

PORTHCAWL COMPREHENSIVE SCHOOL

CAREERS and the WORLD of WORK (CWW)

POLICY STATEMENT

PREAMBLE

Young people need to be equipped to take their place in a rapidly changing world of work within the global economy. CWW is about the relationships between young people, their learning and the world of work, enabling them to see the value of education, qualifications and skills. CWW is part of the basic curriculum for all 11 to 16-year-olds and it is also part of the requirements of the Learning Core of Learning Pathways 14-19.

The Basic Curriculum for Wales (Amendment) Order 2003 required the basic curriculum to include provision for personal and social education for registered pupils of compulsory school age, and the curriculum to include provision for work-related education for pupils who are KS4 (broadly pupils aged 14 to 16). The Education (Extension of Careers Education) (Wales) Regulations 2001 extended the Education Act 1997 by requiring that a programme of careers education be provided for all students aged 13 to 19 in schools and colleges. In July 2008, The School Curriculum in Wales (Miscellaneous Amendments) Order 2008, amended the age range for work-related education so that it also applies to those pupils in KS3 (broadly pupils aged 11 to 14). The frameworks for PSE and CWW (formerly work-related education and careers education and guidance) have been revised to take account of these changes. They remain the key documents.

POLICY

The law therefore effectively requires schools and colleges to provide a programme of careers education for all young people from age 13 (Year 9) to age 19. The law does not currently specify the precise nature of such programmes. Schools may consider that some careers provision should be provided before Year 9 in order that students are able to work successfully towards the outcomes listed in this document.

What is CWW?

CWW is concerned with the relationships between young people, their learning and the world of work. It should help learners to:

- explore the attitudes and values required for employability and lifelong learning
- plan and manage their pathway through the range of opportunities in learning and work
- make effective career choices
- become entrepreneurial
- flourish in a variety of work settings
- become motivated, set long term goals and overcome barriers
- see the relevance of their studies to their life and work
- develop Essential Skills and other skills required by employers
- prepare for the challenges, choices and responsibilities of work and adult life.

Care is taken to ensure that careers information is accurate, impartial and has quality. It is desirable that CWW should move towards being an integrated part of the education process and not seen as isolated events locked inside a careers classroom. Access to careers provision is a basic entitlement for all young people. In order to take full advantage of this, opportunities must be created and standards of service maintained.

Key aims

To ensure that young people can:

- develop the attitudes and values required for employability and lifelong learning
- manage their individual learning pathways and make effective career choices
- develop the skills required by employers
- become entrepreneurial
- be motivated to face the challenges, choices and responsibilities of adult life.

We are committed to:

- a planned programme, appropriately differentiated for all our learners
- access to individual advice and guidance on choice and progression
- delivery that promotes equality of opportunity and inclusion
- varied participation in enterprise and work-related experiences
- an agreement with Careers Wales which identifies the contributions that each partner will make
- growing links with the 14-19 network
- local industry and business links
- compact agreements linked with universities
- the use of the national framework and its associated guidance as a basis for our learning programmes.

PROCESS

CWW Objectives (A Framework for Careers Education Guidance, 11-19 in Wales)

The school provides opportunities for skills, attitudes and values to be developed in the following areas:

- Personal achievement
- Seeking information
- Understanding the world of work
- Guidance
- Making and implementing decisions

Equal Opportunities (also refer to Equal Opportunities Policy).

All pupils are entitled to have equal access to Careers Education Guidance, regardless of their class, ability, sex, disability or ethnic background. This is clearly embodied in the school's Mission Statement.

"All staff at Porthcawl Comprehensive School are committed to providing a caring, disciplined learning environment based on mutual respect in which all pupils, irrespective of gender, race or ability, develop their talents to the full."

The School has set out its policy in its Prospectus to parents. Equality of opportunity is central to all aspects of the Careers Programme, which incorporates awareness raising exercises on stereotyping and discrimination. Pupils will be encouraged to make the most of all opportunities presented to them. The Careers Programme has been designed to support this.

PROCEDURES

Outline of the CWW Programme

CWW is delivered in a wider range of ways than most other subjects and includes delivery:

- as an integrated element across a range of curriculum subject areas
- as part of PSE
- by a specialist in a separate session
- in one-off events or projects

Year 7 & 8

- subject and form teachers lay the foundations for the KS 3 theme, the world of work and a pupils' understanding of themselves.
- career areas are highlighted through specific events.
- access to careers information through the School Libraries.

Year 9

- learning how to use the Careers Wales on line
- Careers Wales Service support becomes more evident as a means to contribute to the above, e.g. parents evenings, Careers Library, etc.
- guidance on completing option forms.
- a set of careers lessons, delivered by subject teachers

Year 10/11

- reinforce the above through access to www.careerswales.com
 - support the formative process of Progress Files and COMPACT goals.
- provide information on post-16 options.
- provide essential training and guidance on skills for starting work, viz. interviews, CVs, application forms.
- offer individual support on request.
- induction into the Sixth Form

- discuss with parent/carers careers issues as the need arises.
- provide information on alternative routes for development, e.g. Modern Apprenticeships.

Year 12/13

- to review career plans on entry into the Sixth Form, and continue into Year 13
- to provide information on the range of opportunities available post-16, 17 and 18+.
- to provide "top up" interviews with a Careers Adviser/HEAT as the need arises.
- induction programme for Higher Education.
- support HE COMPACT scheme
- to provide a "top up" for the RoA/ Progress File.
- to provide open access to the Careers Library.
- to encourage self-placement opportunities for work experience.
- to give parents an opportunity to discuss careers issues as the need arises
- to support or help pupils make “the best choice” for further and higher education (UCAS)

The delivery of CWW

A) CURRICULUM STRUCTURE

- ✓ Learning across the curriculum

At Key Stage 3, learners are given opportunities to build on their previous experiences, and to promote their knowledge and understanding of Wales, their personal and social development and well-being, and their awareness of the world of work. CWW is delivered as discrete lessons to Year 9 via the Humanities staff. Teaching resources are provided by the PSE co-ordinator. In Year 7 and 8, there is Tutor Period where themes such as self and roles in life are discussed. There are also termly opportunities in Year 7, 8 and 9 to update a Record of Personal Achievement, which includes a record of attendance and punctuality.

For 14–19 learners, knowledge and understanding is developed and applied within the contexts of their individual 14-19 pathways including the Learning Core .The programme is delivered through PSE and Careers Wales, with sessions being dedicated to such things as curriculum vitae, job applications and preparing for interview.

There is no formal provision of lessons for Years 12 and 13. However, there are opportunities to develop careers themes in the Tutor Period. A greater self-reliance is expected on students in the post-16 age category. Year 12 are given a series of talks and guidance on the completion of UCAS forms including university speakers who give advice on completion of personal statement, choosing courses and finance. Year 13 H.E. candidates are interviewed individually prior to submitting their application form. The Careers Wales Service offers advice on colleges/universities and courses, with training on www.ucas.com as well as www.careerswales.com. A great deal of time and advice is available to students from the schools' Higher Education Access Tutor. (HEAT).

✓ Resources

Current resources for careers are regarded by the Careers Wales Service as being of a high standard and the school holds the Quality Mark. The Careers Library and Main Library have access to the Internet.

All the information relating to college open days, prospectus and related data is displayed in the Main Library as well as the Careers Library, and updated regularly.

All students are encouraged to attend H.E. fairs, several annual visits are run for them e.g. UWIC Careers Convention, Oxbridge Days, "Design Your Future", "Science in Health" and Open Days and taster courses. A display of college Open Days is maintained in the Library.

Students are kept informed of any relevant event or information on a daily basis via morning assemblies and the pupil bulletin.

Specific elements of CWW include:

- (1) course information, etc.
- (2) Interests and accomplishments.
- (3) interview practice.
- (4) engineering, Young Enterprise scheme

(B) PASTORAL CURRICULUM

The present pastoral programme is designed to enable teachers to learn more about pupils: "Getting to know you". Although there will be occasions when a theme involving a career(s) becomes a natural occurrence, there are key stages when an input from the tutor becomes essential:

- a) in Years 9 and 11, advice on option forms;
- b) in Year 12, where to seek advice on Higher Education, Further Education or employment;
- c) in Year 13, as above, and help with UCAS forms; particularly from the Higher Education Access Tutor
- d) in Year 11, RoA/Progress Files and COMPACT Goals.

(C) DISCRETE LESSONS IN CAREERS

Years 7, 8 and 9

Careers is not taught formally in Years 7 and 8. However, themes appear in the PSE programme .

Year 9 CWW is successfully delivered through the Humanities team. (see Sof W and lesson plans)

Years 10 and 11

Access to www.careerwales.com and lessons delivered through the PSE programme.

Year 12 and 13

Individual or group discussions. Where there are sufficient numbers interested in

common themes, small group discussions are organised through the Careers Adviser, e.g. applications for degree courses in Law, Music, Oxbridge, Art, Medicine at least. Where group talks on issues affecting all students are concerned, the information will be delivered in PSE lessons.

(D) OUTSIDE AGENCIES

Careers Wales Service:

The school has access to the services of a Careers Adviser; who support the school on a regular basis. The school should be in a position to negotiate their duties. This is accomplished through the Partnership Agreement with Careers Wales.

The current working practice involves a searching and valuable interview and diagnostic group work with Year 11 pupils. The outcome is the Moving Forward document.

Experience has shown that the involvement of the Careers Adviser in the classroom and supporting the development of the school's Careers Library is a very worthwhile practice. In the former, the Careers Adviser is asked to raise awareness about the service and help to deliver some themes, such as option choices, Higher Education etc. It is also possible for the Careers Adviser to give formal lessons, e.g. Year 9 on the Role of the Careers Adviser and Access to the Careers Library.

There is also a need for a commitment to:

- i. attend parents evenings in Years 9, 10, 11, 12, 13 and Induction Evenings
- ii. attending careers fairs;
- iii. assisting in careers conventions;
- iv. providing occasional tutorials for groups on topics.

Support is also offered by the Careers Adviser at school on results days.

Work Focussed Activity

Learning through work-focused activities is an essential part of CWW. These will not necessarily be the same for all students or for all areas. They may include:

- short blocks of work experience
- visits to industry
- masterclasses with employers and trainers
- business simulations
- work-related community participation
- enterprise activities
- industry days
- experience of a place of work
- experience of the world for those unlikely to be in paid employment
- work-related problem-solving activities
- extended work experience
- weekly timetabled work placements
- part-time employment

Work Experience is delivered in both Year 11 and 12. There is a School's Coordinator designated for this purpose who works closely with the Bridgend office of Careers Wales.

It can help pupils to:

- a) enhance their knowledge and understanding of the National Curriculum and other subjects and enrich vocational courses;
- b) develop self-reliance, initiative and ability to work with others;
- c) prepare them for the world of work and develop the attitudes required by industry;
- d) increase their understanding of career opportunities.

Definition of Responsibilities:

a) Careers Wales:

- finding placements;
- visiting employers;
- agreeing on programmes,
- checking H&S issues; checking insurances.

b) School:

- briefing and de-briefing;
- monitoring of pupils whilst at work;
- recording outcomes in the RoA/ Progress Files.

c) Pupils:

- to attend fully; observe rules and conventions specified by the employer;
- to be good ambassadors of the school; to record outcomes.

No pupil will be allowed to go on a work placement unless the placement has been approved by the Careers Wales Services. Pupils who find their own placements must give ample notice of their proposals so that the necessary checks can be made.

Other Services:

The school also examines carefully what is on offer regarding external Careers Fairs, Conventions, Open Days, Mobile Shows, business organisations, colleges and other external providers (speaker service) as well as hosting its own Careers Convention.

(E) CROSS-CURRICULAR PROJECTS

There are opportunities here for a careers input into cross-curricular projects possibly involving outside agencies in events targeted at particular years. The teacher with responsibility for industrial links is aware of the value of organised events, which also develop core skills in an integrated way. Some of the key features of projects on the environment, engineering and several business challenges has been teamwork and problem solving exercises. Decision making, applying knowledge and taking risks forms part of the current careers programme, but if it was set in the context of events, a competition or a challenge, it would appear to be more real, and certainly more practical and exciting. The following are a sample of projects that have been undertaken by the school:

Environment Project Performing Arts - production project
Engineering Event Science Awards Links with EBP
Young Enterprise Ford - GNVQ packages.
Sony Business Challenge CREST
Project Dynamo
EBP

Monitoring and Evaluation

Review procedure

There will be an annual review meeting which will normally occur prior to the renewal of the partnership agreement meeting with Careers Wales. The results of this will be communicated to the governing body in its July meeting.

The following is a summary of existing strategies, and suggestions where improvements could be made:

- (1) the School has a Partnership Agreement with Careers Wales, which is managed through the Bridgend Office. Annual Careers Review will review the existing programme and set goals for the following year. This also includes a visit from the Manager of the Bridgend Office.
- (2) pupils are asked by the Careers Adviser to complete a questionnaire to evaluate the help they had received in writing their Moving Forward document.
- (3) the school gathers information on destinations for all leavers at post-16, which also helps to evaluate curriculum provision in the 14-19 pathway .
- (4) Informal discussions on the value of the provision for Year 12 and 13 occurs with Year Tutors. (UCAS carries out formal reviews and the Induction is followed by student questionnaires).
- (5) On return from work experience, each pupil in Year 11 provides feedback /account of their work placement; a similar exercise is planned for Year 12.
- (6) Staff monitor work placements on their monitoring visits; any problems are reported.
- (7) Discussion with the Careers Wales Service is undertaken on concerns or problems that might arise.
- (8) CWW programme is evaluated by staff and pupils – SoW and lesson plans are updated as needed.