



*Ysgol Gyfun Gymraeg
Bro Myrddin*

Careers and the World of Work Policy

Date reviewed by the Governing Body: 30 March 2017

Signature of Chairperson: _____

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CAREERS AND THE WORLD OF WORK POLICY

The school's Careers and World of Work policy (CWW) is based on the document published by the Welsh Assembly Government 'Careers and World of Work: a framework for young people aged 11 to 19 in Wales'. It has been adapted / updated to consider the Welsh Government document – 'Future ambitions; Developing careers services in Wales' published in September 2010.

The framework was implemented on the 1st of August 2008 and the school has achieved two full audits of its activities against CWW Framework requirements. The latest audit in September 2011 occurred during the process of the school winning the Careers Wales Quality Mark accreditation.

Logical Basis

Young people need to have the skills to take their place in a rapidly changing world of work in the global economy. CWW is about the relationships between young people, their learning and the world of work which enable it to realize the value of education, qualifications and skills. CWW is part of the basic curriculum for all young people aged 11 to 16 and also part of the requirements of the Core Learning Pathways 14 – 19 years old.

Key Aims

Ensure that every young person can;

- Develop the attitudes and values needed for employability and lifelong learning.
- Manage their individual learning pathways and make effective career choices.
- Develop the skills that employers need.
- Be entrepreneurial
- Have the motivation to face challenges, choices and life responsibilities as an adult.

Commitment

As a school we are committed to;

- Providing a planned programme, that is appropriately differentiated for all our learners.
- Ensuring that advice and individual guidance is available regarding choices and development.
- Giving a chance to every pupil to create a comprehensive Achievement File by using www.careerswales.com
- Ensure provision methods which promote equal opportunity and inclusion.
- Offering an insight to the World of Work during Work Experience weeks.
- Ensure that subject work plans state their contribution to the CWW education of our pupils.

- Collect and consider the pupils' own opinion on the CWW provision in the school.
- Annual contract with Careers Wales that notes the contribution that every partner will do.
- Energetic contacts with local businesses and industries as well as the County Council.
- Use the national framework and its connected guidelines as a basis for our teaching programmes.

Connected Policies

CWW is linked to other policies and support, including the 14-19 Learning Pathways, teaching and learning, assessment, PSE, equal opportunities, health and safety and additional educational needs. The CWW policy also interacts closely with the School Development Plan.

The Revision Procedure

An annual meeting is held between the Co-ordinator and Head of CWW to review the year as part of the school's Performance Management policy. The results of this meeting will be the basis for the Department's Development Plan for the next year and will normally be held before the meeting to renew the agreement partnership with Careers Wales.

Provision Models

CWW presented through a variety of ways. A tutorial lessons and PSE as well as holding events or one-off projects. We liaise with experts or organizations to discuss in detail one area of the economy as well as visits by local entrepreneurs. When Careers Wales reduce its role in the activities of school organizations / agencies as Dynamo, BaseCymru and STEMCymru play a more prominent part in the school's arrangements. Subjects also increased its awareness of its ability to promote CWW through its normal lessons. The problem of 'finding a location of work experience relevant to a career' is used as a means to gain a Key Skills qualification in Troubleshooting at Key Stage 4. Also at Key Stage 5 pupils consider their career ideas by exploring the World of Work, University and Gap Year opportunities as a means of earning a Key Skills qualification.

An outline of the CWW program across the Key Stages is located below:

Key Stage 3	<p>PSE tutorial on 'Options' and 'Law relating to young people in the World of Work.'</p> <p>PSE programme – decision making</p> <p>Options Day – Dynamo / STEM Project Speakers</p> <p>Visits to organizations such as Gelli Aur College (Learning Pathways)</p>
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Key Stage 4	<p>Work Experience Week as well as two days to prepare and evaluate the week. (Days include activities on health and safety, Careers Wales Online, Salaries at the UK STEM, Dynamo Speakers)</p> <p>PSE program focuses on preparing Progress File www.gyrfacymru.com</p> <p>Mock interviews</p> <p>Careers Conference at Parc y Scarlets</p> <p>Continuing Work experience for a group of ALN children</p> <p>Master Classes by a range of companies and organizations: Police, Fire Brigade, Courts</p>
Key Stage 5	<p>Mock Interviews.</p> <p>Work Experience.</p> <p>Dynamo speakers</p> <p>Activity organized by Carmarthenshire County Council relating to how to spend money on the County; 'Insight Day'</p> <p>PSE program; Gap Year, World of Work, University.</p>

CWW Examination of the range declarations: Post-16

Check code: 1 = achieved, 2 = Fine changes needed, 3 = Big changes needed, 4 = Not established yet

Range declaration	Activities ✓ tick if them are relevant to the whole cohort	Staff	GBG Skills	Other skills		Steps that need to be taken
Personal achievement						
1. Review their achievements and work/career/study plans.	Year 12 Induction Course – every pupil will review their GCSE performance with their Personal Tutor. A discussion is also held about their post-16 choices. Interviews with the Careers Officer.	Form Tutors and Careers Officer	9,11,13	Communication Working With Others	1	Ensure consistency of expertise among the Tutors.
2. Continue to develop a continuous curriculum vitae (CV) based on their achievements, their experiences, their interests and their skills in order to strengthen their employability.	Tutorial Lessons	Year 12/13 Year Tutors	4,6,9,10	Communication ICT	2	UCAS forms are the focus for the majority of pupils in Year 13. Promoting the use of Careers Wales Online in the school in order to stabilize the pupils' thoughts about a continuous CV.
Seeking information						
3. Investigate and evaluate a range of information about careers and the labour market in Wales.	Carmarthenshire County Council's Glimpse day will give the idea of expenditure/finance within Carmarthenshire.	GJO/ Heads of Year Six	3,4,5,6	Investigating ICT	2	Information about Carmarthenshire

	Presentation by GJO during the Induction Course. Careers Library School's Careers website. College and University Open Days					
4. Investigate how opportunities in Britain, Europe and the rest of the world can affect their ideas for a career.	School Careers website Exodus database UCAS Process	GJO	3,5,6,7	Investigating ICT	3	A role for CILT Wales/Modern Languages Department?
5. Extend their knowledge about business opportunities and self-employment in order to enrich their career horizons.	Work Experiences Voluntary Work Year 12 'Wine Bar' Entrepreneurial Day Visits from employers during the Dynamo PSE and a Work of Work tutorial session.	Head of Year GJO	1,8,9, 13,14, 15	Working With Others Problem Solving Communication	1	There is a need to formalize a relationship with local employers.
6. Discuss the effect of current tendencies in work patterns on their plans regarding a career.	Interviews with the Careers Officer Careers Library Presentation by GJO – Induction Course	GJO	2,3,4,5	Communication	2	Need an expertise to offer information and up to date analysis of the situation especially about a conversation about the national situation.
Understanding the world of work						
7. Discuss the benefits that diversity can offer to the workplace and the disadvantages that can be created through stereotyping.	Charity work. PSE Tutorial on Equal Opportunities. Work Experience	TH/GJO	1,7,13	Communication Working with Others	2	What is the subject Curriculum for this aspect? A subject audit was held in 2010 – need a more recent one.

8. Commit to activities that encourage an entrepreneurial approach towards wealth and creation.	Voluntary Work. <i>Hwyl yr Haf</i> arrangements where the pupils are responsible for creating and running a market stall to contribute to the Summer Fair for primary school pupils. Journey to an Enterprise (Bac Group).	Head of Year	1,2,4,7,13,15	Communication Working with Others Problem Solving	1	
9. Understand their responsibilities and rights as employees and know how to follow safe working practices.	Work Experience in Year 12 Voluntary Work	GJO/Employers Work Experience	1,9,12,13	Communication Working with Others Problem Solving	2	Confirm the need for a Risk Assessment when arriving at the work experience location.
10. Use experiences that focus on the work to improve understanding of the skills and qualities employers need and any implications for career plans / work.	Work Experience in Year Visits from employers Voluntary Work Charity Work Year 13 Mock Interviews Open Days with universities. Specific Careers Days e.g. nursing	GJO/ Careers advisor	1,2,7,8,14,15	Communication Working with Others Problem Solving	1	Confirm the process of going on work experience and reflect on it in order to consider which skills were developed, which pleasurable qualities were witnessed in the world of work?

Guidance						
11. Accessing and analysing realistic, unbiased guidelines on education/career/work pathways.	Careers Officer – interview every pupil. Careers Wales Online Visits from employers Mock interviews (November Year 13) Careers Library	GJO	2,3,4,6,8,10	Communication ICT	2	Promote the use of the Careers Library and the Website. Is there a need for more specialised visits?

12. Consider the implications of their ideas in their financial position and their way of life.	A presentation by 'Student Finance Wales' discussing university fees. A PSE lesson on a Gap Year and the financial implications.	GJO Head of Year	4, 8, 11	Communication Numeracy	1	Update the provision on the finance situation in 2012 universities.
Making and implementing decisions						
13. Understand, analyse and make decisions about individual pathways in education, training and work.	A Class Tutor interview at the beginning of Year 12 regarding their choices. Regular interviews throughout the year to review the learning pathway.	Class Tutor/ Head of Year	2, 7, 9, 11	Communication Problem Solving Improving Own Learning and Performance	1	
14. Be able to explain and justify their choices to their peers and to appropriate adults.	Tutor Interviews. Individual interviews with the Careers Officer. Mock interviews with Carmarthen Rotary Club.	Class Tutor/ Head of Year	9, 10.	Communication Working With Others	2	Encourage more pupils to have interviews
15. Review, group and present information about themselves in terms of learning and work in order to negotiate a career plan.	Discuss and review their results regularly with Form Tutors. UCAS forms.	Form Tutors	9, 10,12	Communication ICT Working With Others	2	What is the % that is not going to University and therefore does not fill in an UCAS form? Do these pupils need CV sessions?
16. Promote a positive self-image in a range of formal situations including applications and attending interviews.	Year 12 Work Experience. Rotary interviews Voluntary Work	Head of Year/GJO	1,2,6,9, 14	Communication Improving Own Learning and Performance Working With Others	1	

CWW Examination of the range declarations: Key Stage 4

Check code: 1 = achieved, 2 = Fine changes needed, 3 = Big changes needed, 4 = Not established yet

Range declaration	Activities ✓ tick if they are relevant to the whole cohort	Staff	CWW Skills	Other skills	Check	Steps that need to be taken
Personal achievement						
1. Develop a curriculum vitae (CV) based on their achievements, their abilities, their interests and their skills.	Creating and developing a CV in Year 10 and 11 during PSE sessions. The final version is part of the pupil's Progress File.	Form Tutors	1,4,9,10	Communication	2	Promote the use of Careers Wales online as a framework for the document.
Seeking information						
2. Use a range of sources to find information about their career ideas, by differentiating between information and promotion material.	<ul style="list-style-type: none"> - Careers Conference in Year 11 where the pupils meet a variety of employers. (Parc y Scarlets in 2011) - Skills Wales Conference (September 2010) - School Careers Website and the Careers Library 	John Selby GJO	1, 3, 4, 5, 6,	Investigating Thinking ICT	1	Ensure that the provision is constantly available on an annual basis. A means of measuring the pupils' use of the school's CWW resources.
3. Examine employment opportunities and tendencies and learning locally and further away.	The process of arranging Work Experience is linked with gaining Key Skills Level 2 Problem Solving accreditation. Pupils investigate into different options of employment as part of the process.	GJO/EUJ	2,3,5,9,	ICT Improving Own Learning and Performance Problem Solving	2	'Further Away?' Pupils usually concentrate on the local context.

Understanding the world of work						
4. Examine stereotyping implications in employment and training; recognise the benefits of a positive approach towards difference and diversity.	World of Work Conference activities related to female/male jobs.	Careers Wales	2,3,13	Thinking Communication	3	Need to expand the provision that relates to creating a positive attitude towards difference and diversity.
5. Examine the role of enterprise/wealth creation and develop their own ability to act in entrepreneurial ways.	Dynamo Project Celtic Enterprises (Business Class Only)	GJO/RhB	1,3,4,5, 6,8,12, 15	Communication ICT Thinking Problem Solving	2	Dependent on options. The event is not available to every pupil. Possible to extend to the whole year?
6. Identify their responsibilities and rights as employees and learn how to follow safe work practices.	- Health and Safety sessions during World of Work Conference in Year 10. - Work for Year 10 where they will receive the whole risk assessment. - Year 11 Mock Interviews	Careers Wales GJO GJO	1,2,7,8, 13, 14	Communication Improving Own Learning and Performance	1	Continue the emphasis of risk assessments and the key role of Health and Safety in the Work Experience process.
7. Use experiences that focus on work to understand better what skills and personal qualities that employers want.	Work Experience and the opportunity to prepare before and after a week of reflection through two full days at the school	GJO/Careers Wales	1, 2, 11. 14, 15	Communication Thinking ICT	1	We create a context where such understanding is very likely to happen through the medium of Work Experience and two days of Work Experience Conferences.

Guidance						
8. Have realistic, impartial guidance, about learning, careers and issues relating to work.	An interview with the Careers Officer in Year 10/11 Careers Wales Online Careers Library School Careers website Careers Conference Mock interviews	John Selby Form Tutors GJO	2,3,4,5, 67	Communication Thinking ICT Improving Own Learning and Performance	2	Ensure an awareness and access to the identified factors. A bigger role for local businesses, create an EBP?
9. Understand the prospects and sequence patterns in the jobs that interest them.	- Guest speakers relating to specialist areas e.g. CITB, Police, Fire Engine, Land Industries, The Law Masterclasses.	GJO/Careers Wales	4, 5, 6, 11	Investigating ICT Improving Own Learning and Performance	2	Possible to extend the number of guest speakers to include more industries / sectors of the economy. Continue to offer / promote the master classes.
10. Explore career ideas and the possible effects on their lives.	School Careers website Careers Library Careers Advisor	GJO	2,3,4,5, 67	Investigating Improving Own Learning and Performance ICT	2	Possible for them to investigate their career ideas through school resources. Focus on the 'effect on their lives'? Needs a tutorial lesson on the importance of the World of Work to the individual.
11. Identify any obstacles from future aspirations and think carefully about how to overcome them.	Form Tutor Interviews Masterclasses giving information/expert advice on specific areas. Those pupils who leave education at KS4 have interviews and clear focus	GJO/Careers Officer	3, 8, 11, 13,	Problem Solving Thinking	2	Role for Key Stage 4 tutors to hold an interview based on future plans with the pupils?

	from the Careers Officer early in Year 11.					
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Make and implement decisions						
12. Identify, understand and make decisions about individual pathways in education, training and work.	<ul style="list-style-type: none"> - Post-16 choices with ZW (AH) and the Head of Sixth Form - A range of Vocational courses in Key Stage 4 and 5 	GJO/Heads of Year	1,3,4,5, 11	Working With Others Improving Own Performance and Learning	2	Ensure that different pathways are promoted in the most effective way.
13. Be able to explain their choices in some detail to their peers and appropriate adults.	<ul style="list-style-type: none"> - Mock interviews in Year 11. Individual interviews with the Careers Officer. - Year 10 and 11 Parents Evening. 	Careers Officer	9,10	Communication	1	Ensure that every pupil receives feedback from the interview.
14. Review current information about themselves in terms of learning and work to co-discuss a career plan.	<ul style="list-style-type: none"> - Class Tutor Interviews where they identify their targets for the year. - An interview with the Careers Officer. 	Form Tutors John Selby	1,2,7,9, 11	Communication Thinking Improving Own Performance and Learning	1	Ensure that Form Tutor interviews are achieved meaningfully with the idea of a career and post-16 choices having a present part in that conversation. Look again at the tutor interview leaflets.

15. Promote a positive self-image in making applications and attending interviews	<ul style="list-style-type: none"> - Mock interviews in Year 11 by external employers. - Continuous work experience by a small group of pupils in Year 10. 	GJO/Head of Year.	10,13, 15	Communication Improving Own Performance and Learning	1	Improve the interviews feedback process.
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CWW Examination of the range declarations: Key Stage 3

Check code: 1 = achieved, 2 = Fine changes needed, 3 = Big changes needed, 4 = Not established yet

Range declaration	Activities ✓ tick if they are relevant to the whole cohort	Staff	CWW Skills	Other skills	Check	Steps that need to be taken
Personal achievement						
1. Describe their abilities, their interests and their skills	Form Tutor interviews in Year 7, 8 and 9. Individual portfolio for every pupil.	Form Tutor	1,4,9, 10,14	Communication Improving Own Learning and Performance	1	
2. List their achievements in the school and outside of the school.	PSE tutor booklet as well as a specific page in their annual school reports.	PSE teacher	4,9,10	Communication	1	The leaflets must be up to date and are regularly adapted.
Seeking Information						
3. Use a variety of sources to search for information about a	Skillcheck Programme in Year 8. Careers Library.	John Selby	6, 13	ICT	1	Extend the access to the 'Skillcheck' programme.

range of work and learning opportunities.						Raise awareness of the Careers Library.
4. Be informed of the different types of work that is available and how work patterns change.	Skillcheck Programme Dynamo Speakers in Year 9. <i>Tregwaith</i> – entrepreneurship. KS3 Humanities Lessons focus on economies and various jobs across the world.	GJO/John Selby History/Geography Department	3,5,6,7	ICT	2	Ensure local and up to date information. Year 8 PSE lesson on the world economy.
Understanding the world of work						
5. Acknowledge and challenge the stereotypes that restrict people when choosing their job and careers.	Male / female job activities as part of the Year 8 PSE lesson.	GJO/Careers Wales	1,5,7	Working With Others Problem Solving Communication Number	3	Integrate the DVD resources on stereotyping into the PSE programme in Key Stage 3.
6. Examine the attributes of entrepreneurs and the role of enterprise when creating wealth.	Entrepreneurism day in Year 8. (Pizza Game) <i>Tregwaith</i> (Year 9) Local entrepreneurs visit the school during the option day in Year 9.	Careers Wales GJO to arrange	1,2,4,8, 12,13	Communication Thinking	1	Maintain the provision and evaluate its effectiveness.
7. Learn about the personal qualities that are important to employers.	Dynamo Speakers (Year 9)	GJO/Careers Wales	2,9,14	Communication Problem Solving	2	Employers are given more access to pupils in Year 9

Guidance						
8. Identify the people who can give advice and knowledgeable guidance on subject choices/career ideas and understand the implications of the pathways that lay ahead of them.	Meet John Selby in Year 8. Computer programmes such as Skillcheck and an up to date source of information in the careers library.	John Selby GJO/Librarian	2,3,5,6	ICT Thinking	2	Draw more attention to the 'implications' of the possible pathways ahead of them.
9. Identify any obstacles for achieving future plans and decide how to overcome them.	Tutorial Lesson relating to the Law and Young People	GJO/Year 8 Form Teachers	2,5,7,13	Problem Solving Working With Others Communication Improving Own Learning and Performance	3	Current lessons on equal opportunities and stereotyping are developed by the CWW co-ordinator by 2011-2012.
Making and implementing decisions						
10. Use what they have discovered about themselves, learning and work in decisions about individual learning pathways in Key Stage 4.	Year 9 Options Day	PSE Tutor Subject Teachers (Vocational or traditional)	3	Improving Own Learning and Performance Communication	1	
11. Be able to explain their proposed choices to their peers and appropriate adults.	Form Tutor Interviews	PSE Tutors Head of Year 9	7,9	Communication Thinking	1	Formalize this during PSE sessions. Pupils to explain their decisions and the logic behind them.