



# **St Brigid's school**

## **Careers and the World of Work Policy**

Report Author	ES
Ratified by Governors	July 2018
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Status	Ratified

## **1. Rationale**

This policy ensures effective careers education and guidance is provided for all pupils. It helps develop the skills that pupils 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.

## **2. Aim**

- The main aim of Careers Guidance and Work Related Education (WRE) at St Brigid's School is to assist the pupils in:
  - Improving self-awareness and understanding their own personal development needs.
  - Increasing general awareness of the changing career opportunities, and opportunities in further and higher education, the world of work, apprenticeship schemes and self-employment.
  - Being able to start planning their career, make informed choices and manage their own career development.
  - Careers and WRE should provide the teaching, learning information and advice that will help pupils achieve these aims.

## **3. The Curriculum**

*We offer the following in the curriculum:-*

- Careers and WRE is delivered within Key Skills lessons and involves Careers Wales and outside speakers. The school has a partnership agreement with Careers Wales which is reviewed annually. The school has achieved The Careers Wales Quality Mark which is due to be reviewed December 2018. The school is also a member of the Business Partnership Scheme and is paired with The Fifth Wheel, a local business. The school is also an active participant of the Denbighshire County Council 'Ready for Work' initiative.
- Education plans which are mapped out using the Careers Wales Online Learning Pathway plan. These plans are live documents that pupils are encouraged to update on a regular basis in Key Skills lessons.
- Careers and WRE provides for the complex variety of options that pupils face. Pupils need to develop skills that will enable them to cope with the transition from school to sixth form, college, further education, apprenticeships or the workplace. In particular they need to develop their decision making skills and have access to information, advice and experiences that can then help them to make realistic choices about their options for their future in the world of work and society.
- Access to information about a wide range of opportunities, but also to awareness of themselves, of their interests, abilities, personalities and their strengths and weaknesses. Furthermore, all pupils will be prepared for making decisions that best match their abilities. The Welsh Baccalaureate is instrumental in providing these skills in KS4 and KS5.
- Guidance to pupils through the supply information and to ensure pupils develop skills to equip them to make important career based decisions.

#### 4. Work Related Education Implementation

- PSE sessions delivered in the school aim to enhance pupil's knowledge of themselves, their personalities and their interests thus improving their decision making skills.
- The Year 9 pre-options talks and resources are provided to assist pupils with making subject choices for KS4 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 Year 9 information evening. Pupils receive guidance during a dedicated Key Skills lesson on how to explore Careerswales.com so that the website can be used as an effective home and school resource to enable pupils to research information relating to option choices.
- Year 9 pupils are provided with a mentor who has regular contact with the pupils during the option choices period to guide them and aid decision making.
- Year 9 pupils are given the opportunity to attend Career event hosted by Colleges, Denbighshire county council and independent providers such as Skills Cymru.
- Year 9 pupils are also invited to attend taster lessons so that they gain a better understanding of the variety of subject choices available in KS4.
- Year 9 pupils receive a visit during the options process by Denbighshire County Council 14 – 19 Champion.
- Year 10 pupils undertake a 'career checker' survey which is used to identify where intervention is required and support is given accordingly. The 'career checker' is also used to source mentors from the 'Ready for work' initiative, pupils are given the opportunity to discuss their career choice with a mentor who works in their chosen industry. This gives the pupils Labour Market Information.
- All KS4 pupils take part in the Enterprise and Employability challenge as part of the National/Foundation Welsh Bacallaureate qualification.
- During Year 11, Careers Wales provide sessions relating to post 16 options. Through individual interviews, pupils are able to review their choices and look at alternative opportunities that are available to them.
- Pupils are given the opportunity to develop C.Vs, application forms and pen portraits as part of their Key Skills Session and in the Welsh Bacallaureate Qualification.
- In Year 12/13 pupils are expected to take a greater responsibility in sourcing Careers information. Guidance is given by mentors, Careers Wales and the Head of Sixth form.
- During Year 12, pupils participate in the Enterprise and Employability challenge which includes researching and evaluating a wide range of information about careers and the labour market. Pupils complete the employability part of the challenge which encourages them to access and analyse realistic, impartial information including financial and lifestyle implications of their career ideas.
- During Year 12, pupils are given the opportunity to attend a UCAS event that showcases all the Universities and colleges available to pupils.
- Pupils that show potential for Oxbridge colleges are also given the opportunity for a mock interview with a past Oxbridge pupil who gives guidance and feedback to the pupils. They also have access to the Seren Network.
- All sixth form pupils receive guidance for the UCAS process including application guidance and are encourage to attend University open days.

## **5. Monitoring**

- St Brigid's school will monitor the options process for both KS4 and KS5 through the use of the QDP survey which provides pupil feedback on the process undertaken. This data is then used to inform and improve the following year's provision.
- The views of the pupils will be discussed in Student Council meetings and passed to the relevant department or external agency.
- The careers provision is monitored externally by Careers Wales through the Quality Mark accreditation.
- The Head teacher and the Governing Body along with relevant stakeholders will be consulted when the provision changes or updates are required.