



Brynllwarch Hall School



CAREERS EDUCATION AND GUIDANCE
(Statutory, 2 yearly review cycle)

Signed		Head Teacher
Signed		Chair of Governors.
Date:	5 th December 2017	
Date of Review:		

BRYNLLYWARCH HALL SCHOOL CAREERS EDUCATION AND GUIDANCE POLICY

Aims

All pupils of Brynlllywarch Hall 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. The school works in partnership with Careers Wales. A Careers Wales Advisor is allocated to the school 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 Tutor Period lessons at key stages 3 and 4. This helps pupils to understand themselves, their strengths, weaknesses, likes and dislikes.
- The Tutor 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
- Different learning pathways at key stage 4 which include a wide range of vocational courses and qualifications (construction, animal care, sport and active leisure, home cooking skills, land based studies) that enhance pupils' understanding of specific occupations.
- The delivery of WRE through the Welsh Baccalaureate.
- The co-ordination of regular (weekly) work experience placements for pupils in years 12, 13 and 14.
- Relevant work experience placements for all pupils in Year 11 for up to a fortnight in the summer term.

- Enterprise education through visiting speakers from local businesses 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

Brynlywarch Hall 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 learning pathways plan
- The involvement of the Careers service in annual reviews for Y9 and Y11 students.
- Options for Y9 and Y11 students are also discussed with students as a group or individually as appropriate. This ensures that all pupils understand the options available to them, including training, further and higher education and employment.
- Learning coach interviews for all year 12 and 13/14 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 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 who has time allocated 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

- CEG is coordinated by a member of senior staff.
- Learning coach support is coordinated by the head of sixth form.
- All procedures for learning pathways and transitions between key stages are monitored by the Headteacher.
- Work experience is co-ordinated and managed by the school's 'Work Experience Co-ordinator'.

Monitoring and Review

The quality of provision is monitored and evaluated formally. 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