

CAREERS AND THE WORLD OF WORK POLICY

Produced by	Head of Learner Services and Careers & Progressions Manager		
Policy approved by	Academic Board	06/05/03	Minute 226
	Curriculum & Quality Panel	23/10/09	Minute 400
		06/05/11	Minute 460
	Strategic Management Team	07/05/03	Minute 768
		29/09/09	Minute 1729
		03/05/11	Minute 1949
	Operational Management Team	09/05/03	Minute 23
	Curriculum and Quality Committee		Minute 68
		09/11/09	Minute 234
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Equality impact assessed & endorsed		19/04/11	
AOS Aim 2			
Policy implemented	2003		
Reviewed	16/3/05, 19/2/07, February 2009, 2011		
Next Review	June 2015		

Preamble to the Policy

Equal Opportunities

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

Careers and the World of Work: Policy and Strategy

1. Policy Statement

- 1.1 The College's programme of careers education and guidance aims to equip its learners to plan and manage their own careers/progression effectively.
- 1.2 The College will comply with The Education Act 1997, extended by the Welsh Government, in providing a planned programme of careers education and guidance for 16-19 full time learners. The College has formally adopted the DfES framework for the delivery of Careers and the World of Work (CWW), including the prescribed learning outcomes for learners appropriate for their stage of development. Furthermore, the College has decided to extend this entitlement to all full time learners regardless of age. Part time/community learners will also be able to access the advice and guidance provided by the careers team within the College.

2. Aims of the Careers Education and Guidance

- 2.1 To help the learners develop an understanding of:
 - 2.1.1 Personal achievements
 - 2.1.2 Seeking information
 - 2.1.3 Understanding the World of Work
 - 2.1.4 Guidance
 - 2.1.5 Making and implementing decisions
- 2.2 These comply with the Careers and the World of Work framework for 11-19 year-olds in Wales and incorporate specific learning outcomes for learners.

3. Induction

- 3.1 All learners will receive a group and individual induction programme. The induction programme will include basic skills assessment and vocational/subject course orientation.

4. Progression

4.1 Progression opportunities for full-time learners will be a theme of the programme with work experience, visits, assignments, speakers and career tutorials forming the framework.

5. Responsibilities

5.1 Details of the quality responsibilities of Curriculum Directors and Vice Principals are given in the Quality Handbook.

5.2 In respect of Careers and the World of Work the responsibilities for Curriculum Directors and Vice Principals / Head of Learner Services are: -

Curriculum Directors	Vice Principal / Head of Learner Services
<ul style="list-style-type: none"> • implement CWW • management of CWW • timetabling of CWW programme • review of CWW programme 	<ul style="list-style-type: none"> • quality auditing • ensuring adequate resources CWW • monitoring quality of the delivery • producing quarterly reports of CWW for senior managers

6. Access to Professional Careers Advice and Guidance

6.1 Through the Partnership Agreement with Careers Wales Mid Glamorgan & Powys, the College will:

6.1.1 ensure that learners are informed how to access the Careers Adviser for subsequent interviews at times appropriate to their needs.

6.1.2 work in partnership with Careers Wales (Mid Glamorgan & Powys) staff to identify the individual needs of the learners.

6.1.3 provide learners with access to appropriate and up-to-date careers literature to supplement their careers guidance interviews.

7. Entitlement

7.1 The Careers and World of Work framework will be delivered within the College’s Curriculum and Assessment Entitlement Policy. Full details are given in Our Commitment to Learners policy and Learner Handbook.

7.2 Learners will have access to a structured Careers and World of Work programme leading to prescribed learning outcomes that will provide opportunities to develop and apply the knowledge, understanding and skills necessary to:

- 7.2.1 make decisions, assess their individual abilities, skills qualities, needs and values and to explore how these might relate to different occupations
- 7.2.2 use the sources of information available
- 7.2.3 make applications and present themselves well in interviews
- 7.2.4 prepare for life at work and /or in higher education
- 7.3 Learners then have access to individual guidance from both careers advisers and college staff. They can access individual support for the process of recording achievement and individual action planning. They can also participate in opportunities to experience the world of work

8 Careers Team

- 8.1 The Careers Team will liaise regularly with members of the Strategic Management Team. This will ensure compliance with the Careers and World of Work framework.

9 Partnership

- 9.1 The College will work closely with Careers Wales Mid Glamorgan & Powys to ensure the delivery of the Careers and World of Work framework. Arrangements will be formally set out in the annual Partnership Agreement. In addition, the College will link with appropriate external agencies to further the progression of learners.

10 Monitoring and Evaluation

- 10.1 Monitoring and evaluation will include representatives from the Strategic Management Team and comply with the College's Quality management programme

11 Resources

- 11.1 Materials and other learning resources including curriculum packs and careers information will be available in the Learning Centres.

12 Accreditation of Careers Education and Guidance

- 12.1 The College will be working towards the Careers Wales Quality Improvement Mark.