

St. Clare's School



St Clare's Careers and the World of Work Policy

Mission Statement

Achievement, Challenge, Excellence

'A place where the best teachers ignite your child's passion to learn. Where your child will be challenged to attain academic excellence in a stimulating, caring and supportive environment, so that they will become independent, critical thinkers with knowledge and confidence to succeed in life'

Name of policy	Careers and the world of work policy
Author of policy	Beverley Howe
Date adopted by St. Clare's	November 2013
Date of last review	September 2016
Date to be reviewed	September 2017

At St Clare's School the aim of the Careers World of Work Programme is to raise pupils' awareness of the extent to which each steers toward his/her own destiny and to enable pupils to make informed choices about their future.

Young people need to be equipped to take their place in a rapidly changing world of work within the global economy. CWW is about the relationships between young people, their learning and the world of work, enabling them to see the value of education, qualifications and skills. CWW is part of the basic curriculum for all 11 to 16-year-olds and it is also part of the requirements of the Learning Core of Learning Pathways 14-19. The school works with Careers Wales.

Our programme of careers education has been structured to help bridge the gap between school, higher education and the world of work. We recognise the need to embed a variety of approaches to careers education into the academic curriculum and the broader student experience and endeavour to achieve this through a number of initiatives:

- Systematic careers guidance interviews;
- Talks from speakers representing specific occupational sectors;
- Well-organised periods of work experience and voluntary work placements;
- Careers conventions where pupils gain access to a wide range of information and can discuss areas of interest with people who can give them expert advice;
- Mock interviews;
- Ready access to good quality information and resources;
- Information and Communication Technology;
- Effective links with outside agencies;
- Staff support and assistance.

Careers and the World of Work is an important feature of our educational provision that complements our School ethos, structure and pastoral development plans and helps us fulfil our mission to produce pupils who are confident, able and responsible.

Aims

The Careers Education at St Clare's is aimed at developing the five capabilities below:

- To make informed decisions now and for the future drawing on self-knowledge.
- To make informed decisions now and for the future by making effective use of information and guidance.
- To make and implement actions plans.
- To develop and demonstrate key and employability skills.
- To learn through experience of a range of work related activities.

Outcomes

By the end of the following key stages all pupils will have

Key Stage 3

- Have a greater awareness of themselves (qualities, abilities, weaknesses and limitations).
- Know where the Careers room is and have accessed some information there.
- Be aware of GCSE options.

Key Stage 4

- Chosen an appropriate route and acted to secure this option, having researched the information, advice and guidance.
- Be aware of the options post-16 and which one might be most suitable for them, having participated in Work Experience.
- Know where the Careers room is and who the Careers Co-ordinator is and how to access information and guidance.

Key Stage 5

- Have increased awareness of options post-18 and which of these are most suitable.
- Have increased awareness of personal qualities.

The Careers Policy supports and is underpinned by key school policies

CWW is delivered through the Tutorial Programme throughout the school and through timetabled PSE/Careers days at Key Stage 3 and 4. At Key Stage 3, an important part of the programme is the guidance and support given to pupils regarding their choice of 'option' subjects for Key Stage 4. This takes place in the

Spring Term of Year 9. In Years 10 and 11, emphasis is given to the identification and investigation, in relation to pupils' abilities, interests and aspirations, of a range of careers, the preparation for and evaluation of Work Experience (currently one week at the end of Year 11), and the gathering of information relating to post 16 courses at schools and colleges. Interview procedures are also included in the programme. In the sixth Form, emphasis continues to be given to the investigation of various careers and further and higher education courses. Application procedures and preparation for university and college life are important parts of the programme. Opportunities are also provided for pupils to participate in a Young Enterprise Programme, Smallpeice Engineering courses, Engineering challenges, and to undertake further periods of work experience.

In the preparation and delivery of its CWW programme, St Clare's works in close association with:

Employers and Representatives of Further and Higher Education Institutions. The former provide work experience placements and visit the school to give advice/support to pupils on issues such as job applications and interviews, responsibilities of the work place, health and safety etc. The latter visit the school to give presentations. In addition visits are organised to local workplaces and college/university open days.

Parents are encouraged to consult with the school's CWW Co-ordinator, on an individual appointment basis and/or through attendance at parents' evenings, careers roadshows etc., in order to become fully aware and therefore support their children in terms of careers investigation and planning

Throughout their time at St Clare's, all pupils are required to record and evaluate their curricular and extra- curricular achievement. Form tutors play a key role in supporting/guiding pupils.

Enterprise activities are incorporated within CWW through enrichment days. Competitions and visits.

St Clares has an 'open access' careers section which is located within the CWW Co-ordinator's room, this has a range of information in printed, video, electronic and CD ROM form. Pupils can also access the main computer suites. Pupils are also encouraged to use Careers Wales Online for the most up-to-date and easily accessible information on careers. Pupils are registered with CWO to use for GCSE option choices at Key Stage 3. Throughout 2016/17 all pupils at Key Stage 3, 4 & 5 will be registered on START, a Careers website.

CWW including Work Experience in the school is co-ordinated and overseen by Mrs B Howe, Careers Co-ordinator and Business Studies Teacher.