



Pontypridd High School

Career Related Learning and Guidance Policy

Career Learning and Guidance Policy

Date of policy:	April 2022
Adopted:	5 th April 2022, Learning & Teaching Governors Committee.
To be reviewed:	Spring 2025
Member of staff responsible:	Careers Leader, Learning & Teaching Leader
Committee Responsible:	Learning and Teaching

Rationale:

Raising the aspirations as well as the attainment of our pupils is important to us at Pontypridd High School, assisting them to recognise their own abilities and have high, realistic aspirations for their future. Pontypridd High School is a Gatsby pilot school in RCT, providing equal access and opportunities to Career related learning and the World of Work. Implementation of the Gatsby Benchmarks develops the pupil's knowledge, capabilities and skills that will prepare them for the world of work and life beyond education. This policy recognises that the career related guidance and support that our pupils need is ever changing and pupils need to be given inclusive information, experiences, and understanding of the world of work as well as labour market information.

Aims:

This policy is underpinned by our long-term vision and core values of learning and achieving together. We are committed to implementing a careers programme that raises the aspirations of all our pupils and providing meaningful support, experiences, opportunities and guidance to enable our pupils to make informed career related decisions.

This policy outlines the career related learning and guidance for all pupils in their time at Pontypridd High School. The policy has been drawn up to bring together the Careers Wales, Gatsby and CWRE frameworks. It aims to;

- Foster the wellbeing of pupils to recognise their aspirations and capabilities.
- Promoting the success of all our pupils to reach their full potential and prepare them for the world of work.
- Unlocking the potential of each and every pupil.
- Raising aspirations of our pupils which will in turn improve attainment.
- Improving the life chances of young people through providing meaningful career related opportunities.

Terms used in this document:

CWRE – Careers and Work-Related Experiences.

Gatsby Benchmarks - A framework for the improvement in careers provision with benchmarks adopted as part of the Government's Careers Strategy and statutory guidance for schools and colleges.

RCT EET – Rhondda Cynon Taff Council Employment, Education Training Team.

Labour Market Information - Identifying future jobs in the local area, understand the skills needed for certain roles and the demand for future employment.

EBE – Educational Business Exchange.

NEET - Young People Not in Education, Employment or Training.

Statutory requirements and expectations:

The school is committed to fulfilling its statutory duties in relation to Career Related Learning and Guidance through the use of the following statutory frameworks and guidance:

This policy also reflects the guidance issued by Welsh Government in 2008 which can be found here:

<https://hwb.gov.wales/api/storage/9bd3c2a4-e75a-4fa9-ba72-0e080c9840fc/careers-world-ofwork.pdf>

<https://hwb.gov.wales/api/storage/ebdef39c-8750-4c8d-85b4-869fd90b326e/careers-world-ofwork-supplementary-guidance.pdf>

<https://hwb.gov.wales/curriculum-for-wales/designing-your-curriculum/cross-cutting-themes-for-designing-your-curriculum/#careers-and-work-related-experiences>

Additionally, this policy aims to continue to pursue and engage with the Gatsby Benchmarks for Careers Education. The benchmarks are as follows:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of work places
7. Encounters with further and higher education
8. Personal guidance

Further information can be found here:

<https://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

We will also implement this policy in line with the ideas and guidance of the four Purposes and the AOLEs for the new curriculum. Further information on the Four Purposes can be found here:

<https://hwb.gov.wales/curriculum-for-wales/designing-your-curriculum/developing-a-vision-for-curriculum-design/#curriculum-design-and-the-four-purposes>

Learner entitlement:

At Pontypridd High School we aim to provide comprehensive and progressive career and higher education guidance to all of our pupils.

In conjunction with external agencies (such as Careers Wales and RCT Employment Education and Training Team) we support our pupils in many ways. We assist them in exploring their career aspirations and help make informed decisions about subject choices, higher education, alternative pathways and future employment. This ensures that our students:

- Gain valuable work experience
- Make decisions about subject choices
- Understand how their strengths, interests and personality fit together to enable them to make informed decisions
- Consider university options and alternatives to higher education such as employment and apprenticeships

Students in each year group should experience the following:

	Aim:	Experiences and Support:
Year 7	To determine student motivations, skills and aspirations by exploring a range of inspirational pathways.	<ul style="list-style-type: none"> • Discover More Careers research • Form time careers challenge • Welsh Water employer engagement • Careers and Mathematics workshop • Careers and science/Technology workshop • Entrepreneur workshop
Year 8	Explore future pathways through use of Labour Market Information and interactions within local employers to prepare for GCSE options.	<ul style="list-style-type: none"> • Job matching quiz • Employer engagement assembly • Form time careers challenge • Careers Fair in school • Career advisor support in Parents evening • Making choices workshop • Subject options assemblies • Options interviews • Discover More Careers research

Year 9	To develop an aspirational action plan and further explore potential pathways through use of Labour Market Information and interactions within local employers and education providers.	<ul style="list-style-type: none"> • Form time careers challenge • Careers and Mathematics workshop • Employer engagement assembly
Year 10	Develop employability skills (including CV, interview, application skills) and engage with local employers and education providers.	<ul style="list-style-type: none"> • Form time careers challenge • Positive Achievement assembly • Job matching quiz • Careers and Mathematics workshop • Work experience • Careers Fair trips • Skills Cymru Careers event • Apprenticeships assembly, lunch time support and open day trip • Wilmott Dixon construction careers workshop • Achieving success at interview lessons • Applying for a job advice and support • Writing a CV and covering letter • Managing transition into work • Preparing for a work placement activity
Year 11	To ensure all students have a plan for post 16 through consolidation of the range of pathways available.	<ul style="list-style-type: none"> • Positive Achievement assembly • Career advisor support in Parents evening • One to one interview with the career advisor • Digital interaction with careers advisor • Careers Fayre trips • Apprenticeships assembly, lunch time support and open day trip
Year 12	Further development of skills and preparation for post 18 study.	<ul style="list-style-type: none"> • Network 75 – alternative to University workshop • Cardiff University step up workshop • Enterprise and Employability challenge
Year 13	To ensure all students have a plan for post 18 through consolidation of the range of pathways available.	Work placement opportunities within subjects
ALN pupils	One to one interview to support pupils in finding the right career path suited to their individual needs and aspirations.	

	Opportunity to attend an ALN careers fair to provide ALN pupils with the correct career pathway information for their needs.
Whole school	<ul style="list-style-type: none"> • Careers lessons highlighted in subject schemes of learning • Experiences with employer workshops • Opportunity to request a one to one interview for career guidance and advice • Subject specific career education

Roles and responsibilities

Career related learning and guidance at Pontypridd Highschool is implemented into every role within the school. It is every person's job within the school to raise the aspirations of our pupils and provide the opportunities and support for preparing them for life after school and the world of work.

- The governing board are responsible for supporting the careers related learning needs for the school.
- The senior leadership team are responsible for supporting the careers leader in implementing a robust careers programme.
- The careers leader is responsible for the overseeing and planning of the delivery of the careers programme. As well as evaluating the programme and providing the necessary training for staff.
- The careers adviser is responsible for providing impartial career advice, guidance and support. Helping pupils to apply to further education after year 11 and making informed career decision. The careers advisor is a level 6+ qualified career development professional who upholds the professional standards of the Career Development Institute.
- Subject leaders are responsible for ensuring that there is appropriate and meaningful career related learning embedded into their schemes of learning for all age groups within the school. With continuous reflection of these schemes of learning.
- The wellbeing team are responsible for raising the aspirations of our pupils, ensuring they have access to careers support and guidance if it is needed as a wellbeing concern.
- All staff are responsible for the delivery of appropriate career related learning to all pupils in every year group. As well as providing opportunities for engagement with employers that are meaningful to pupils. All staff must make the careers leader aware of any career related activity that takes place so it can be tracked within the termly Gatsby audit.

Staff CPD

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will provide up to date and relevant information that relates to the Gatsby Benchmarks, RCT EET, CWRE and EBE. Staff will also be kept up to date with the career related learning programme at PHS through meetings, briefing and bulletins. Opportunities for staff to take part in training that relates to delivering career related learning will be provided where appropriate.

Information, advice and guidance for pupils and parents

We will ensure that all students have access to independent and impartial support and guidance from the careers advisor in school with one-to-one careers interviews to ensure that students have access to information and advice about all pathways, not just higher education. The careers advisor is a level 6+ qualified career development professional who upholds the professional standards of the Career Development Institute. All pupils have access to further advice and support on our school website, with links to external support such as Careers Wales.

Pontypridd High School recognises the important role that parents/carers have in their child's career development and are recognised as co-partners in this process. As a school we provide parents/carers are supported in developing the confidence and capability to support their child's planning and decision-making through having access to support and guidance from the school website, careers advisor, careers leader and during parents evening.

Monitoring, reviewing, evaluating and reporting

The implementation of the careers programme will be monitored and reviewed by the careers leader who will evaluate and report on the programme each term as part of completing the Gatsby Audit. The careers leader will also monitor the progress of careers within the school through keeping up to date records and tracking of all career related learning on ClassCharts. This will then inform where improvements can be made and opportunities for implementing further career related learning. All staff must ensure that the careers leader is made aware of any career related learning that takes place in order for the tracking to occur. Leaders of Learning and Heads of Faculty are responsible for ensuring the successful implementation of career related learning in all schemes of learning and reflect on the information being given each year to ensure it is relevant and up to date.

We recognise the importance of basing our approach to teaching, learning and assessment on evidence of what works in career education and guidance through conducting regular pupil voice to inform termly reflections. Staff also have the opportunity to reflect on career related learning within their lessons and schemes of learning through the PHS STRIVE programme, PHS Professional Learning programme and in lesson observation planning.

Stakeholders and partners:

- **Careers support agencies**

The school has an annual partnership agreement with Careers Wales through the careers advisor and careers leader. Meetings take place termly to review the partnership and plan for the following term. The careers leader also has regular partnership meetings with an allocated Careers Wales Business Engagement Advisor.

- **Employers, community partners and learning providers**

The careers leader meets half termly with careers leaders from other schools in RCT that are Gatsby pilot schools to share good practice and collaboratively reflect on the development of their career programme.

The school is committed to collaborative working partnerships and works closely with RCT EET, Careers Wales, EBE, Collages and Higher Education settings to provide relevant and meaningful support, guidance and opportunities for out pupils.

Useful Contacts

School Website: <https://www.pontypriddhighschool.co.uk/>

School Number: 01443 486133

PHS Careers Leader: Rhylana Ray Griffiths griffithsr@pontyhigh.co.uk

Careers Wales: post@careerswales.gov.wales

PHS Careers Advisor: Lorna Mackintosh lorna.mackintosh@careerswales.gov.wales

Monitoring and Evaluation of Policy and Procedures

The School will review the Policy at least once every two years and / or more often if incidents occur that suggest a need for review.

The School will use information on Career Related Learning and Guidance to identify any problems or areas where further work may be needed to raise the aspirations of our pupils, reducing the risk of NEET.

Approved by: Headteacher

Chair of Governor

Date:

Appendices:

This policy should be read in conjunction with the guidance and policies listed below:

- Careers and the World of Work framework/guidance

<https://hwb.gov.wales/api/storage/9bd3c2a4-e75a-4fa9-ba72-0e080c9840fc/careers-world-ofwork.pdf>

<https://hwb.gov.wales/api/storage/ebdef39c-8750-4c8d-85b4-869fd90b326e/careers-world-ofwork-supplementary-guidance.pdf>

- CWRE Framework

<https://hwb.gov.wales/curriculum-for-wales/designing-your-curriculum/cross-cutting-themes-for-designing-your-curriculum/#careers-and-work-related-experiences>

- Gatsby Benchmarks Framework.

<https://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf>

- The Four Purposes.

<https://hwb.gov.wales/curriculum-for-wales/designing-your-curriculum/developing-a-vision-for-curriculum-design/#curriculum-design-and-the-four-purposes>