

**CEFN SAESON  
COMPREHENSIVE SCHOOL**



**CAREERS POLICY**

## **Aims of Careers Education in Cefn Saeson:**

- I. To help our pupils develop their attitudes and values required for future employability and make effective career choices.
- II. To develop our pupil's skills to plan and manage their pathway through investigating a range of opportunities in learning and work.
- III. To be motivated to set long term goals and overcome barriers
- IV. To develop our pupils skills to enhance employment opportunities and prepare them for the responsibilities of work and adult life
- V. To give all pupils access to up-to-date and impartial information and advice about post 16 options available to them.
- VI. To enable all pupils to have the skill to become an entrepreneur.

## **Pupil Access and Entitlements**

All pupils in Key Stages 3 and 4 are entitled to:

- a. A structured Personal & Social Education (PSE) that includes Career education, where pupils will cover a programme of topics from the Careers and the World of Work framework (CWW).
- b. Advice and guidance from the school's Careers Co-ordinator and Careers Wales Adviser and the Careers Wales Website.
- c. A planned lesson with the School's Careers Adviser during Year 9 & 10 and an interview with the school's Careers Adviser during Year 11.
- d. Careers Wales advice offered at Year 9, and Year 11 Parents Evenings and during lessons/drop down days, pupils will be introduced to the Careers Wales Website.

- e. Neath Port Talbot College Group liaison programme, including roadshows at school, visits to the college, taster sessions and completion of college application forms.
- f. St Josephs 6<sup>th</sup> form attend year 10 and 11 parents evening to give our pupils the opportunity to discuss what they have to offer and inform pupils of their open evenings.
- g. Links with external agencies and visiting speakers, e.g. Royal Marines, Royal Navy, Local training providers, health and social care professionals and university speakers. Pupils also have the option to join in virtual talks and question and answer sessions from employers e.g. GP, and have access to Careers Wales TV.
- h. Pupils are made aware of who the careers adviser is and where they can find her, and can ask for a meeting with her during the school term if they need to ask for information. Pupils in year 11 are also given the careers adviser contact details and are therefore able to contact her during school holidays and in lockdown situations.

### **Parents/Guardians Access and Entitlements**

At Cefn Saeson we aim to involve Parents/Guardians at any possible opportunity to become involved in their son/daughter's Careers Education. The following opportunities are available:

1. Consultation with the school Careers Wales adviser at Parents Evenings, or as requested. The School's Career Adviser's Contact details are on the school website and social media, to allow parents to have a point of contact as well as their children.
2. Information about CWW activities via school newsletters, letters, the school website and/or social media outlets.

### **Equal Opportunities**

All lessons, materials and advice will not be biased in terms of gender, race or disability.

We also attend events such as Women into Construction, engineering events which includes companies such as Kier speaking to all pupils and Tata Steels 'Women of steel' campaign.

## **Programmes of Study**

The Careers Education programme of study at Cefn Saeson is based on the following documents:

- Careers and the world of work: a framework for 11 to 19-year-olds in Wales
- Partnership agreement with Careers Wales

The programmes are designed to suit the age, ability and developmental stage of pupils at key transition points in their education.

## **Delivery**

This is organised by the school Careers Co-ordinator and assisted by the Head of Key Stage 3 and 4 as well as Careers Adviser/Wales.

The members of staff that deliver the PSE/career lessons are professional in their guidance and delivering of CWW to ensure high quality teaching in all lessons.

All teachers have access to Careers Wales Education Business Exchange, which allows each subject to have the opportunity to invite an employer in from their chosen subject e.g. Geography could ask for a weatherman to speak to their classes.

Teachers are provided with notes and lessons plans for the timetabled lessons with access to ICT being booked for appropriate activities, such as the use of Careers Wales Website or CV writing.

The school's Careers Adviser, outside speakers and organisations such as The Royal Marines, NPTC group are also involved in the delivery of some sessions.

## **Resources**

The programme is resourced by a budget allocated annually.

The school has also been reaccredited the Careers Wales mark for a further 3 years.