



**YSGOL
LLANFYLLIN**

Careers and Work-Related Experiences (CWRE) Policy

Senior Leader: -	Mrs Jenna Graham
Chair of Governors: -	Mr Graeme Hunter

Date Adopted: -	September 2023	Review Date: -	September 2024
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Aims

To support all learners to make progress, Ysgol Llanfyllin will embed CWRE throughout the 3 to 16 continuum and across the curriculum. This policy aims to set out Ysgol Llanfyllin's provision of impartial and informed careers guidance for our learners. This includes the ways in which learners, parents, teachers and employers can access information about our careers programme. High-quality careers guidance is important for our learners' futures, and our CWRE provision aims to:

- ✓ Help pupils prepare for the workplace, by building self-development and career management skills
- ✓ Provide experience and a clear understanding of the working world
- ✓ Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- ✓ Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training by providing independent and impartial careers advice and guidance (internal and external sources)
- ✓ Promote a culture of high aspirations and equality of opportunity

Statutory Requirements

Learning about CWRE is fundamental to developing skills for work and life. This helps learners to understand the relationship between their learning and the world of work.

A school's curriculum should enable learners to gain experiences related to work and careers, developing knowledge of the breadth of opportunities available to them throughout their lives. This learning can help them make informed decisions about their career pathways.

Effective CWRE is comprised of age- and developmentally appropriate careers education embedded across the areas of learning and experience (Areas). It is supported by a wide range of relevant work-related learning experiences and environments. To help ensure that learners are engaged in CWRE, schools or settings should have regard to a range of factors such as learners' age, knowledge and additional learning needs.

Benefits of CWRE at Ysgol Llanfyllin

CWRE enables learners to develop their knowledge, skills and understanding in preparation for the challenges and opportunities of further learning and the ever-evolving world of work. CWRE contributes towards learners' realisation of the [four purposes](#) of the Curriculum for Wales.

From the age of 3, CWRE should inspire learners to:

- ✓ 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

Roles and Responsibilities

Careers Lead

The careers lead at Ysgol Llanfyllin is Jenna Graham and they can be contacted by phoning 01691 648391 or emailing office@llanfyllin.powys.sch.uk. Our careers leader will:

- ✓ Take responsibility for developing, running and reporting on the school's career programme
- ✓ Plan and manage careers activities
- ✓ Manage the budget for the careers programme
- ✓ Support teachers to build careers education and guidance into subjects across the curriculum
- ✓ Establish and develop links with employers, education and training providers, and careers organisations
- ✓ Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- ✓ Work with our school's designated teacher for looked-after children (LAC) and previously LAC to: Make sure they know which pupils are in care or are care leavers, understand their additional support needs, make sure that, for LAC, their personal education plan can help inform careers advice and review our school's provider access policy statement at least annually, in agreement with our governing board

Careers Advisor

At the forefront of our delivery are our professionally trained careers adviser. Careers Wales' professional standards for advisers require them to achieve QCF Level 6 in Career Guidance and Development or the equivalent and register with the Career Development Institute's (CDI) UK Register of Career Development Professionals. They provide impartial and professional support to individuals and co-ordinate the range of services of the Careers Wales team for individual schools.

The service offer that is provided by Careers Wales will focus on short and long term needs of learners with a focus on:

- ✓ broadening horizons
- ✓ raising awareness of the skills required in the modern labour market
- ✓ development of the skills for career planning both short and long term support at key transition points for pupils who need it.

Our work in Key Stage 4 will offer all learners support which will be differentiated to meet their individual need. With pupils allocated to one of four categories of support thus ensuring that our resources are deployed in line with customer need:

- ✓ Universal support for those young people who will self-help through our digital and social media platforms and attend group sessions.
- ✓ Career Check support - one to one support for those young people identified as in need of guidance and coaching support.
- ✓ Targeted* support for those young people whose characteristics can lead to them being underrepresented in Education, Employment or Training in post compulsory education.
- ✓ Additional Learning Needs Support - one to one support for those young people identified as having additional learning needs (ALN) See page below for more specific detail

The Governing Body

- ✓ Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- ✓ Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- ✓ Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- ✓ Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- ✓ Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- ✓ Make sure that arrangements are in place for the school to meet the statutory requirements for delivery of CWRE AT Ysgol Llanfyllin.

The Programme

Whole School Approach

CWRE will be delivered across the curriculum for learners to explore and understand the world of work in developmentally appropriate contexts. CWRE provides real-world learning and experiences that support learners in developing their skills and applying their knowledge and understanding within all the Areas. In doing so, CWRE supports the design of a purposeful curriculum and opportunities for authentic learning which is vital to learners' increasing understanding of their career choices as they progress.

It will be the responsibility of the Directors of Learning (DOLs) and teaching staff to plan in CWRE into their Learning Intentions. Guidance on how CWRE supports learning within each Area can be found in the respective sections of this guidance (Hyperlinked to each AoLE). If employer engagement support is required, teachers will need to complete a form

<https://forms.office.com/Pages/ResponsePage.aspx?id=CNQATG5LIkmHgXNTR4mcDlvqZCW03ERLjWNd-NeOEIVURFQ0VkJONFlaU0pHMIIdOM1dHQkVHOFaZOC4u>

- ✓ [Expressive arts](#)
- ✓ [Health and well-being](#)
- ✓ [Humanities](#)
- ✓ [Languages, literacy and communication](#)
- ✓ [Mathematics and numeracy](#)
- ✓ [Science and technology](#)

Skills through CWRE

Ysgol Llanfyllin will help learners to begin to appreciate the importance of using [skills integral to the four purposes](#) within careers and work-related experiences. Ysgol Llanfyllin will encourage learners' evolving perception of their potential contribution to the future world of work. This learning will progress to enable them to appreciate how their contributions can benefit not only themselves but also the future prosperity of their communities, Wales and the wider world.

Skills integral to the four purposes

✓ Creativity and innovation

Through being actively engaged in real-life examples from the world of work, learners can develop their confidence to be more curious and inquisitive. This enables learners to begin to consider, investigate and generate novel solutions to problems, which can provide opportunities to develop an entrepreneurial mind-set. Skills that contribute to individuals becoming creative and innovative are increasingly valued by employers across sectors, as they can support advancements and the continuous improvement of efficiency and effectiveness in industry.

✓ Critical thinking and problem-solving

As learners begin to develop their critical thinking and problem-solving skills, CWRE contexts can be used to encourage risk-taking. Applying these skills to their own career pathway supports learners to better understand the correlation between risk and reward, and how this impacts on their experience of the world of work. Learners should critically analyse a diverse range of information to shape their views and perspectives on the world of work. This will support them to understand and consider the impact of their decisions, now and on [future generations](#).

✓ Personal effectiveness

Learners' growing self-awareness and confidence contributes to their appreciation of their self-worth and how this relates to what they have to offer to the world of work. Employers value skills such as contributing to a team, leadership, resilience and the ability to reflect, adapt and change in different situations. As learners progress, they should increasingly reflect on their effectiveness during and after careers and work-related experiences, enabling them to identify strengths and areas for further training and development. Developing an enquiring mind-set encourages learners to be open to acquiring new skills. This can support learners in becoming more adaptable which will enable them to access further opportunities in the world of work.

✓ Planning and organising

Experiencing these skills in authentic contexts can help develop learners' decision-making and reflective-thinking skills. CWRE allows learners to demonstrate their planning and organising skills, such as implementing ideas, setting goals, time management and monitoring and reflecting on results. Learners can be encouraged to become increasingly independent, which will support them in taking greater responsibility for their development in work and study. Planning and organising skills are highly valued by employers, and learners need to be supported to understand the relevance of these skills so that they can achieve their ambitions.

Cross-curricular skills

Ysgol Llanfyllin will help learners to begin to appreciate the importance of using their cross-curricular skills within careers and work-related experiences.

✓ Literacy

The world of work requires the ability to communicate effectively and apply literacy skills in different contexts. Developing effective communication skills enables learners to engage in careers and work-related experiences, for example, when considering other people's views and opinions. This will help learners understand the importance of developing positive relationships in the world of work.

✓ Numeracy

The world of work requires the ability to use numeracy effectively. Learners need to develop confidence in applying their numeracy skills, for example, when using and interpreting data and understand the importance of managing money in work and life. Learners, as they progress with their numeracy skills, should have opportunities to apply knowledge within different CWRE contexts.

✓ Digital Competence

Increasingly, the world of work requires the ability to use digital technology in a wide range of situations. With an ever-evolving and international world of work, learners need to develop their digital confidence and capability, which will enhance their communication skills, as well as be able to access CWRE opportunities and analyse information from beyond their own locality.

A learner's *digital footprint* can be long-lasting and affect their career prospects, both positively and negatively. Learners should be encouraged to question the validity and accuracy of the information found on digital platforms when considering their life choices.

Work Related Experiences

Work experience opportunities support learners to develop future career aspirations. These will take many forms depending on the local labour market. Work-related experiences encompass a range of activities including employer visits, masterclasses and mentoring structured work as well as enterprise experiences, taster sessions and careers events.

At Ysgol Llanfyllin the following Work Related Experiences take place

- ✓ Careers Fair (Y9-13)
- ✓ Work Experience (Y10)
- ✓ Guest Speakers
- ✓ Y12 Community Challenge
- ✓ Y12 Health and Social partnership with Health Board
- ✓ University/Apprenticeships Taster sessions

Long-term and sustained employer engagement has the potential to inspire and enhance learners' understanding of the world of work. It is important that work-related experiences are broad, varied and developmentally appropriate. Learners should develop an understanding that the world of work is more than just paid employment.

Additional CWRE Experiences

Our careers programme is also delivered through a number of other methods, including: Unifrog, displays, guest speakers, tutor led sessions, Careers Wales programme

Brighter Futures Service Offer

Careers Wales delivers a remit set by Welsh Ministers which provides the all-age, independent, impartial and bilingual guidance and coaching service as well as Careers and Work Related experiences (CWRE) service in Wales.

The intention within our Brighter Futures Vision is to:

- ✓ start supporting young people earlier through providing curriculum support and training to teachers in primary schools;
- ✓ provide more tailored and personalised support and information to young people, parents/ carers and to schools* through our ambitious digital vision; and

learning and workdevelop our work with employers, training providers and entrepreneurs to better understand the skills requirements of the future workforce and to bring greater connectively between young people and employers.



For further information relating to the Brighter Futures Service Offer please refer to the Partnership agreement on the website

Unifrog Learning Journey / Career Programmes & Activities

At Ysgol Llanfyllin we use Unifrog which is a universal destinations platform, a one-stop-shop for whole-school careers guidance -[Unifrog - The complete destinations platform](#).

Progression Step	Unifrog Learning Journey	Other Career Focused Activities/Programmes
Progression Step 1 & 2		<ul style="list-style-type: none"> ✓ Assemblies ✓ Introduction into careers
Progression Step 3	Year 7 -UNIFROG careers guided sessions will run during form time which include: <ul style="list-style-type: none"> ✓ Introduction to UNIFROG ✓ What are skills? ✓ What is your dream job? ✓ A to Z of Universities Skills Builder Partnership session will also begin in Year 7 starting with a series of mini sessions with the form tutor. These include: <ul style="list-style-type: none"> ✓ Teamwork ✓ Staying Positive 	
	Year 8 - UNIFROG careers guided sessions will run during form time which include: Identifying Interests <ul style="list-style-type: none"> ✓ University ✓ Apprenticeships ✓ Skills for careers 	
	Year 9 - UNIFROG careers guided sessions will run during form time which include: <ul style="list-style-type: none"> ✓ Leadership Skills ✓ Your skills, your team ✓ CV writing 	<ul style="list-style-type: none"> ✓ AGORED Work Related Education ✓ Y9 Options ✓ Y9 Option Assemblies/workshops ✓ Careers advisor attends Parent evenings
Progression Step 4	Y10- UNIFROG careers guided sessions will run during form time which include: <ul style="list-style-type: none"> ✓ Teamwork and Communication ✓ Independency ✓ Behaviour at work 	<ul style="list-style-type: none"> ✓ Work Experience ✓ Group Sessions with Careers Advisor ✓ Digital keep in touch and information updates from Careers Advisor ✓ Careers advisor attends Parent evenings
	Y11- UNIFROG careers guided sessions will run during form time which include: <ul style="list-style-type: none"> ✓ How to use UNIFROG ✓ Post16 options ✓ BTEC and A Levels ✓ Apprenticeships 	<ul style="list-style-type: none"> ✓ Group Sessions with Careers Advisor ✓ Digital keep in touch and information updates from Careers Advisor ✓ Careers advisor attends Parent evenings ✓ Option Assemblies for Sixth Form

		<ul style="list-style-type: none"> ✓ Tutorials – Sixth Form options
Progression Step 5		<ul style="list-style-type: none"> ✓ Assemblies ✓ Tutorials- Higher Education ✓ Tutorials- Application ✓ UCAS ✓ Gap Year/Travel ✓ Student Finance/budgeting ✓ Interview Technique ✓ Alumni

Staffing

All staff are expected to contribute to CWRE delivery through their roles as tutors, subject teachers and support staff. Specialist careers education sessions are delivered by form tutors in registration periods. The CWRE and Unifrog programme is planned, monitored and evaluated by the career's coordinator, Directors of Learning and staff.

Pupils with special educational needs or disabilities (SEND)

We expect that the majority of learners with SEND will follow the same careers programme, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice. No information will be given to learners without SEND that is not also offered to our pupils with SEND.

Professional learning

Schools and settings should ensure their staff engage in appropriate and relevant professional learning opportunities to help CWRE become effectively integrated in their curriculum. Practitioners are also encouraged to undertake training opportunities offered by employers and other organisations, to help them learn about the latest developments in the world of work. For example, they could explore resources that are available on [Hwb](#), as well as engage with [Careers Wales](#), regional consortia and learning modules available online. Courses are also available for those who wish to obtain a professional careers-related qualification. Furthermore, training will be delivered by Unifrog on an annual basis

Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Progression Steps. We measure and assess the impact of the programme's initiatives by:

- ✓ Learner Voice
- ✓ Surveys completed by learners, parents, teachers and employees
- ✓ Evaluations

Stakeholders and Employers/Business Links:

- ✓ At Ysgol Llanfyllin we are committed to working with key stakeholders such as employers, Careers Wales, local learning providers, Higher Education Institutions etc.
- ✓ On an annually basis our Partnership Agreement with Careers is reviewed and agreed for the following year.
- ✓ At Ysgol Llanfyllin we recognise the important role that parents/carers have in their child's career development. We will keep parents/carers informed with relevant careers information, specifically around options and transition from Year 11/13 through a range of platforms, including emails, ClassCharts, App and letter.
- ✓ Employer / business links will be developed, coordinated and maintained through partnership working and established links with Career Wales.

Links to other Policies

This policy links to the following policies

- ✓ Child Protection Policy
- ✓ Teaching and Learning Policy

Monitoring and Reviewing

This policy, the information included, and its implementation will be monitored by the governing body and reviewed annually. The next review date is June 2024