Careers and Experiences related to the World of Work Provision Policy at Ysgol Gyfun Gwyr

(This policy is linked to a number of articles of the UNCRC eg. Articles 6, 27,32)

CAREERS and the WORLD OF WORK POLICY

Vision

By providing education on Careers and the World of Work as a statutory part of our school's Curriculum for Wales provision we aim to create confident, ambitious, enterprising and creative learners who are ready to overcome barriers and pursue and realise their professional aspirations. We strongly believe in providing pupils with opportunities and experiences rooted in transferable skills that are key to succeeding in the world of work e.g., the Cross-Curricular skills such as Literacy, Digital Competence and Numeracy but also holistic skills e.g. creativity, problem solving, critical thinking and personal effectiveness. These are basic skills that must be acquired to ensure that each person has the best opportunities in life along with access to the world of work. As a learning organisation it is key that we also secure opportunities for our learners to have the opportunity to develop their awareness of the career field and the world of work and learn how their studies and learning contribute to preparing them for working life. Our fundamental aim as an educational institution is to ensure that we support and guide our learners to be able to :-

- identifying their personal qualities and weaknesses
- adapt and become increasingly aware of their local work communities in terms of ethics, culture and traditions.
- grow into self-aware learners who can contribute boldly and creatively in life and work.

Introduction

The changes in business and industry are likely to have a major impact on work situations as well as training and education. As a result, the patterns of careers and the world of work are fundamentally changing. Our pupils will need a solid foundation of knowledge, understanding, skills and dedication to lifelong education as the demand for jobs changes constantly.

World of Word Education

Careers education and the world of work is about the relationships between young people, their learning and the world of work. It should cover all aspects of the person's work experiences. It should note:

- that schools have a key role in promoting opportunity, access and choice for our pupils.
- that the development of the individual's career takes place throughout their life. Schools should work with other education and training providers to ensure pupils have a foundation that can be built on to ensure progress.
- that work is only one aspect of a person's life. As part of a pupil's spiritual, moral, social and cultural development schools should help pupils understand the meaning and value of work to communities and to the country.
- there is more than one type of work besides employment. Schools should help prepare pupils for a range of experiences including employment, self-employment, voluntary work, housework, and community work.

Objectives

The school is committed to designing and delivering a World of Work Education programme as part of its educational provision. The programme helps pupils develop key skills, attitudes and skills that will enable them to function effectively in different types of work, and will also help them cope with their transition from school to adult life.

The implementation of the Equality, Additional Learning Needs and Inclusion policy are important elements in the provision, while the Pastoral Care policy, World of Work Programme, Work Experience, Careers Wales and Mentoring Service which use local employers, all have their part.

The World of Work within Ysgol Gyfun Gwyr is led by the school's careers coordinator who reports to the member of the SLT who has oversight over the world of work education provision. We consider that all teachers have his/her part in the programme, particularly in reviewing work experience, in working towards the intermediate and secondary Welsh baccalaureate, and in being involved in the world of work programme activities. In addition to this, all teachers within the six Areas of Learning and Expertise have the responsibility to introduce careers and world of work elements according to the 5 descriptors given by the Welsh Government. This will assist in mapping world of work education provision at key stage 3. Over time, identifying gaps and opportunities will provide an opportunity to embed these as core elements within each subject and AoLE.

I. Self-understanding and ability to develop and achieve potential :

We aim to offer our pupils the opportunity to assess their needs, interests, their values, abilities and aspirations and the opportunity to develop the knowledge, key skills, and the self-reliance employees need. This is done by means of Skills Challenge Certificate/ Baccalaureate activities.

II. Careers and Opportunities Research

We provide the facilities and opportunities for pupils to explore educational opportunities, training and work and the opportunity to gain first-hand experience of work as part of the curriculum. This is done as part of the Skills Challenge Certificate/ Welsh Baccalaureate and through the ‘Dysgu Byw’ programme.

III. Implementing Career Plans

We aim to develop the pupils' ability to implement their individual career plans. They must have access to sources of advice and guidance. We aim to develop their capacity to teach and evaluate advice and decisions and to cope with change. They should develop skills that allow them to make an effective transition, such as school to work or school to higher education. This is done through the Welsh Baccalaureate/Skills Challenge Certificate lessons, the ‘Dysgu Byw’ programme, individual interviews with the Personal Tutor/Learning Coach and through lead sessions with the Careers Officer as groups or in individual interviews.

Programme Contents :

The programme includes activities on the following:

- an individual action plan to help the disciple identify its strengths and weaknesses academically and personally, understand its objective and targets in the short and long term
- study skills
- Choice Making Skills
- communication skills
- thinking skills
- job investigation skills

 application form and application letter filling skills and CV shaping
 interview skills
 workplace health and safety
 options in 14+, 16+ and 18+
 enterprise
 stereotyping
 information about job duties
 salary information
 information on how to research jobs
 information about college and school courses
 periods to use Information Technology to research the web of career spaces

World of Work Education Programme and include World of Work Education Lessons within The Welsh Baccalaureate and 'Dysgu Byw' mornings

The aim of this programme is to deliver a 'world of work' experience to all Key Stages through various activities such as:

- Enterprise & Business Days/Entrepreneurship /KS4
- Young Enterprise KS5
- Mock interviews by local employers of business, industry and public services KS4/KS5
- Education related to the world of workCA4/KS5
- External mentors from the KS4/KS5 world of work
- Good Attendance/Timeliness Award Scheme – speakers from the world of work- KS3 and KS4
- End of Year Commendation Ceremonies –personal distinctions that prepare pupils for the world of work–speakers from the world of work/Governors

Self-evaluation

The school is very supportive of including the career planning process within the self-evaluation process promoted across the curriculum. The aim is to create a regime that recognises the whole pupil and therefore unites the experiences and advice into one Action Plan. At the foundation of all this is aimed at enabling pupils to :

 clearly define their personal, career and educational goals
 understand the interrelationship between their personal, career and educational goals
 show their control of their personal development
 acknowledge the evolution of their personal skills
 participate in the consultation process

There must therefore be close cooperation between various fields interwoven into the Baccalaureate such as PSE, Plus Education tasks etc. to ensure unity of purpose and an effective regime for the benefit and well-being of the pupil.

World of work education:

The main aims and objectives of the school will be adhered to in the introduction of World of Work Education. We aim to offer this in a supportive, happy and Welsh atmosphere and seeking to meet the needs of the pupil as an individual. At every opportunity I would encourage pupils to develop positive and responsible self-esteem and attitudes. World of Work Education gives pupils the opportunity to develop and acquire important academic and personal skills. They are

encouraged to apply their knowledge and to make wise decisions and to set realistic targets. An additional aspect of a pupil's educational life is offered by world of work education.

Delivering World of Work Education
At KS3 World of work Education will be introduced as part of the 'Dysgu Byw' mornings and the Curriculum for Wales. At KS4 it is an integral part of some of the specific challenges within the Skills Challenge Certificate and part of the school's 'Dysgu Byw' programme. In KS5 World of Work Education is woven into the 'Dysgu Byw' programme and as part of the Welsh Baccalaureate. Each subject across the curriculum at each Key Stage has its role in promoting world of work Education that is relevant to the subject.

Consulting :
We aim to create an atmosphere of constant discussion during the pupils' careers at Ysgol Gyfun Gwyr. We encourage our pupils to seek support and guidance should the need arise, using the Class Tutors, the Head of Year, the teacher responsible for World of Work Education or the Careers Officer who is agreed to be available to respond to requests for advice from pupils.
Each pupil receives a professional interview with the Careering Officer in KS4 and the Sixth Form. A 'Career Action Plan' is being developed, regularly discussing, monitoring and adapting the scheme with pupils.

Work Experience :
"Work Experience" can be defined as a period with an employer', in which a pupil performs a task or tasks of responsibility or various responsibilities, in accordance with special workplace practice but with the emphasis on the educational element. Year 12 pupils are encouraged to arrange a period of work experience themselves especially students considering specific higher education courses that require work experience. The pupil and their parents organise the work experience. The aim is to support young people :
 to develop self-sufficiency, forward thinking and the ability to work with others
 to prepare themselves for the world of work and their awareness of industry requirements
 to broaden and deepen their understanding of career opportunities.

Working with Parents :
The important role of parents in supporting pupils as they make decisions on their future is recognised. We seek cooperation and constant discussion with the parents. The Careering Officer will attend the relevant parent meetings and is open to arranging individual interviews.

Working with External Agents :
It is accepted that guest speaker visits need to be arranged and invited to offer objective advice and share the experiences of the world of work.
The school will work closely with the Careers Service Wales. It is strongly believed that building constructive and close relationships with external businesses and agencies promotes the professionalism and efficiency of service and World of Work Education within the school as well as enriching pupils' experiences.
The importance of the connection with the employer in the process of evaluating what is offered by the school and also what is offered by the pupil is recognised and there is a formal opportunity to do this in the Mock Interviews scheme where the pupil and school are given immediacy feedback.
In addition, important will be collaboration with the Wales Careers Service as a point of contact for external derivation to organise an annual mock interview activity. The career adviser for the school is an important element of provision and is given to KS4 and KS5 pupils. Regular contact is maintained between year 10-13 headteachers and the career adviser to identify target groups such as FSM's and individual pupils who need support in planning next steps. The career adviser is also responsible for working with groups in KS3 when delivering and offering provision in 'Dysgu Byw' sessions such as to year 9 when making GCSE decisions

and choices. Meetings are held at the end of each academic year between the career advisor, the school co-ordinator and Careers Wales, known as the Partnership Agreement, to reflect on the most recent academic year and to convene next year.

Evaluation and Monitoring :
The school has an agreement with the West Wales Careers Service and the agreement is reviewed annually. The school's World of work coordinator will meet with the Careers Officer to evaluate provision for the past year and make adjustments and changes as required. In addition, a Liaison Manager from the SLT will work with world of work coordinator to monitor the service annually and evaluate the provision. In addition, the teachers presenting the World of Work tasks will be expected to evaluate the effectiveness of the tasks jointly with the school's World of Work coordinator and with the Welsh Baccalaureate coordinator using input from pupils. This information is shared with the Careers Service, pupils, parents and governors. We will also work closely with primary schools to ensure that transitioning between primary and secondary is a rich and productive process. This will be adjusted according to requirements at transition meetings with the relevant AoLE.

(Reviewed: July 2026)