

Bishop Hedley RC High School  
Ysgol Uwchradd Gatholig Esgob Hedley

Careers and the World of Work Policy

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# Careers and the World of Work (CWW) Policy

## 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 Bishop Hedley Catholic 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 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, further education, employers and training providers.

(3) **DELIVERY**

The aims and objectives will be addressed at KS3 (Yr7, 8 &Yr 9) KS4 (Years 10 & 11):-

- ◆ via the PSE 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 work focused experience.

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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.

## (4) **MANAGEMENT**

- (i) Mrs Emma O’Keefe will be responsible for overseeing the design, delivery and evaluation of the CWW programme and will liaise with Directors of Learning regarding delivery and evaluation of the programme.
- (iii) Form tutors and, where appropriate, Careers Wales advisers and other expert providers will be responsible for the delivery of the programme.  
Staff delivering the programme will be supported by the Ms E Jones PSE Co-ordinator and Directors of Learning 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 E. O’Keefe each summer to agree the “partnership agreement” for the year and termly through the year to review how Careers Wales contribute to CWW in school.

This policy was updated on October 2018

This policy will be reviewed Autumn 2020