

18. Careers and the World of Work
(CWW) Policy

St. Joseph's RC High School
Ysgol Uwchradd Gatholig Joseff Sant

Careers and the World of Work
(CWW) Policy



This policy was updated on September 2016 by Mrs J Moriarty

This policy will be reviewed Summer 2018

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STATEMENT OF AIMS

INTRODUCTION

The school undertakes to engage with the provision of the Education Reform Act in that it offers pupils the opportunities to prepare for the responsibilities and experiences of adult life. This means raising the awareness of the need to prepare for choices, changes and transitions that will affect their future in the life-long learning process. The school's provision is informed by the publication, *Careers and the world of work: a framework for 11 to 19-year-olds in Wales* published by the Welsh Assembly Government in 2008.

(1) The **AIMS** of Careers and the World of Work Education & Guidance in St. Joseph's R.C. High School are to help learners to:-

- explore the attitudes and values required for employability and lifelong learning
- plan and manage their pathway through the range of opportunities in learning and work
- make effective career choices
- become entrepreneurial
- flourish in a variety of work settings
- become motivated, set long term goals and overcome barriers
- see the relevance of their studies to their life and work
- develop Key Skills and other skills required by employers
- prepare for the challenges, choices and responsibilities of work and adult life.

(2) **OBJECTIVES**

The objectives of CWW at KS3 and KS4 and Post 16 will be:-

- ◆ Self Development
- ◆ Career Exploration
- ◆ Career Management

These objectives will be addressed by the following provision:-

- ◆ A planned programme of Careers Education which provides opportunities for them to gain knowledge and understanding, develop skills, and experience the world of work, so that they are able to feel confident in making career choices.
- ◆ Access to comprehensive, accurate and up-to-date careers information.
- ◆ Individual impartial guidance which supports them in making career decisions.
- ◆ Help in recording their achievements and developing an action plan.
- ◆ Access to all career opportunities with an equal opportunities framework.
- ◆ Access to a Careers Service, employers and training providers.

(3) **DELIVERY**

The aims and objectives will be addressed at KS3 (Yr 8 & Yr 9) KS4 (Years 10 & 11):-

- ◆ via the Mini-Bac structure delivered by Form Tutors at the appropriate time slot.
- ◆ through Careers Wales workshops and group activities.
- ◆ in individual and small group interviews.
- ◆ through a planned programme of an experience of work.

The delivery of CWW will also involve, wherever possible, employers, entrepreneurs, advisers, parents/carers, trainers and community groups offering relevant opportunities related to their own areas of expertise.

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(4) **MANAGEMENT**

- (i) Jo Moriarty, Assistant Headteacher, will be responsible for overseeing the design, delivery and evaluation of the CWW programme and will liaise with Heads of Year regarding delivery and evaluation of the programme.
- (iii) Form tutors and, where appropriate, Careers Wales advisers will be responsible for the delivery of the programme.
Staff delivering the programme will be supported by the Assistant Headteacher i/c Mini Bacc and Heads of Year and have access to training if required.

5. **EVALUATION AND REVIEW**

The monitoring of the CWW programme will be essential for effective evaluation.

- (i) A review will take place annually involving appropriate staff.
- (ii) The review will evaluate the programme in terms of agreed outcomes against set criteria.
- (iii) The review will set targets as appropriate for the following year.

Careers Wales meet with Jo Moriarty each September to agree the "partnership agreement" and plan for the year and half way through the year to review how Careers Wales contribute to CWW in school.

Careers Wales Mark: The school have agreed to undertake the Careers Mark Review and recommended actions. The school is working towards achievement of the Careers Wales Mark.