



Careers and Work Related Education Policy  
November 2023

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# Careers and Work Related Education Policy

## **RATIONALE**

This policy ensures effective careers education and guidance is provided and is inclusive for all students. It helps to develop the skills that students will need in the world of work and challenges their preconceptions and stereotypes by raising their ambitions and making them fully aware of the opportunities available in the education system and within the world of work.

Every teacher is a teacher of careers.

Careers and Work-Related Education (CWRE) is a cross cutting theme of the Curriculum of Wales. Whitmore High School is committed to supporting our young people to be ambitious, capable learners. CWRE is embedded across all subjects and will provide the information and advice to enable learners to realise their potential. We will provide the support and guidance to help them to make informed decisions about their future pathways and lifestyle expectations. These pretences will be delivered across all subjects and evaluated by all, to ensure continuous improvement.

The School is working towards the Careers Wales Quality Award.

## **AIMS**

Our CWRE Programme aims to support learners to:-

- Improve self-awareness and understand their own personal development needs.
- Increase general awareness of the changing career opportunities, and opportunities in further and higher education, the world of work, current labour market information, apprenticeship schemes and self-employment.
- Be able to start planning their career, make informed choices and manage their own career development, based on their Individual needs, sills and lifestyle expectations.
- Encourage lifelong learning, self evaluation ages improvement.

## **ORGANISATION AND DELIVERY OF CWRE WITHIN THE SCHOOL**

- CWRE is part of a LT Portfolio and a Governor is assigned to support.
- CWRE is delivered within subjects by all practitioners.
- Each AOLE assigns a CWRE Champion to monitor and evaluate CWRE across the AOLE, whilst liaising with the CWRE Whole School Lead.
- CWRE involves Careers Wales and other partnerships, eg., Future First, Speakers for Schools, InvestIn, Big Ideas Wales, Inspiring Skills Wales, University of Wales, alongside external speakers and theme days.
- Careers Wales organises a careers day every year for year 10 and 11 to meet future employers and develop their cv and job application writing skills
- Students encouraged to use Careers Wales website and Unifrog and explore the websites and map career routes, using a variety of resources to assist them in their personal development and understanding of job roles in the world of work.

- All Year 11 learners have a one to one interview with the Careers Wales Advisor.
- All students have access to the CW Advisor, at request.
- Sixth Form Seminars held every week for CWRE content and external speakers
- CWRE skills development in Year KS3 in PSE lessons and in WB lessons from Year 10 onwards.
- Careers Wales hold assemblies for Year 9 to support with subject option choices and for Year 10 and 11 to inform learners about the future job market information
- Careers' specialist staff in the Sixth Form to support with Post 16 options and support UCAS applications and general careers advice.
- Year 11 Students will have access to information about a wide range of opportunities, through assemblies and the Careers Newsletter.
- CWRE is delivered through a variety of methods and encourages use of digital technologies, numeracy and literacy skills.

## **CWRE IMPLEMENTATION**

- The implementation of CWRE happens both within Departments, AOLEs and in form time.
- The PSE programme within Years 7, 8 and 9 enhances students' knowledge of themselves, their personalities and interests thus improving their decision-making skills and smart target setting techniques. Pre-options talks and resources are provided to assist students with making subject choices for Key Stage 4, to provide awareness of the factors that affect decision making and understand how to make their option choices. Information is provided to parent/carers during the Key Stage 4 Information evening.
- Students receive guidance during a Form Time/HWB/PSE lessons on how to explore careerswales.com so that the website can be used as an effective home and school resource to enable students to research information relating to option choices.
- In Year 10, students in WB lessons use 'job matching quiz' software to explore their personality, their likes, dislikes, and improve their understanding of levels and types of qualifications, labour market information, work training programmes and the variety of careers, jobs and professions available to them.
- In Year 10, learners self assess their skills, create skills development plans in WB lessons and write application letters for employment.
- Sessions delivered during PSE/RSE sessions across year groups, examine the implications of stereotyping, difference and diversity in employment and training.
- In year 10 students are introduced to the concept of entrepreneurship and develop their skills in a business scenario.
- Year 11 develop personal effectiveness in subject areas and WB, through self evaluation, target setting and making decisions based on their interests, abilities, personalities and their strengths and weaknesses. Furthermore, all students will need to be prepared for making decisions that best match their abilities. They will be encouraged to complete a Personal Statement/Pen Portrait to showcase their skills and achievements. This will be during Form Time and/or Welsh Bac/RSE lessons in the Summer Term.
- Big Ideas Wales provides guest speakers to talk to students about their personal experiences and successes of the business world, in Year 12 and Year 10.
- Year 13 complete a Destination Plan through the Welsh Baccalaureate Skills Challenge course, exploring two career pathways, considering the financial implications and qualification/skills requirements.
- Year 12 - Work Experience is introduced to students by providing detailed information and guidance about self-placing and sourcing relevant opportunities in business. A one week placement undertaken in the summer term affords students the opportunity to gain an insight in to the world of work.

- In Year 10 students undertake a 'career check' survey which is used to identify where intervention is required and support is provided accordingly.
- Students receive guidance for interviews, work experience and health and safety in the workplace.
- All students participate in CWRE. Working with staff from industry, students complete activities designed to reinforce skills which will be essential for them when facing their GCSE's and entering either further education or the world of work. Students have the opportunity to work with adults who are not teachers to enrich the learning experience. This may take the form of a Careers Fayre.
- All Year 10 and 12 students take part in an Enterprises Challenges as part of the National Baccalaureate Qualification to assist them to develop essential transferable skills.
- During Year 11, Careers Wales provide sessions relating to post 16 options. Through group work, students look at the three main choices available to them: sixth form, college and employment with training.
- Talks are provided as part of the CWRE programme across year groups. Guest speakers from local colleges, industries and public services attend to talk to interested students about specific pathways. Students meet outside speakers from the world of work and are able to listen to individuals reflecting on their experiences.
- In Year 12/13 students are expected to take a greater responsibility in sourcing Careers Information through Careers Wales and Unifrog.
- Guidance within the Sixth Form Seminar programme is provided and the careers interviews with Careers Wales and Sixth Form Team, assist students in their mission of finding a career most suited to them.
- Careers Interviews are offered to all year 12 and 13 students. Further interviews at any stage of their career decision making time can be requested.
- Year 12 students have the option to take part in a self-placed work experience placement.
- During sixth form all students are given the opportunity to produce updated Curriculum Vitae in preparation for a 'Mock Interview' which is carried out by representatives from the business world. This assists individuals with making choices where specialist feedback is received and acted upon.
- Sixth form students receive guidance for the UCAS process including application guidance and university visits.
- The Careers and Work-Related learning at Whitmore High School is committed to the 14-19 Learning Pathways, Lifelong Learning and continued Professional Development and the new curriculum CWRE Guidance. The School has been awarded the Careers Wales Mark in recognition of 'demonstrated commitment to continuous improvement in learning for Careers and the World of Work'.

## **PROCEDURES FOR MONITORING AND EVALUATION**

Implementation of this policy will be monitored by the Headteacher, Senior Leadership Team, Head of CRWE and Departmental Review Process. The views of learners are sought. Discussions take place with facilitators, Governors and parents.