



Careers Education & Guidance (CEG) Policy

Reviewed by: Wellbeing Committee

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& Adopted by
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Ysgol Treffynnon

Careers Education and Guidance (CEG) Policy

Rationale

All pupils have an equal entitlement to high quality Careers Education and Guidance that should provide them with an understanding of the world of work; help them to explore careers options and support them in making decisions about the opportunities open to them. As an 11 - 19 school, we strive to equip all students with career skills that will help them in an increasingly uncertain future.

Careers Education and Guidance complements other school processes such as Work Related Education, Work Experience, PSE and Progress Files to support pupil progress and achievement.

Aims of the CEG Programme

Ysgol Treffynnon fully supports the ACCAC Framework of CEG that states students need to develop:

- Self awareness
- Knowledge of careers' opportunities
- Skills in career planning

The CEG programme is designed to provide students with opportunities to acquire the learning outcomes as agreed by ACCAC under these three headings. We shall continue to evaluate the programme to strive to improve its effectiveness in relation to the learning outcomes.

Principles of CEG Programme

Ysgol Treffynnon's CEG programme must:

- Link effectively with Work Related Education (WRE), Work Experience, the school's Personal and Social Education (PSE), Progress Files and the National Curriculum in order to maximize student learning and avoid unhelpful repetition
- Provide impartial and up-to-date information through working closely with Careers Wales, employers and other outside agencies
- Challenge stereotyping and encourage students to widen their career ideas and choices
- Be updated regularly to reflect the true nature of today's and tomorrow's world of work
- Be aware of set Targets for achievement in each subject area from Year 7 onwards.

Delivery and Content

Year 7

As part of the fortnightly PSE lesson pupils regularly focus on: consideration of careers' opportunities; transition from primary school; understanding their own skills and abilities; assessing their own strengths and weaknesses; follow the Year 7 Book **Lifelines**.

Year 8

- Careers education will continue to be considered in the fortnightly PSE lesson following the Year 8 Book **Lifelines**. Pupils will focus on coping strategies, practice decision making and looking at a range of jobs
- The Careers Adviser will run a one hour workshop on important skills that employers are looking for
- Pupils will have access to the Careers Library.

Year 9

- Careers education will continue to be considered in the fortnightly PSE lesson and follow the Year 9 Book **Lifelines**. Pupils will focus on their strengths and weaknesses, on self assessment and evaluation and practice decision making

- Year 9 will focus on transition to Year 10, on Options choices for Key Stage 4 and the implications of these

- The Careers Adviser will run a one-hour workshop on decision-making and matching Option choices with future career prospects. Drop in sessions will be available at lunchtime
- Pupils will be taught how to use the careers library and encouraged to use this at lunchtimes
- All pupils will be set Targets for achievement in each subject area
- Pupils will look at Organisations through 'Tools for Job' and 'Right Kit'.

Year 10 and 11 - Key Stage 4

- Discrete Careers lesson will be taught by the Careers Coordinator (1 hour x 12). Careers lessons are mainly taught in the computer room and ICT is used significantly. Students will be taught how to write CVs, letters of application and how to complete application forms. Careers' provision will be supported within the fortnightly PSE lesson and taught by the form tutor
- All students will use the program KUDOS to match personal qualities and skills to careers as well as using the Internet for researching careers information. Each student has access to CLIPS within the Careers Library - this gives further information on specific jobs
- All students will have access to Careers Wales Online www.careerswales.com. The website is totally bi-lingual. As well as KEYCLIPS, the section for young people contains: job trends in Wales; careers interview game, job interview games and Progress File
- Careers Wales will be actively involved at all stages including giving group talks and helping organise World of Work Days where outside agencies come into the school to help prepare students for the world of work.

Year 10

- Each student will follow a Work Experience Placement at the end of Year 10. This will include preparation and debriefing to maximize learning (See Work Experience Policy)
- Year 10 will have the opportunity to learn about all the Public Services' recruitment/employment involvement by having an Industry Day where all areas of the Public Services come into the school for a whole day and provide activities for Year 10
- Employers and other outside agencies will be invited to visit the school to give students an insight into the world of work.

Year 11

- All students will have the opportunity to have an Individual Interview with the Careers Advisor and to complete a Careers Action Plan for their future career path
- All Year 11 students will have the opportunity to have a Mock Interview provided by members of the Rotary Club
- Students will be invited to a Year 12/13 Option Evening where Sixth Form courses will be explained to them.

Key Stage 5

- All post-16 students will have the opportunity to have an individual interview with a Careers Adviser
- All students will have an individual interview with the Head of Sixth Form relating to CEG Learning Outcomes 1(iii), and guidance on UCAS procedures e.g. completing application forms, researching HE institutes and report writing as part of PSE once a fortnight. One PSE lesson per month will be dedicated to careers
- All students will review progress against Target Grades after internal Summative assessment
- All students will have the opportunity to access UCAS website and for researching future career path
- Students will have the opportunity to go on work experience during February half-term
- Students will have the opportunity to be involved in Young Enterprise run by Mr McCann

Roles and Responsibilities

The CEG programme is planned, coordinated and evaluated by the Careers Coordinator working closely with the Head Teacher, Heads of Year, Head of PSE, Progress File Coordinator and Head of Sixth Form

- Heads of Year and form tutors are responsible for teaching and giving feedback on the taught aspects of the CEG programme that is delivered as part of PSE
- Discrete careers lessons are taught by the Careers Coordinator
- The Careers Coordinator and Careers Adviser are responsible for keeping staff informed on careers matters and maintaining and storing all the careers information
- The school works closely with Careers Wales and the Careers Adviser allocated to our school.
- The Post-16 students are provided with the opportunity to meet with the Careers Adviser to review their future career path on a regular basis as well as having individual interviews at least once a year.

Resources

- The Careers Library is housed within the main library/resources centre and is easily accessible to students and staff. Materials are replaced annually through support from Careers Wales and the Librarian. We are part of the Careers Library Initiative
- Careers software includes KUDOS, Careers Wales Online and the Internet
- Careers Wales has a separate room for individual interviews with students
- The budget for Careers is negotiated annually.

Partnership

The CEG programme is greatly enhanced through links with a number of partners who help us to make the pupils learning 'real' and up to date. As well as strong links with Careers Wales we constantly strive to expand and improve our links with employers locally and nationally. This involvement includes; the provision of work experience placements; talks in PSE, Careers lessons and sixth form; mock interview sessions provided by business members of the Rotary Club and curriculum projects linked to particular subject areas.

Our partners also include local primary schools and FE Colleges enabling us to plan for effective pupil transfer.

Parents are vital to pupils' understanding of career choices and the decisions they make. We provide all parents/guardians with up-to-date information on choices at 14+ and 16+ and arrange parents' evening sessions for all years.

Evaluation

Both the pupils and employers evaluate work experience placements by completing an evaluation form. Activities are evaluated by discussion with the members of staff involved and the Careers Coordinator.

From these evaluations, practical ways of improving the programme are developed.

Future Planning and Development

Over the next three years it is intended to develop the CEG programme in line with the Careers Wales Quality Award.

The school also plans to develop a system whereby all the CEG Learning Outcomes are evaluated over the next two years.

Policy Review date 2008.

To be monitored in 2007.

Considered by Curriculum Committee (Feb 2006) Signed: _____ Date : _____