that students learn as well as possible and avoid futile duplication.
- provide current and totally unbiased information through close collaboration with Careers Wales, employers and AB and AU establishments.
- challenge stereotyping and encourage pupils to broaden their ideas regarding a career. Pupils will be taught how to deal with prejudice and discrimination and how to use assertive and negotiating skills.
- reflect the true nature of the world of work today and tomorrow.

Presentation and Content

Year 9

- Pupils will transfer to CEWW within the PHSE tutorial programme e.g the careers co-ordinator will conduct a two-lesson workshop based on the skills employers need, during skills days/week. During this period, pupils will play a 'Careers Game'. The purpose of the game is for pupils to begin considering which subjects are associated with various careers.
- Pupils will concentrate on their strengths and weaknesses, they will practice decision-making and will look at a wide range of jobs including some less ordinary ones in order to encourage them to think broadly.
- Focus will be on choices available at Key Stage 4 and their implications.
- **The programme is integrated into the year 9 Tutorial/PSHE programme leading to pupils making their free choices through Careers Wales website in the Autumn Term.**
- **Careers Fair:** An opportunity for pupils to learn about various types of jobs (Spring Term).
- **'Choice' Lesson :** Follow up to fair. Explanation of choice procedure on 'Careers Wales' website.
- **MAT Careers Lesson:** MAT careers lesson presented in order to motivate these pupils.

Years 10 and 11

- Careers check form filled in (Careers Wales website).
- Group work and individual interviews with a Careers Wales Officer.
- A week of work experiences at the end of Year 10 including opportunities to visit local employers, to take part in an enterpreneurship workshop (Dragon's Den), CV and interviews skills workshop (Learning Performance) and presentations by local employers and through Careers Wales.
- Mock interviews for Year 11 with local employers (Autumn Term).

- Workshop on Interview Skills and CV writing from Learning Performance (Summer/Autumn Term – Yr.10 -11)
- Talks by college tutors and college visits. Careers information evening for Year 11 (6th Form Open Evening - Spring; Visit to Linc Conwy's open day; visits/taster sessions for individual pupils/groups of pupils to Llandrillo/Glynllyfion/Llysfasi – dependant on post-16 pathways).
- Extended Work Experience and relevant qualifications are arranged for vulnerable pupils in year 11 in partnership with Conwy 14-19 Network. Yearly between 10-15 pupils benefit from this scheme.

Years 12 and 13

- Support for up to two weeks' work experience in Year 12 particularly for specialist courses such as Medicine and Education.
- Talks with and visits to Colleges, Universities, Organisations and Employers as part of the BAC programme, Skills Day and Tutorial Lessons.
- Bac Passport as part of the Enterprise Challenge – identifying study or career pathways, researching and presenting an individual plan.
- Bac Challenges – Community, Enterprise, Citizenship Challenges and Individual Investigation.
- Access to participate in schemes such as the Seren Project (MAT Learners; RYLA (Rotary Leadership Course) for learners.
- 'Drop in' mornings with a Careers Wales officer – if relevant to the Current Careers Wales Programme.

Roles and responsibilities

The Vocational Guidance Co-ordinator will plan, co-ordinate and evaluate the GBG programme, in close collaboration with the Deputy head of curriculum and Assistant Head for Pupil Wellbeing and Progress. A job description is available to explain this role.

- Year heads and tutors are responsible for teaching and providing feedback on the aspects of the CEWW programme taught.
- We work closely with Careers Wales staff, and also with our careers liason advisor and members of the education services' team.
- The Vocational Guidance Co-ordinator will hold GBG briefing sessions for staff, supported by Careers Wales.

Resources

- Posters promoting useful websites for pupils in the sixth form. Located in sixth form computers room (ADN).
- Magazine library – College and University prospecti in KS4-5 Learning Coach's room.
- Careers Wales website.
- The VGC's office is used for one-to-one interviews at school level with the Careers Wales officer. It also has a range of information about careers.
- The CEWW budget is annually discussed, in accordance with the CEWW development strategy and the need to update materials.

Partnerships

The CEWW programme is greatly enhanced by the contact with a number of partners who help us make teaching pupils something 'real' and ongoing. As well as the strong links with Careers Wales, we always aim to expand and improve our links with employers and other local groups. These links include providing work experience locations, focus groups, talks during PHSE, a Careers Fair and mock interview sessions.

We are also in partnership with further education colleges and regular meetings are held between us to revise our CEWW programme, to receive the latest information on curriculum changes on both sides and to plan for the effective transfer of pupils..

Parents play a vital role in pupils' understanding of 14+ and 16+ choices and the career decisions they make. We provide parents / guardians with the latest information on 14+ and 16+ choices and we organise

information sessions for parents. They are also encouraged to make an appointment to talk to a careers advisor to discuss any individual anxieties.

Careers Wales

- Presentations with some specified by the Progress Heads.
- Interviews with targeted pupils, including those in danger of being NEET.
- Input to annual reviews for ALN pupils (priority for years 9-11).
- Groupwork with particular groups.

Monitoring and evaluation

Each activity which forms part of the CEWW programme is subject to evaluation and the information is used to help with the task of planning for the following year. We use a mixture of evaluation forms (e.g. pupils fill one on finishing a careers unit during PHSE), focus groups (e.g. with a representative group of Year 11 pupils following work experience) and leaving surveys (e.g. asking parents' their views at the end of a careers information evening). The evaluation focusses on how effective the event/activity was in helping pupils to learn whatever the planned learning results were. Staff feedback is gathered by means of evaluation forms and discussions are held during meetings.

The annual CEWW careers evaluation uses the results of the constant evaluation process which is then formed into a development plan. The VGC and deputy head co-operate to assess and set out the main priorities for the year ahead and for evaluation and revision of priorities over the year.

*CEWW – Careers Education and World of Work AGBG – Addysg Gyrfaoedd a Byd Gwaith
PSE - The school's Personal and Social Education Programme ABCh – Rhaglen Addysg Bersonol a Chymdeithasol yr ysgol Un neu ddau o bethe nad ydw i'n gwbod am be maen' nhw'n sefyll :