

2018/2021

# Careers Education & Guidance Policy Llanishen High School

This document contains the specific policy and associated information relating to Careers Education & Guidance at Llanishen High School

Responsible Staff Member: Mrs S Parry  
Approved by Governing Body: March 2018  
To be reviewed: March 2021



# **CAREERS EDUCATION AND GUIDANCE POLICY**

## **Section 1 : Aims**

1.1 All students of Llanishen High School are entitled to receive good quality Careers Education Guidance (CEG) and Work Related Education (WRE). Careers and the World of Work has an important place within the education that we provide for our students to enable them to make an effective transition from school to adulthood and employment. All students follow a programme that meets the requirements of Careers and the World of Work: a framework for 11-19 year olds in Wales.

1.2 We aim to

- provide a range of opportunities that enhance the curriculum,
- develop student awareness of the world of work,
- develop essential skills for employability and
- raise student aspirations for their future.

1.3 The policy and practice is based on the criteria contained in the Careers Wales Quality Mark which the school holds. The school works in partnership with Careers Wales. A Careers Wales advisor is based in school for two days a week and provides specialist support and advice to students.

## **Section 2 : Curriculum Provision**

2.1 The school provides a wide range of activities that prepare students for adult and working life including:

- ⤴ A comprehensive programme of lessons on careers in Personal and Social Education (PSE) at key stage 3. This includes the opportunity for students to understand themselves and their strengths, weaknesses, likes and dislikes
- ⤴ Within the PSE programme in year 8 lessons on how to access and navigate the Careers Wales website [www.careerswales.com](http://www.careerswales.com). It encourages students to make ambitious but realistic choices about courses and careers as well as developing a plan of action to achieve their goals
- ⤴ Careers Education and Guidance through interviews with the Careers Wales advisor.
- ⤴ The 4 different learning pathways at key stage 4 which include a wide range of vocational courses and qualifications that enhance students understanding of specific occupations
- ⤴ The delivery of WRE through the Intermediate Welsh Baccalaureate at key stage 4
- ⤴ The delivery of WRE through the Advanced Welsh Baccalaureate at key stage 5

- ⤴ A relevant work experience placement for all students who follow a vocational qualification.
- ⤴ An Enterprise week for all year 10 students as part of the Welsh Bacculaureate programme
- ⤴ Welsh Bacculaureate fortnight for all year 12 students in the summer term
- ⤴ Enterprise education through subjects such as Business Studies and Economics, PSE and Welsh Bacculaureate which helps students to develop their entrepreneurial skills, financial literacy and business understanding
- ⤴ Opportunities in all subject lessons for students to develop the skills, knowledge and understanding essential to success in school and the world outside
- ⤴ Encouraging students in all subject lessons to take responsibility for managing their own learning and setting personal targets
- ⤴ Focusing in all subject lessons on developing students competency in literacy, numeracy and wider skills, while promoting bilingual communication.

### **Section 3 : Careers Guidance and Support**

3.1 Llanishen High School in partnership with Careers Wales aims to provide all students with informed and impartial advice on the important choices throughout their school lives. This includes the following:

- ⤴ Individual and group sessions in year 8 to help students make informed decisions about their choices and the pathways available in KS4 and beyond.
- ⤴ The opportunity for all year 8 and 11 students to complete a free choice survey in relation to their option choices. This on-line survey helps the school to build the final option blocks around student choice.
- ⤴ Comprehensive Learning Pathways Evenings for the parents of all year 8 and 11 students. These are designed to support parents as they help their children to make important decisions about their next steps.
- ⤴ An individual options interview for all students with a member of the senior team. This ensures that all students understand the options available to them after year 8 and year 11 including training, further and higher education and employment.
- ⤴ A series of assemblies in the autumn term of year 8 and year 11 to provide relevant information for all students on the pathways and option choices available.
- ⤴ Taster sessions for Year 8 students to give information about new GCSE and vocational courses available at key stage 4.

- ⤴ Individual interviews for all year 12 and 13 students focusing on higher education, training and employment.
- ⤴ Setting high expectations in all lessons, registration periods and assemblies for attendance, punctuality and completion of tasks.
- ⤴ Continual support to students to develop their personal and social skills and treat everyone with respect and good manners.

### **Section 4 : Work Experience**

4.1 All students in years 11 and 12 who undertake vocational studies have the opportunity to take part in work experience. This is a work based placement during which students carry out a range of tasks or duties as an employee might, but with an emphasis on the learning aspects of the experience. As part of the curriculum it can contribute significantly to a student's understanding of a particular course, subject or area of employment. It allows students to experience a working environment at first hand; to gain the self-confidence required in an adult world; and to understand the expectations that employees and employers have of fellow workers.

4.2 In considering any work experience placement, the school will not accept any placement where the organisation involved specifies that it is not prepared to accept a student with one of the characteristics protected under the Equality Act 2010, unless there is good reason for this in terms of the nature of the work or workplace involved.

### **Section 5 : Management of Careers Education and Work Related Education**

5.1 Responsibility is allocated as follows:

- ⤴ The Subject Leader for PSE co-ordinates the provision for CEG/WRE at key stage 3. For year 8 students this is overseen by the Assistant Headteacher responsible for the curriculum.
- ⤴ The Leader of the Intermediate Welsh Baccalaureate course co-ordinates the provision for CEG/WRE at key stage 4, through the Intermediate Welsh Baccalaureate qualification and the team of subject deliverers.
- ⤴ The Leader of the Advanced Welsh Baccalaureate co-ordinates the provision for CEG/WRE at key stage 5 through the Advanced Welsh Baccalaureate qualification and the team of subject deliverers.
- ⤴ The three posts of subject leader for PSE, leader for Intermediate Welsh Baccalaureate and leader for Advanced Welsh Baccalaureate are all line managed by the Assistant Headteacher responsible for the curriculum.
- ⤴ All procedures for learning pathways and transitions between key stages are the responsibility of the Assistant Headteacher responsible for the curriculum.

## **Section 6 : Partnership with the Principality Building Society**

6.1 Llanishen High School has a formal partnership with the Principality Building Society. The Principality is committed to supporting the communities in which it operates and as such provides support for students in year 11 to help them build the necessary skills and confidence to succeed in applying for and securing future education and employment.

6.2 The programme covers the following areas:

- CV writing, with examples of good and poor practice
- △ Presentation skills for interview
- △ How to succeed in a job interview, including a mock interview with Principality staff
- △ Individual mentoring and coaching
- △ Financial Awareness including receiving a pay slip for a reality check, understanding what deductions are made and where they go; budget planning; and awareness of debt.

## **Section 7 : Monitoring and Review**

7.1 PSE and Welsh Baccalaureate provision and delivery are reviewed annually through self evaluation reviews with the Headteacher and the link member of the senior team. Through this process all aspects of provision for CEG/WRE are monitored and evaluated on an ongoing basis and the conclusions fed into the School Development Plan. This ensures that all learners are challenged and equipped with the skills and flexibility to function in a rapidly changing society.

## **Section 8 : Related Policies**

Child Protection  
Curriculum

*An equality impact assessment has been carried out for this policy and as necessary changes made to mitigate any identified negative differential impact on individuals having one of the protected characteristics contained in the Equality Act 2010.*