



**CAREERS AND
THE WORLD OF WORK POLICY**

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1. **OPENING STATEMENT**

The governing body of Bassaleg School recognises that all students are entitled to receive up-to-date Careers Information and Advice, together with Careers and the World of Work, as part of the school curriculum.

2. **PROVISION**

2.1 Careers information is provided for all students via their PSCE lessons and/or their dedicated KS4 lessons. Students are encouraged to use job and work related information from a variety of sources. Student research is encouraged via the Internet, the School Careers Education Website (www.bassaleg.newport.sch.uk) and through dedicated careers computer programs such as Pathfinder and Odyssey. In addition, all students are encouraged to use and register for Careers Wales Online (www.careerswales.com). Careers Information is also available from the Careers Section of the main school library, during the lunch hour, during break time and before and after the school day.

2.2 The school provides a planned programme of Careers and the World of Work for all students throughout the school. The programme is designed to develop the skills, knowledge and attitudes required to make the informed and successful choices and transitions needed for students' continuing education, training and employment. It attempts to offer a systematic and personalised approach which helps students to make their own choices through impartial and well-informed advice.

2.3 Careers for KS3 and KS4 follow a dedicated syllabus timetabled within the school's PSCE programme. The PSCE programme uses a specialist team to provide Careers Education within the fortnightly extended registration period of 45 minutes. The KS4 Curriculum includes an additional twenty hours of Careers and the World of Work which again is delivered via specialist lessons. Careers Education is also contained in the cross-curricular elements of the core and foundation subjects - so building on a 'whole-school' approach of careers-related learning throughout the curriculum.

2.4 All students at KS4 are assessed throughout the programme; their success is recognised by certificates and in a summative report during year 10 and year 11.

2.5 At KS5 students follow a planned programme during PSCE morning and through the additional use of stand down days. They are taught by form tutors.

3. **THE SCHEMES OF WORK**

3.1 **CAREERS AND THE WORLD OF WORK PROGRAMME OF STUDY: KS3-KS4**

Year 7	Year 8	Year 9	Year 10	Year 11
Personality	Personality Test	Careers Wales Website	Careers Wales Website – researching experience of work	Interview Techniques
Career Opportunities	Personality Test	Career Planning	Preparing for Experience of Work	Skills You possess
Equal Opportunities	Assertiveness	Dynamo role Model	Rights and Responsibilities	Goals
Goals	Stereotyping	Options Presentation	Influences and Barriers	Interview tips CV Personal Statements

3.2 CAREERS AND THE WORLD OF WORK PROGRAMME OF STUDY AT KS4

Year 10	Year 11
Thinking Ahead	Life After Year 11
Why study CWW?	Why study CWW?
How do I create a CV?	Computer room: Odyssey
Assess your skills	What can I do after Year 11 – learning pathways?
How to survive coursework.	Preparing for the Mock Examinations
Preparing for Experience of Work	Interview techniques.
Banking Matters	Applying for jobs – application letters
Visiting Speaker	Visiting Speaker
Pathfinder	Computer room: Interview techniques
How to study and ensure success.	Equal opportunities and Discrimination
Completing the Experience of Work form.	Understanding Trades unions
Health and Safety	Bullying in the workplace
Employment Law	
A+ for attitude – what makes a good employee?	Taking Credit
How does a business work?	Understanding a wages slip
Being an Entrepreneur	Securing examination success
The Real Me – learning styles	Avoiding debt
Experience of Work debrief	Paying bills and understanding benefits

3.3 CAREERS AND THE WORLD OF WORK PROGRAMME OF STUDY AT KS5

Year 12	Year 13
Study/Survival Skills	Personal Statement recap
Extracurricular/Volunteering/Charity/5x60/Amnesty International/Link School/Shoebox/Soapbox	Alternative paths/careers
Revision Strategies/Drawing up a revision timetable	UCAS section 10 and form checking
Introduction to UCAS	Interview techniques
	University Survival and Personal Finance

3.4 The Careers and the World of Work syllabus prepares students for adult life and contributes to the development of the 'whole' person by encouraging students to strengthen their knowledge of self, to become self-reliant, to become self-motivated and to be more prepared to manage change. It guides them towards their individual career paths, and helps them to explore the national perspectives of work and career opportunities. At the same time students are expected to consider controversial issues and are encouraged to develop a positive attitude towards life and to others, with occupational stereotyping, racial, sexual, age and disability questions, all being considered.

4. INPUT FROM CAREERS WALES

4.1 Careers Wales (Gwent) works closely with the school and an adviser is based at the school to offer careers advice and information to all students on request. They also interview all year 11 students. Careers Wales (Gwent) advisers are available at years 9, 10, 11 Parents' Evenings, the Pre Sixth Form Evening and on results days.

4.2 Parents wishing further careers information and advice are encouraged to contact the PSCE coordinator during the lunch hour and/or Careers Wales (Gwent) for information and advice. Appointments with Careers Wales (Gwent) can be made at their Newport Office, 46/47 High Street, Newport, NP20 1GA

5. CAREERS AND THE WORLD OF WORK

The programme of study aims to:

- Involve local employers more directly in young people's learning;

- Raise the achievement levels of all students, giving them more confidence in their abilities and motivating them to set higher targets relating to their career aspirations and lifelong learning;
- Encourage students to apply their learning to working contexts, often on employers' premises and with technically advanced equipment;
- Develop key skills with employers' support and in working situations as well as in school;
- Learn what makes a good employee, about their rights and responsibilities and about the importance of trustworthy, safety-conscious attitudes at work;
- Gain first hand experience of the personal qualities needed for work, such as regular attendance and punctuality;
- Gain a direct understanding of the factors affecting successful business organisations;
- Have a realistic basis for planning careers and making decisions.

(See appendix 1 for examples of work-related education opportunities offered at Bassaleg School)

6. EXPERIENCE OF WORK ARRANGEMENTS

- 6.1 The KS4 Experience of Work activity usually takes place in June of year 10 and offers a one week experience of work opportunity in a local workplace. The placements provide students with the opportunity for personal and social development as well as direct learning in the workplace.

Students can:

- Find their own placements through personal application – details of which must be with the school by the end of January in year 10.
- Request a placement from Careers Wales by the end of January in year 10. Careers Wales will then offer an experience of work placement in the local area using their database of firms and organisations who have offered placements **during that particular week**. Requests must be made through the school on an application form.

All placements found, whether by personal application, by the School, or by Careers Wales have to meet certain legal requirements as well as those of Health & Safety in the Workplace.

All contracts, legal searches and Health & Safety checks are carried out by Careers Wales (Gwent) on behalf of Newport Schools. Students are not allowed to take part in Experience of Work activities unless their applications have been agreed by the school and processed by Careers Wales.

Students applying for placements outside the local area are expected to arrange their own transport together with any residential costs that might be required.

Final details of placements and Job Descriptions are available to students **no earlier** than three weeks before the placement takes place.

- 6.2 Year 12 Welsh Baccalaureate/National Certificate students experience a 1 week placement, usually in January of the academic year of their course.
- 6.3 Welsh Baccalaureate Level 3 students complete 30 hours of work experience made up of a combination of part-time work, community volunteering and work placements. Extended experience of work usually takes place during the holiday period.
- 6.4 Post 16 students interested in Medicine take part in work placements in the summer term post AS exams.

APPENDIX 1

Examples of the Work-related Education and Learning Opportunities offered at Bassaleg School

1. KS4 Experience of Work is a one week placement offering personal and social development opportunities as well as direct learning in the workplace (*see note below*).
2. Post 16 Vocational Experience of Work is available on request, either as part of a Vocational AS level or as preparation for Higher Education.
3. Young Enterprise for year 12 (*Business Studies Department*).
4. Focus on Business for Year 9.
5. Welsh Development Agency/Careers Wales Dynamo presentations of entrepreneurial skills to year 9 and year 12.
6. Involvement in Community Projects eg Safe Routes to School.
7. Direct inputs from Employers through talks to Careers and the World of Work Groups.
8. Employer input into Focus on Business Days etc and access to their premises for coursework assignments eg AS Business Studies and GCSE Applied Science/Applied IT.
9. The opportunity for student participation in competitions sponsored by employers and related to business/the professions etc eg Magistrates Mock Trials, Young Consumers, Young Enterprise, Stock Exchange Challenge etc.
10. Student Innovation and Young Engineer Awards/Engineering Education Scheme in Wales etc (*Technology & Physics Departments*).
11. Duke of Edinburgh Awards (*Heads/Assistant Heads of School*).