

Local Procedure Title	Careers and work-related experiences
Service	Aspris Talocher School
ACS Policy number and title	ACS 57 Careers Guidance
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Local Procedure Author(s)	Robert Coles
Local Procedure Ratification	Checked and Approved by: Claire Imber

1. Introduction

Careers and work-related experience (CWRE) is one of five cross cutting themes within the Curriculum. It is designed to enable learners to develop their knowledge, skills and understanding in preparation for the challenges and opportunities of further learning and the world of work. In order for CWRE to be effective, it needs to be embedded across all areas of learning experience (AOLE's) which is further supported by a range of work-related learning experiences.

CWRE at Aspris Talocher School should inspire our learners to:

- Develop an understanding of the purpose of work in life for themselves and society
- Become increasingly aware of the range of opportunities available to them
- Develop the attitudes and behaviours required to overcome barriers to employability, career management and lifelong learning
- Explore opportunities through a variety of meaningful experiences in learning, work and entrepreneurship
- Develop resilience and the ability to be adaptable in response to challenges, choices and responsibilities of work and life

2. Knowledge, skills and experiences

Develop career knowledge	Build career management skills	Have career and work-related experiences
The facts, information and ideas that learners need to understand to develop their careers. This typically includes an understanding of education and training pathways, the labour market and the changing nature and future of careers and work. Acquiring career knowledge will contribute to the personal wellbeing and health of learners.	The skills that learners use to successfully manage and make progress in their careers. These will typically include the ability to reflect, to undertake research, to make decisions and to develop resilience as well as the skills to manage their personal finances and develop transition skills such as making applications. The development of career management skills will enable learners to make the best use of personal guidance, negotiate, advocate for themselves, tackle challenges and take advantage of opportunities.	Experiences are one of the most important ways in which career knowledge and career management skills are developed. They are about offering learners active, participatory and experiential learning opportunities such as role plays, simulations, volunteering activities, work visits, work placements and contacts with visitors. Career and work-related learning experiences will enable learners to raise their aspirations, broaden their horizons and improve their chances of success.

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3. Aims

1. Exploring self and society – Learners develop an understanding of the purpose of work in life for themselves and society as a whole.
2. Widening horizons – Learners become increasingly aware of the range of opportunities available to them, broadening their horizons.
3. Overcoming barriers – Learners develop the attitudes and behaviours required to overcome barriers to employability, career management and lifelong learning.
4. Exploring opportunities – Learners explore opportunities through a variety of meaningful experiences in learning, work and entrepreneurship.
5. Developing adaptability and resilience – Learners develop resilience and the ability to be adaptable in response to challenges, choices and responsibilities of work and life.

4. Key contributors and influences

There are many key contributors and influences on the career decisions of young people but it should not be underestimated the role that a school has in supporting learners and how they perceive the future world of work for themselves.

Key contributors:

- Schools
- Family
- Community
- Employers
- Careers Wales
- Further and higher education and training providers

Other influences:

- Political factors
- Historical factors
- Employment opportunities
- Economic factors
- Geographical factors
- Educational opportunities

CWRE is not to be taught as a standalone subject but is embedded across the curriculum which provides a wide range of learning experiences, in differing environments and from various stakeholders. The provision of CWRE is tailored to each learner and is adapted over time to ensure we support all of our learners relevant to their needs and as they develop and evolve. Although there are many moving parts to ensure the CWRE offer is meaningful, there are a few key staff members that support its overall delivery, and these are known as the Careers Wales School Delivery Team.

Year 11 and Post-16 learners are encouraged to sign up for the The Skills to Succeed Academy (external website) which is a free, interactive, online employability training programme, focused on building the skills and confidence learners need to choose the right career, find a job and be successful in the workplace. The training is engaging, realistic and features relatable characters. It uses innovative methods such as simulations that let you have a go at real life scenarios, e.g. a job interview.

5. Key personnel and Responsibilities

Bethan Wheelan – Carees Wales advisor who supports learners from Wales in their planning to help them make informed decisions and will link into suitable post 16 options

Nikki-Ann Harris – Careers and the World of Work Co-ordinator (CWoW) who supports our school

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with their Careers and the World of Work curriculum. This includes working towards the Careers Wales Mark, coverage of Gatsby Benchmarks and making links with local businesses and industries so that learners are aware of the local and national opportunities. Attending Annual reviews for learners, with a focus on transition groups and moving forward plans. Individual 1:1 learner meeting to discuss aspirations, assist in researching college placements, liaising with parents, carers and send information home so that they can have informed discussions.

Hannah Al-Wahid – Additional Learning Needs Careers Advisor (ALN Advisor) who supports in each learner's career planning to help them make informed decisions.

Elenor Wren – PSHE teacher who covers Careers and work-related learning through the PSHE SWEET curriculum.

6. Arrangements for the use of a local Careers Wales Advisor/School Account Executive

As a school we are fortunate to have Bethan Wheelan as our Careers Wales Advisor. She is able to provide learners with appropriate, independent information, advice and guidance. She will also support each learner to build up a CWRE profile that can be used as part of their succession planning/next steps for when they leave Aspris Talocher School.

7. Arrangements for consultation for pupils that live outside of Wales

Careers Wales are unfortunately unable to give information, advice and guidance to pupils that live outside of Wales. To combat this, we make use of the Gatsby Benchmark to ensure that we are able to offer the same level of quality within our Careers Guidance, so the following is in place:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each child/young person
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

8. Arrangements for risk assessing work experience opportunities

As we would expect learners to undertake work-related experiences, we would need to support these practical opportunities by risk assessing each learner. This will form part of their overall Individual Risk Assessment & Risk Management Plan.

RISK & VULNERABILITY CATEGORY: SPECIFIC ACTIVITIES				
SPECIFIC ACTIVITIES RISK FACTORS: <small>List every relevant factor from the checklist above</small>	RISK DESCRIPTION: <small>A clear risk description must have three parts: 1. Cause; 2. Risk event/uncertainty; 3. Impact. Do not write N/A or leave any box blank.</small>	RISK LEVEL BEFORE MITIGATION: <small>■ LOW ■ MEDIUM ■ HIGH</small>	RISK MITIGATION CONTROLS: <small>Describe what actions are to be taken, by whom, when, to minimise this risk, and the impact this will have (ie. "This will enable/ensure/prevent...")</small>	RISK LEVEL AFTER MITIGATION: <small>■ LOW ■ MEDIUM ■ HIGH</small>
Careers and work-related experiences (CWRE)	Risks	Medium	Controls	Low

9. Monitoring arrangements

To make sure we communicate our vision for CWRE, we aim to monitor this Local Procedure (LP) more frequently than many of our other LP's. This self-assessment process will allow us to reflect upon and improve learning and progression in CWRE. This will also enable us to be up-to-date and better resourced in an ever-changing world. To this end, we will monitor this LP on a termly basis, make sure that we are successful, have staff facilitating the various learning experiences required and celebrate in everything the learners achieve.

10. Record Keeping

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The school keeps systematic records of the individual advice and guidance given to each learner and any subsequent agreed actions or decisions made in support of the learner. All learners will have access to these records to support their next steps.

Contents Checklist (Local Services may add additional items – this is a core list)			
Introduction	X	Arrangements for the use of a local Careers Wales Advisor	X
Knowledge, skills and experiences	X	Arrangements for consultation for pupils that live outside of Wales	X
Aims	X	Arrangements for risk assessing work experience opportunities	X
Key contributors and influences	X	Monitoring arrangements	X
Key personnel and Responsibilities	X	Record Keeping	X

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
07/12/2023	Cathy Edwards Nicki-Ann Harris	Updated monitoring Addition of Bethan Wheelan as Careers Wales Linked to Taloher