



Cardiff West Community High School

Careers and Work Related Education Policy 2026-28

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Approved by: A. Batten

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Rationale

This policy recognises that all learners are entitled good quality provision for Careers Education Guidance/Work Related Education within the curriculum that supports personal development and lifelong careers. Careers Education and Work-Related Experiences (CWRE) are considered to be one theme. This policy and practice is based firmly on the criteria outlined in the Careers Wales Quality Award.

Cardiff West understands that learners need to be equipped to take their place in a rapidly changing world in the global economy. Careers and Work-Related Experiences are about the relationships between young people, their learning and the world of work, enabling them to see the value of education, qualifications and skills. CWRE is part of the basic curriculum for all 11-16 year olds and it is also part of the requirements of the Learning Core of Learning Pathways 14-19.

Learners at Cardiff West will benefit from:

- access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits and access to a learning coach and various mentors;
- links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available;
- work experience provision where it is appropriate and beneficial;
- access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers;
- face to face advice and guidance to build confidence and motivation;
- coordinated support from external agencies including the local authority where learners are vulnerable, have special educational needs or are at risk of becoming NEET (not in education, employment or training);
- information on the financial support available to them post-16;
- the opportunity to book a careers appointment with a trained specialist at school. This opportunity is available to all learners in Year 11 and targeted learners in Year 9 and 10. Post 16 learners have the opportunity for self-referral when needed.
- activities during form time, assemblies and PSE in all year groups that promotes awareness of a wide range of career opportunities and progression routes;
- tailored support for all statemented learners through progression and transfer reviews, and individual meetings for learners in all Year groups.

Key aims

To ensure that our learners can:

- develop the attitudes and values required for employability and lifelong learning;
- manage their individual learning pathways and make effective career choices;
- develop the skills required by employers;

- become entrepreneurial;
- be motivated to face the challenges, choices and responsibilities of adult life.

Commitment

Cardiff West is committed to:

- a planned PSE programme to cover CWRE;
- access to individual advice and guidance on choice and progression;
- delivery that promotes equality of opportunity and inclusion;
- varied participation in enterprise and work-related experiences;
- an agreement with Careers Wales which identifies the contributions that each partner will make;
- local industry and business links.

Review procedure and Quality Assurance

An annual review meeting with Careers Wales takes place at the end of every academic year during which a renewal of the partnership agreement with Careers Wales is accredited and signed. The results of this will be communicated and shared with staff and the governing body when appropriate.

Trained Careers Wales staff deliver assemblies to Year 9, 11 and 13 on Careers Education content, and conduct learner interviews. Options discussions with Year 9 and Year 11 learners are completed with senior leaders who are experienced in this and offer realistic advice to learners.

Careers Wales deliver a destination survey to key stage 4. Based on learner responses to the survey, Careers Wales hold interviews with learners individually and within small groups.

Additional careers related sessions/activities are delivered by teaching staff who are provided with the specific resources to use. Progress Leaders monitor the delivery to ensure it is of a high quality.