

# West Monmouth School



## Careers and Careers Work Related Experience Policy

**Polisi Gyrfaoedd a Gyrfaoedd  
sy'n Gysylltiedig â byd gwaith**

Date Approved by Governors: Feb. 2024

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## Rationale

Young people need to be equipped to take their place in a rapidly changing world of work within the global economy. Education in Careers Work Related Experience (CWRE) is about the relationships between young people, their learning and the world of work, enabling them to see the value of education, qualifications and skills. At West Monmouth School, we believe that careers education and guidance programmes make an important contribution to preparing our young people for the opportunities, responsibilities and experiences of the world of work and lifelong learning.

CWRE is part of the Curriculum for Wales for all 11-16-year old. A planned progressive programme of activities at West Monmouth School supports pupils at both Key Stages 3 and 4. This includes choosing pathways that suit their interests and abilities and help them to begin to build the foundations in order to follow a career path and sustain employability throughout their working lives.

## Key Aims

To ensure that young people can:

- develop an understanding of the purpose of work in life, both for themselves and for society as a whole
- become increasingly aware of the range of opportunities available to them, broadening their horizons
- develop the attitudes and behaviours required to overcome barriers to employability, career management and lifelong learning
- appreciate the increasing range of opportunities in the workplace where an ability to communicate in Welsh is important
- explore opportunities through a variety of meaningful experiences in learning, work and entrepreneurship
- develop resilience and the ability to be adaptable in response to the challenges, choices and responsibilities of work and life

## Commitment

We are committed to:

- a planned programme, appropriately differentiated for all pupils
- access to individual advice and guidance on choice and progression
- delivery that promotes equality of opportunity and inclusion
- varied participation in enterprise and work-related experiences
- the school is also committed to Careers and Work-Related Experience.

## Implementation of Careers Education

Education for CWRE is delivered through each area of learning experience (AOLE) as cross-cutting themes throughout all areas where appropriate, as well as Health and Wellbeing/Focus Weeks sessions in Key Stages 3 (KS3) and 4 (KS4). The programme of study includes units of work in the Health and Wellbeing programme and is then complimented by one off events, workshops and visits by external speakers, assemblies and work-based learning opportunities. For further details about the provision of CWRE please see the CWRE KS3 and KS4 audits.

## Resources to Support the Delivery of CWRE

### Health and Wellbeing AOLE

The Health and Wellbeing AOLE support in the delivery or and development of CWRE. With clear mapping of each year group for the delivery of knowledge and understanding with monitoring, reviewing and evaluating of career education and relevant activities within the curriculum.

### Careers Advisor

All pupils have access to impartial guidance from a Careers Wales Careers Advisor in the Careers Office in school. The Careers Advisor carries out 1- 2-1 interviews with Year 11 pupils who are highlighted (through a variety of means, including Careers Wales Careers Check, by Heads of Learning, through RONI scores, through IEPs etc.) as having most need of guidance, with all other Year 11 pupils having access to self-refer (or be referred by a member of staff or Head of Learning) if required. The Careers Advisor also attends Parents Evenings and assemblies for Years 9 and 11.

The Business Engagement Adviser (BEA) Claire Harris, works with West Monmouth School to promote and deliver employer engagement work or information. They link the school and employers to inform, inspire and motivate young people about the world of work opportunities through high impact career events, world of work activities and curriculum enrichment.

The school's linked CWRE Curriculum coordinator Catrin Isaac works with West Monmouth School as part of a curriculum team, who has knowledge of careers and work-related experiences (CWRE) and offer consultancy, professional learning, and resources to support the school embedding CWRE.

### Choosing 14-19 pathways information (Options) evening

The Assistant Head runs a 14-19 pathways information (options) evening for Year 9 parents, before pupils begin the KS4 options process. This is also attended by the Careers Advisor, Senior Leadership Team (SLT) and key department and faculty leaders.

### ICT

Year 7 and 8 have their own school Chromebooks and year 9, 10 and 11 have access to computers which available for pupils to use the Careers Wales website generally in KS3 and then using their personalised logins and passwords from Year 9 onwards.

## Involvement of Parents and Carers

Parental involvement is encouraged as part of CWRE and careers advice and guidance is considered as a partnership between the pupil, the parents/carers, the school and Careers Wales (and other external representatives). Parents have the opportunity to access the Careers Advisor at Year 9 and Year 11 Parents' Evenings and the 14-19 pathways information (options) evening. Parents are also kept up to date about careers guidance and information, particularly in Year 11 in relation to post-16 choices, options and open evenings via letter, text messages, the school website and Facebook. Parents are also welcome to attend careers interviews.

## Equality and Diversity

Careers education is provided to all pupils and provision is made to allow all pupils to access the curriculum. Pupils are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated.

## Monitoring, Evaluating and Reviewing of CWRE

A Senior Member of staff Stuart McNeil, who is the Careers Lead ensures CWRE is delivered across the school through each AOLE with support from Careers Wales and is monitored, evaluated and reviewed. Monitoring consists through informal assessments, schemes of learning, learning walks, lesson observations, attending planning meetings and pupil feedback. The evaluating will be pupil, staff and parental voice, surveys and reviewing this data.

## Staffing, Co-ordination and Management

- Health and Wellbeing AOLE deliver the CWRE programme through timetabled Health and Wellbeing lessons. This is then support by the Heads of Learning as required (particularly in Year 11 with regards to pupils making post-16 choices) through assemblies and presentations from a variety of post-16 colleges, agencies and businesses.
- The CWRE programme is overseen, monitored and coordinated and the role of Careers Wales within the school is overseen by the Careers Co-Ordinator, Mr Stuart McNeil. This involves half termly meetings between the Careers Advisor and the Careers Co-Ordinator to measure progress in line with the Careers Work Related Experiences.
- CWRE is line managed by Mrs Liane McNeil, Assistant Head.

## Careers Wales Partnership Agreement

A Partnership Agreement is put in place at the start of every academic year with Careers Wales. This is then reviewed half termly, with the Careers Advisor and the Careers Co-Ordinator throughout the year to ensure that progress is being made as agreed. A formal end of year review takes place in the summer term and a Partnership Agreement for the following year is put in place.

## Continuing Professional Development (CPD)

Staff CPD needs are identified as part of the Careers Wales Partnership Agreement process and during the annual Partnership Agreement review with Careers Wales.

## Links with other Policies

This policy supports and is underpinned by other key school policies including:

- Teaching and Learning
- Health and Wellbeing
- Health and Safety
- Strategic Equality Plan

## Monitoring Review and Evaluation

- The Careers Wales Partnership Agreement is reviewed half termly with the Careers Advisor and the Careers Co-Ordinator (Mr Stuart McNeil) and annually with Careers Wales representatives and the Careers Co-Ordinator (Mr Stuart McNeil) and the Careers Line Manager (Assistant Head – Mrs Liane McNeil).
- CWRE provision, in Health and Wellbeing lessons and across the curriculum is reviewed by the Careers Co-Ordinator and key staff annually.
- This CWRE policy is reviewed biannually.

## Appendix 1: Statement of Pupil Entitlement

### West Monmouth School Careers Work Related Experience

#### Statement of pupil entitlement

As a pupil at West Monmouth School you are entitled to receive a programme of impartial careers education, information, advice and guidance.

#### As a pupil at West Monmouth School, you can expect:

- Impartial information, advice and guidance (IAG) concerning your learning pathway choices.
- A planned Careers and the World of Work (CWRE) programme which gives you opportunity to gain knowledge and understanding, develop skills and take part in work focused learning experiences.
- Access to impartial, comprehensive, accurate and up-to-date information in a range of formats.
- Access to individual, impartial guidance from a Careers Wales Careers Advisor to support you when making career and learning pathway decisions.
- Personal and learning support during your time at school.

- To be listened and responded to.
- Equality of opportunity to access all IAG/CWRE activities.

**You will gain this knowledge and these skills by becoming involved in the following aspects of the CWRE programme provided by:**

- Health and Wellbeing lessons
- Information provided in assemblies and registration by your Head of Learning and form tutor
- Using Careers Wales online ([www.careerswales.com](http://www.careerswales.com))
- Links from local employers, businesses and entrepreneurs
- Work focused learning experiences
- Other subject lessons linked to careers