

Ysgol Bro Gwaun



WRE Policy

Approved – Governor's Committee October 2016

Review every 3 years

Next Review: October 2019

Signed:

Headteacher: *[Signature]*

Governor: *[Signature]*

Parent: *Ed Woodman*

Pupil: *Nathan Phillips*

Work Related Education (WRE) Policy

Work Related Education (WRE) plays a central role in preparing all young people to make a full, effective contribution to adult and working life. It uses employer's support to improve students' learning and make it more relevant to future working needs.

The purposes of WRE for 14-19 year olds are to:

- Increase students' motivation, confidence, self-esteem and achievements
- Improve students' competence in the key skills
- Make students more employable
- Help students plan for more realistic and meaningful careers
- Encourage students' commitment to lifelong learning
- Strengthen and increase employers' support for, confidence in and understanding of education
- Support the nation's future economic competitiveness

The benefits WRE for 14-19 year olds offer to students

- Students' confidence and motivation increase from working with employers
- Employer linked teaching and learning can help to raise and individual's performance
- Students can apply their learning to working contexts, often on employer's premises and with technically advanced equipment
- Students can develop all six key skills and bilingual capacity with employers' support and in working situations
- Students learn what makes a good employee, about their rights and responsibilities and about the importance of trustworthy, safety conscious attitudes at work
- Students gain first hand experience of the personal qualities needed for work, such as regular attendance and punctuality
- Students gain a direct understanding of the factors affecting business organisations
- Students have a more realistic basis for planning careers and making decisions

All pupils have an entitlement to WRE.

In Key Stage 3 students take part in Tregwaith and they go on a 'Journey to work', which helps them to gain an insight into employment and the impact that employment has on their financial situation, leisure and lifestyle. Specific WRE takes the form of visits e.g. to Police HQ

In Key Stage 4 students are prepared for a week's work experience, which takes place in the summer term of Year 10. Students are briefed and debriefed about their placements and whilst on work experience complete a work experience diary. Students examine the importance of Health and Safety in the work place, identify the importance of key skills and learn about the workplace. In addition students gain experience of a working environment and

the responsibilities of an employee. The work experience may be directly linked to their future career aspirations but at this stage the emphasis is on experience of work in general. Students may also have the opportunity to visit and learn about other working environments by attending courses and visits e.g. Forensics talk, visit to the Fire Station, talk by Dyfed Powys Police. As part of WRE and CEG students are encouraged to attend Opportunities (Careers Fair). For students unable to arrange placements for Work Experience a weeks WRE event is being arranged.

In Year 11 pupils have an 'Ask Employers?' day where we invite many work related organisations, charities and employers to School to hold a Careers Fair and speak to the pupils regarding their line of work. Year 12 and 13 pupils are also invited to this event.

In Key Stage 5 it is intended that students following the Skills Power course have work related education or a work placement twice a week. All other Year 12 and 13 pupils arrange their own work placements as and when required. The nature of this work experience is more closely linked to students' career or Higher Education aspirations or their current programme of study. WRE is enhanced by relevant courses, visits and activities e.g. talks by Dyfed Powys Police, the Institute of Management, Forensics, GAP etc. As part of WRE and CEG students are encouraged to attend Opportunities (Careers Fair). Further links are currently being developed between school and local employers. It is intended that local employers will be available to give talks to students and to give them interview experience.

Work Experience Placements are now self-arranged, with the support of School staff, with Careers Wales West Education Business Division completing the Risk Assessments. In addition to the school's input into WRE it should be noted that many students also gain WRE through their part time or voluntary work.

March 2012

WRE Policy

Arrangements for reviewing the policy

The policy will be presented to the governing body and the School Council for ratification. It will be reviewed as required by changes in legislation and WAG guidelines and as part of the full review of School policies.

Signed: A. Andrews (Headteacher)

M. C. Morris (Governor)

D. Davies (Parent)

C. A. Raymond (School Council)

2012.

Review date October 2015

Careers Education and Guidance (CEG) Policy Statement

What is CEG?

Careers education and guidance helps young people develop the knowledge and skills that will help them make best use of their capabilities in learning and work throughout life.

CEG helps young people:

- increase their self awareness and identify their personal development needs
- become aware of changing career opportunities in the labour market, further and higher education, and self employment
- develop skills in career planning that help them make choices and manage their career development.

The importance of CEG for young people

The traditional concept of a career often meant a job for life: this is no longer a reality. Increasingly, the introduction of flexible work patterns, restructuring in organisations, and the continual need to update working practices in response to new technology, mean that people need to be adaptable. These changes require people to develop new skills, to take more responsibility for their own learning and development and to manage their careers.

Wales still has too many young people leaving school or college with low levels of educational achievement. Our society continues to suffer significant levels of deprivation and social exclusion, and some sectors of society fail to reach their true potential, for example people from ethnic minorities and those with disabilities. Schools and colleges have a vital role to play in ensuring that all young people acquire broad transferable skills to help them obtain good jobs.

Effective careers education and guidance, linked with other areas of the curriculum, should now play a key role in helping all young people develop the skills they will need in the job market, in challenging their preconceptions and stereotypes, raising their ambitions, and making them fully aware of the opportunities available in education and work.

The ACCAC Framework for CEG

The ACCAC framework for CEG is designed for 11-19 year olds although the statutory requirement is to provide a programme of careers education for all young people from age 13 to 19.

The framework objectives list, in broad terms, what young people should know, understand and be able to do as a result of a programme of careers education and guidance.

The objectives of CEG are:

1. Self-Awareness and development

CEG should help young people:

- (a) develop an increasing awareness, based on their experiences, achievements, and potential, and reflecting their ideas for the future
- (b) recognise and explore their changing attitudes to, and interests in, learning and work
- (c) use the self-awareness developed in (a), and CEG should help young people: the attitudes and interest explored in (b), to help to identify their personal development needs.

2. Career Opportunities

CEG should help young people:

- (a) develop the skills they need to gather, use and evaluate information, including the appropriate use of ICT
- (b) investigate the range of opportunities available to them in education, training, employment and enterprise
- (c) challenge stereotypes and broaden their career horizons
- (d) recognise the skills and qualities that are important in work, and that these are important through life, even though the opportunities available change

3. Career Planning

CEG should help young people:

- (a) record their achievements and regularly review their progress against targets
- (b) develop career plans which take into account both of their perception of themselves and their increasing knowledge of career opportunities
- (c) become increasingly self-reliant in making choices and implementing decisions, and understand the importance of lifelong learning
- (d) present themselves effectively to opportunity providers.

Delivery, Organisation and Content

Year 7

Students review their transition from Key Stage 2 to Key Stage 3. Students develop an increasing self-awareness based on their experiences, achievements and potential. Pupils also have an Enterprise day before Christmas in order to raise money for the School in the Christmas Fair. Year 7 gain many skills from this day, e.g., teamwork, numeracy, thinking skills...

Year 8

Students review their performance during the year. Students participate in 'Tregwaith'. Also students have the opportunity to go on a 'Journey to work' where they visit local places of work, e.g., Stena, Police Station, Fishguard Harbour, Fishguard Bay hotel and so on, so that they can get an overview of working life.

Year 9

There is a more formal introduction to CEG, through specific Careers lessons. The Careers Adviser introduces students to the Careers Library. There is an opportunity for Careers interviews before they make their option choices. The Careers Advisor is available at parents' evenings. Year 9 also participate in the 'Dynamo Project' where employers (past and present) come to speak to the pupils regarding Careers.

Pupils also have the opportunity to participate in a 'Maths in the workplace' day where employers come to the School and show the pupils the importance of numeracy in the workplace.

Years 10 and 11

CEG is delivered through the PSE programme, which enables them to work towards the Framework objectives for KS4. All students have access to a formal Careers Interview with the Careers Adviser along with advice from the Careers Co-ordinator. The Careers Advisor is available at parents' evenings.

All Year 10 students are encouraged to complete a week's work experience. For pupils who are unable to arrange a work placement an activity week focussing on CEG and WRE is provided, in School, with the support of outside agencies. Year 10 also take part in Dragons' Den every year.

All Year 11 pupils and parents are invited to a Year 11 Parents Day during which parents and pupils discuss their routes forward at 16+ with members of staff and the Careers Adviser. We also hold an 'Ask Employers day?' at the same time where employers are invited to School to hold a Careers Fair and discuss Careers with the pupils.

Years 12 and 13

CEG is delivered through the tutorial programme and is supported by other activities. A structured programme enables them to work towards the Framework objectives for post 16 students. Prior to joining the Sixth Form an Induction programme, held in July, prepares Year 11 pupils for the transition to Year 12. All students have access to a formal Careers Interview with the Careers Adviser along with advice from the Careers Co-ordinator and Head of Sixth Form. The Careers Advisor is available at parents' evenings. Students are encouraged to attend the Higher Education Fair and Opportunities, in order to research Higher Education and Careers Opportunities and to have mock interviews with local employers.

Teaching and Learning

In KS3 CEG is delivered mainly through PSE by form tutors and Careers Advisor. Additional activities are provided by outside agencies and good links exist with Careers Wales West. In Year 8 pupils take part in 'Tregwaith'.

In KS4 CEG is delivered through PSE by form tutors and the Careers Advisor. Dragons' Den and Ask Employers day support CEG.

In KS5 CEG is delivered by the Careers Advisor as part of the tutorial programme.

Staffing and Training

The CEG is the responsibility of Miss Alana Finn (Acting Assistant Headteacher and Careers Co-ordinator). The Careers Wales West Adviser is Mrs Ann Fraser. Careers Wales West have supported INSET training for all staff in the School. The majority of tutors have received training on the online Progress file. The School works very closely with Careers Wales West and gains support and encouragement.

Resources

The Careers Library stocks a wide range of materials which include books, DEWIS leaflets, Signposts, CD ROMS and Videos. The library contains a computer terminal with access to the Internet. The school Intranet contains Careers programmes and all pupils are given training on how to access Careers Wales On-line. The Careers Library is used as a base for Careers lessons and talks by visiting agencies and employers. Full advantage is taken of the Library Initiative funding. The Careers office is a base where the Careers Adviser holds her interviews.

Pupils are also able to e-mail the Careers Adviser through the e-portal.

Partnerships

Formal partnerships are established with Careers Wales West and the Education Business Division. There is regular contact between the Careers Co-ordinator and the Careers Adviser. Parents are encouraged to attend Opportunities, Parents Evenings and the Year 11 Parents' Day.

Monitoring and Evaluation

There is an annual review of CEG within the school as part of School Improvement. In addition there is an annual review of the Partnership agreement. Monitoring of CEG is undertaken by the line manager and the Careers Co-ordinator.

In 2012 Ysgol Bro Gwaun received the Careers Wales Mark for developing our Careers department. An audit, A Self-evaluation and a development plan is in place and the development plan is a working document.

March 2012

CEG Policy

Arrangements for reviewing the policy

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 D. Davies (Parent)

 L. A. Raymond (School Council)

2012

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