



# Careers Education Policy

Date adopted: ..... 20/09/18 .....

Headteacher signature: ..... Rhys .....

Chair of Governors signature: ..... [Signature] .....

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# Y Pant School - Careers Education Guidance Policy

## Principles

All pupils at Y Pant have equal access and entitlement to Careers Education Guidance (CEG) which helps students develop the knowledge and skills that will enable them to make best use of their capabilities in learning and work throughout life.

## Aims

The aims of the CEG programme can be defined in three areas:

- *Self-awareness and development;*
- *Career opportunities*
- *Planning.*

The CEG programme provides the teaching, learning, information and advice to help students 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 students to make choices and manage their career development including the importance of life-long learning.*

## Learning Outcomes

The CEG programme incorporates the learning outcomes for Key Stages 3, 4 & 5 contained in the Careers and the World of Work Guidance.

## Equal Opportunities

CEG plays an important role in personal development. Every opportunity is sought to help students develop knowledge and understanding of themselves and others as individuals – their strengths, weaknesses, attributes, personal qualities, ability and potential.

Students are encouraged to make the best use of all opportunities presented to them. The department 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 CEG.

All students have equal access and entitlement to CEG regardless of their academic ability, age, sex, disability or ethnic background.

## Delivery and Content

In Years 7 and 8 the CEG programme is introduced within the Personal Social Education as a part of the school's Personal Development Programme. The programme is supported by group talks and individual guidance interviews which are organised on a self-referral basis and are undertaken by Careers Wales.

In Years 9, 10 and 11, CEG lessons are integrated into the Welsh Baccalaureate programme. The majority of lessons will be delivered by the Welsh Baccalaureate team, or occasionally the school's Careers Adviser.

Year 12 and 13 pupils are interviewed on a self-referral basis and work closely with the Careers Adviser.

Students are also offered to a range of bespoke careers talks that follow on from a survey they undertake in order to clarify their specific requirements as a cohort.

## **Guidance**

The Careers Adviser 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 eleven pupils are entitled to self-refer themselves to the Careers Adviser. The careers adviser produces a summative Career Action Plan for each individual student following their discussion. Year 11 students may receive a follow up interview which is arranged on an as needs basis.

Pupils who are statemented are supported by an ALN Careers Adviser from Careers Wales.

Year 12 pupils are interviewed by the Careers Adviser at the beginning of their course in September and again in the summer term to discuss options post 17 & 18.

All pupils are able to request guidance and counselling at any time during their education at Y Pant. The SLT link is able to arrange meetings with the Careers Adviser on a need to access basis.

## **Work Experience**

Work Experience now takes place on a discreet basis and is no longer a formal part of the school curriculum.

Work experience, when undertaken, offers students many benefits and opportunities.

In particular it can help to:

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

The SLT link and the school's Careers Adviser act as the point of contact for students, parents, employers and the careers company.

The task of finding suitable placements, visiting employers, agreeing on programmes of work, checking on insurance and carrying out risk assessments is ultimately the responsibility of Careers Wales.

## **Roles and Responsibilities**

The school is responsible for promoting CEG within the curriculum including producing schemes of work; identifying and safeguarding students' entitlement to CEG; and to review and negotiate annually the Partnership Agreements with Careers Wales to maximise the effectiveness of this working partnership.

The department is supported by the SLT link and the Curriculum Manager takes CEG into account when planning for development, timetables and staffing. A member of the Governing Body acts as a link Governor.

## **Inset**

The training needs of the staff involved in the delivery of CEG will be identified via Continuous Professional Development interviews and the department's annual 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 is located in the Main part of the school with direct telephone access from the office.

University and college information are kept in the Sixth Form area together with information about local colleges of further education; vocational training, job circulars, voluntary work and taking a gap year.

A careers information database can be found at [careerswales.com](http://careerswales.com) and is accessible to all students.

## **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 Careers 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 Careers Adviser works very closely with Careers Wales to provide work experience, enterprise activities, work related activities, information and guidance to all students.

It is school policy that outside speakers offer objective advice and will not use the school as a recruiting tool.

## **Monitoring and Evaluation**

Y Pant has a Service Level Agreement with Careers Wales that is reviewed annually. The SLT link 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.

During the summer term, the CEG development plan is written in preparation for a meeting with the Headteacher. The annual review allows the department to review current provision, identify areas for development and set targets for the following twelve months. This action plan feeds into the school's development plan. The department also uses a variety of other methods such as questionnaires and interviews to monitor its performance.