

2015/2018

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 2015
To be reviewed: March 2018



LLANISHEN HIGH SCHOOL CAREERS EDUCATION AND GUIDANCE POLICY

Aims

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

We aim to

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

Policy and practice is based firmly on the best practice criteria for the Careers Wales Quality Award which the school holds and will reapply for in 2015. 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 pupils.

Curriculum Provision

The school provides a wide range of activities that prepare pupils for adult and working life. Provision includes:

- A comprehensive programme of lessons on careers taught through Personal and Social Education (PSE) lessons at key stage 3. This helps pupils to understand themselves, their strengths, weaknesses, likes and dislikes
- The PSE programme in year 9 includes lessons on how to access and navigate the Careers Wales website www.careerswales.com. It also encourages pupils to make ambitious but realistic choices about courses and careers and to develop a plan of action for the future to achieve their goals
- Careers Education and Guidance through interviews with the Careers Wales Advisor based in school
- 4 different learning pathways at key stage 4 which include a wide range of vocational courses and qualifications that enhance pupils' understanding of specific occupations
- The delivery of WRE through the Intermediate Welsh Baccaulaureate at key stage 4
- The delivery of WRE through the Advanced Welsh Baccaulaureate at key stage 5
- The co-ordination of work experience placements for pupils in year 11 and year 12
- Additional relevant work experience placements for all pupils studying for a vocational qualification.
- An Enterprise Week for all year 10 pupils as part of the Welsh Baccaulaureate programme
- Welsh Baccaulaureate fortnight for all year 12 pupils in the summer term
- Enterprise education through subjects such as Business Studies, Economics, PSE and Welsh Baccaulaureate to help pupils develop their entrepreneurial skills, financial literacy and business understanding
- Opportunities in all curriculum subjects for pupils to develop the skills, knowledge and understanding essential to success in school and the world outside
- Encouragement in all curriculum subjects for pupils to take responsibility for managing their own learning and setting personal targets
- A focus in all curriculum areas on developing pupils' competency in literacy, numeracy and wider skills and developing bilingual communication

Careers guidance and support for pupils

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

- Individual and group sessions in year 9 to help students make informed decisions about their choices and the pathways available post 14

- The opportunity for all year 9 and year 11 pupils to complete the Careers Wales free choice survey. This on-line survey helps the school to build the final option blocks for key stages 4 and 5 around pupils' choices. Learning Pathways Evenings for the parents of all year 9 and 11 pupils are designed to support parents as they help their children to make important decisions about their next steps
- An individual options interview with a member of the school's senior leadership team for every pupil. This ensures that all pupils understand the options available to them after year 9 and year 11 including training, further and higher education and employment
- A series of assemblies in the autumn term for year 9 and year 11 pupils to provide information on the pathways and option choices available
- 'Taster sessions' for all Year 9 pupils to provide information about new GCSE and vocational courses at key stage 4
- Individual interviews for all year 12 and 13 pupils focusing on higher education, training and employment
- High expectations in all lessons, registration periods and assemblies for good attendance, punctuality and completion of tasks.
- Continual support for pupils to develop their personal and social skills and to treat everyone with respect and good manners

Work Experience

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

Work experience is co-ordinated by a member of the support staff whose time is dedicated to the task. The school is responsible for preparing pupils prior to work experience, monitoring pupils' progress during placements, and reviewing the experience on their return to school. Preliminary work includes letters of application, interviews, expectations of the world of work, health and safety considerations including child protection and equality of opportunity.

All settings used for work experience are health and safety checked by Careers Wales and/or the school. Monitoring uses a variety of means.- pupils complete a work experience booklet, employers complete an evaluation form at the end of the placement, staff visit pupils during the week or make a telephone call and pupils have a de-brief at school after the work experience has been completed.

Management of Careers Education and Work Related Education

- The Subject Leader for PSE co-ordinates the provision for CEG/WRE at key stage 3. For year 9 pupils this is overseen by the Deputy Headteacher, Learning Pathways
- The Leader of the Intermediate Welsh Baccaulaureate co-ordinates the provision for CEG/WRE at key stage 4. This is through the Intermediate Welsh Baccaulaureate qualification and the team of subject deliverers
- The Leader of the Advanced Welsh Baccaulaureate co-ordinates the provision for CEG/WRE at key stage 5. This is through the Advanced Welsh Baccaulaureate qualification and the team of subject deliverers
- The three posts of Subject Leader for PSE, Leader of Intermediate Welsh Baccaulaureate and Leader of the Advanced Welsh Baccaulaureate are all line managed by the Assistant Headteacher responsible for cross-curricular skills
- All procedures for learning pathways and transitions between key stages are the responsibility of the Deputy Headteacher, Learning Pathways
- Work experience is co-ordinated and managed by the school's 'Work Experience Co-ordinator' who also provides administrative assistance to the Leader of the Intermediate Welsh Baccaulaureate

Partnership with the Principality Building Society

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 the 'Principality+ Programme' in Llanishen High School.

Principality+ is a programme consisting of hands-on activities and has three modules designed and delivered by employees of the Principality Building Society. The aim is to work with pupils in year 11 to help them build the necessary skills and confidence to succeed in applying for and securing future education and employment.

The programme covers the following areas:

- How to prepare yourself for, and present yourself at interview
- CV writing, with examples of good and poor practice
- Presentation skills for interview
- How to succeed in a job interview. This includes a mock interview with Principality staff
- Individual mentoring and coaching
- Financial Awareness. This includes receiving a pay slip for a reality check. Pupils learn what is taken and where it goes. This unit also includes budget planning and awareness of debt

On completion of the programme, pupils and parents are invited to an award ceremony with school and Principality staff where they receive a certificate of completion as well as their completed pack of materials for CV writing and interview presentation.

The Principality also provides support for pupils by taking an active role in the year 10 Welsh Bacallaureate Dragons Den Enterprise event.

Monitoring and Review

The quality of provision is monitored and evaluated formally. The PSE and Welsh Bacallaureate provision is reviewed annually through formal Performance Review by the Headteacher and link member of the senior team.

All aspects of provision for CEG/WRE are monitored and evaluated on an ongoing basis through the annual School Self Evaluation and the annual School Improvement Plan.

The provision of effective careers education which is regularly monitored and reviewed ensures that all learners are challenged and equipped as 21st century learners with the skills and flexibility to function in a rapidly changing society.