

St. Joseph's Catholic School & Sixth Form Centre
Ysgol Gatholig San Joseff

**St. Joseph's Careers and Work-Related Experiences Policy
(CWRE)**



Signed by Chair:

A handwritten signature in black ink, appearing to read 'P. Wellingham', is placed over a white rectangular background.

Date: 13/03/2024

DRAFT

1.Vision

St. Joseph's is an 11-18 Catholic comprehensive school situated ~~in the heart of Saint Joseph's Parish, Port Talbot~~. From Year 7 to Year 13, and using the skills of our Alumni, we offer a pathway, preparing our students for the rest of their lives. Christian values are at the heart of everything we do at St Joseph's. Pupils are encouraged to develop their faith through daily acts of prayer and worship.

We encourage our pupils to uphold gospel values, to help themselves and those around them to become "*Fully Human in Christ*"

St Joseph's Catholic School and Sixth Form Centre is committed to providing Careers Work Related Experiences (CWRE) to students through the curriculum, organised activities and a planned programme of CWRE in all years through an extensive Life Choices programme, facilitated alongside the Careers Wales delivery team. All students will have the opportunity leave school with the skills and knowledge required to support their entry into employment, training and further or higher education. St Joseph's recognises the key role that parents/guardians play in their child's decision making and career development. The school actively promotes parent/guardian involvement through events, forums and ensuring access to information throughout the year.

Independent and impartial careers guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future.

2. Aims

Our CWRE programme will promote the following to students:

- Self-development - assessing their strengths and weaknesses to inform future learning, work choices, and develop positive self-esteem. They will understand themselves and the influences on them.
- Career exploration via a wide range of resources: computer software, books and leaflets, posters, and access to impartial information advice and careers guidance.
- Workplace experience for all Year 10 students. This will allow our students to fully immerse themselves in a certain career role. This allows our students to fully learn about different professions, giving them ideas about what they want to do themselves, in the future. Developing their skills and building their confidence in a safe and supportive environment.
- Progression planning through the provision of impartial information, advice, and guidance (IAG) from external careers advisors, support across the curriculum,

organised progression activities and events and association with local individuals and businesses. Developing understanding of the changing nature of work, learning and career choices, including the full range of post-16 education or training options, including apprenticeships and the school's focus on Community Engagement.

3. Entitlement

Students are entitled to impartial information, advice, and guidance. It will be integrated into their experience of the curriculum, based on a partnership with students and parents or guardians. The CWRE programme will promote equality of opportunity, diversity, and inclusion, whilst promoting the best interests of the students to whom it is given. Students can receive impartial one-to-one advice outside of lessons with careers advisers, with their parents at consultation evenings and during the Careers Fair or Apprenticeship Evening.

4. Implementation and Delivery

The CWRE programme is coordinated by the St Joseph's Catholic School and Sixth Form Centre careers team. The careers programme is closely supervised by senior members of school staff. These members of staff include the Careers coordinator, Heads of Year, the SLT and the Headteacher. The careers programme will be resourced through the school budget and monitored by the school business manager.

Alongside Careers Wales, the school facilitates career guidance interviews for identified learners and advice is distributed within morning care and tutor group sessions.

Careers resources are available in the Careers office for students. These resources will be routinely updated. Access to careers software and the internet should be easily available. Career opportunities, information and guidance are available to students, staff, and parents via the Careers Wales website.

Career focused activities delivered through the curriculum are provided and managed by the Curriculum leader responsible for CWRE. This will include activities about work to develop knowledge and for work to develop skills. Training needs are identified and offered to all relevant staff as opportunities arise. Through regular annual review of departments (including lesson observations, learning walks, schemes of work, learner participation, departmental surveys and pupil voice). CWRE provision will be monitored and evaluated through staff, pupil and parent/guardian questionnaires in line with wider school policy.

The Careers Coordinator together with the link School Governor will be responsible for the monitoring, review, and evaluation of the programme. Students will be consulted on

the impact of the CWRE programme and changes may be made as a result. Auditing of the whole school approach will also take place with support offered when required.

Provision (KS3 11-14yrs)

- CWRE embedded and contextualised in all subjects promoting related job advice, particularly through career focused displays.
- Allotted time through Life Choices lessons for self-development focusing on lifestyle and progression.
- Access to the career's software via Life Choices lessons and tutor time.
- Year 8 will be invited to attend a Pre-Options Evening.
- Assemblies and other information on KS4 options including vocational and alternative courses.

By the end of KS3, pupils will have:

- A sound understanding of their strengths, achievements, and weaknesses, receiving support to evaluate how these might inform future choices in learning and work.
- A sound understanding of the full range of 14-19 opportunities for progression.
- A sound understanding of the qualities, attitudes and skills needed for employability.
- A sound understanding and familiarisation of the available online career resources such as the Careers Wales website, to research information about opportunities before applying their findings to help them make informed decisions for their future options.
- Received appropriate advice and guidance on Key Stage 4 options.

Provision (KS4 14-16yrs)

- Access to Careers Fair and Apprenticeships Evening.
- Information and presentations from local colleges and universities.
- Careers interview for identified Year 11 students.

- Where relevant, allowing students to learn about work through the experience of work, e.g. work experience placements.
- Information on College Open Days.
- Support with completing Post-16 Application forms and access to computers for online registration.
- Mock interviews with external local employers for Year 11 students.
- Interviews with a member of the Leadership Team or senior staff for Year 11 students regarding next steps.
- Supported CV and Personal Statement sessions within Life Choices.
- Additional support made available at progress/parent evenings, such as Careers Wales Adviser in attendance.
- Employer enrichment activities, including attendance at assemblies.
- Close monitoring of vulnerable students.

By the end of KS4, pupils will have:

- Enhanced their self-knowledge, career management and employability skills.
- Used ICT software and other sources of advice to investigate and explore future choices and progression routes.
- Experienced the 'world of work' through work placement.
- Direct access to employers, colleges, and training providers.
- Support (through assemblies and life choice lessons) to help identify a range of post-16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Resources to complete the post-16 application procedures, including CVs, personal statements, and preparation for interviews.
- Appropriate information about available funding (e.g. apprenticeships)
- Produced a challenging but realistic plan for their future learning and work, by relating their abilities, attributes, and achievements to the goals they have set for themselves.

Provision (16-18 yrs)

- Supporting students in their planning and decision making of future career pathways.
- Workshops to assist students with the completion of job, university, and apprenticeship applications, e.g. access to computers for UCAS applications, supporting the writing of personal statements.

- Mock interviews.
- Providing information on Apprenticeships, University' Open Days, and Career Opportunities.
- Identifying post-18 pathways, e.g. higher education, employment, or volunteering.
- Preparing students for employability, personal financial capability and the management of changes/transitioning.

By the end of KS5, students will have:

- Used a range of assessments to review and identify skills, interests, attitudes and matched these with career plans.
- Further developed their knowledge and skills to progress on an identified pathway.
- Pursued or shown interest in gaining work experience or voluntary work.
- Researched further into courses and careers of interest.
- Investigated the range of post-18 pathways e.g. further/higher education courses, gap year options, apprenticeships, employment, volunteering, self-employment.
- Reflected and evaluated on KS4-5 transition and choices made.
- Identified future goals.
- Understood UCAS processes, including extra/clearing options.
- Understood where and whom to seek advice following exam results.

5. Policy Development

This policy was developed under the guidance of Careers Wales and staff at St Joseph's school. It will be reviewed annually by the careers co-ordinator and SLT link with any relevant points from faculty leaders through department discussions. This policy will be available via the school website for viewing by all the stakeholders. Staff will also be asked to add the policy to their subject specific department documentation.

6. Links with other policies

This policy is written in accordance with other policies of St Joseph's Catholic School and Sixth Form Centre:

- Safeguarding
- Teaching and Learning
- Health and Safety
- Strategic Equality
- ALN
- Behaviour for Learning
- Anti-bullying