

# *Ysgol Hendrefelin*



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## Careers and Work Related Education (CWRE) Policy

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### ***MONITORING AND EVALUATION OF POLICY***

<b><i>Policy Type:</i></b>	<i>School based Policy</i>
<b><i>Review Cycle:</i></b>	<i>3 Years</i>
<b><i>Last Review Date:</i></b>	<i>December 2025</i>

# Careers and Work Related Education (CWRE) Policy

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## 1. Commitment and Vision Statement

At Ysgol Hendrefelin, we are committed to providing all learners with high-quality Careers and Work-Related Education (CWRE) that enables them to explore their interests, develop employability and independence skills, and prepare for life beyond school.

In line with the Curriculum for Wales, our CWRE provision supports learners to become:

- **Ambitious, capable learners** who are ready to learn throughout their lives.
- **Enterprising, creative contributors** who are ready to play a full part in life and work.
- **Ethical, informed citizens** who understand the value of work and contribution to the community.
- **Healthy, confident individuals** who are ready to lead fulfilling lives as valued members of society.

We recognise that each learner's journey is unique. CWRE at our school is differentiated, practical, and personalised to meet individual strengths, interests, and future aspirations. Our vision is to empower all learners to transition successfully into meaningful post-16 destinations — whether that be further education, training, employment, or community participation.

## 2. Policy Development

This policy was co-constructed with input from:

- The Senior Leadership Team and CWRE Coordinator
- Teaching and support staff across all key stages
- Learners through School Council and pupil voice activities
- Parents and carers through consultation meetings
- Careers Wales advisers
- Local authority transition officers and partner colleges

It reflects statutory and national guidance including:

- Curriculum for Wales (2022)
- Welsh Government Careers and Work-Related Experiences Guidance
- Additional Learning Needs and Education Tribunal (Wales) Act 2018

### **3. Specific Aims and Objectives by Year Group**

#### **Years 3-6**

- Develop awareness of personal strengths, likes, and interests.
- Explore a variety of jobs and community roles through stories, visitors, and role play.
- Begin to recognise the idea of responsibility through simple class tasks, helping roles, and group routines.
- Learn about money, helping others, and basic responsibility.

#### **Years 7-9**

- Develop an understanding of personal likes, dislikes, strengths, and things they find challenging.
- Explore different types of jobs and roles in the community through stories, themed activities, and classroom discussions.
- Begin to understand the concept of work and teamwork.
- Participate in basic enterprise or class-based projects to develop teamwork and problem-solving skills.
- Build communication, social, and independence skills that support future employability.
- Learn about money in practical contexts.

#### **Years 10-11**

- Explore a range of job sectors and local employment opportunities.
- Learn about the skills and qualities needed for work.
- Take part in enterprise projects and team-based problem-solving.
- Develop communication, social, and self-management skills.
- Build personal profiles identifying individual strengths and future aspirations.
- Receive individual guidance and transition planning support through Careers Wales.
- Participate in internal and external work experience placements (supported as appropriate).
- Develop employability skills such as timekeeping, teamwork, and following instructions.

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- Engage in enterprise and community projects to experience the world of work.
- Learn practical life skills — budgeting, travel training, digital communication, and workplace behaviour.

### **4. Implementation and Delivery of CWRE**

CWRE is delivered through a whole-school approach:

- Dedicated sessions within the work related education (WRE), Personal, social, health and economic (PSHE), or Life Skills curriculum.
- Cross-curricular learning in all Areas of Learning and Experience (AoLEs), but especially our option subjects and the vocational courses run in collaboration with NPT college groups
- Enterprise and community projects encouraging creativity and teamwork.
- Visits, guest speakers, and workplace experiences linked to local employers.
- Individualised programmes informed by learners' Individual Development Plans (IDPs).
- Partnership working with Careers Wales, FE colleges, training providers, and employers.

Teaching is practical, experiential, and inclusive, using visual supports, small group instruction, and real-life contexts to make learning meaningful and accessible.

### **5. Roles and Responsibilities**

A clear structure of roles and responsibilities ensures that Careers and Work-Related Education (CWRE) is delivered consistently and effectively across the school.

#### **Governing Body**

- Ensure the school meets its statutory duties related to CWRE.
- Review and approve the CWRE policy and monitor its implementation.
- Support the development of employer and community partnerships.

#### **Senior Leadership Team**

- Provide strategic oversight of the CWRE programme.
- Ensure adequate resources, staffing, and training are allocated.
- Promote a whole-school commitment to high-quality CWRE.
- Ensure compliance with national guidance and legislation.

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### **CWRE Coordinator**

- Lead the planning, implementation, and development of CWRE across the school.
- Engage in and plan CWRE training and development activities.
- Liaise with Careers Wales advisers, employers, FE colleges, and transition teams.
- Support staff in embedding CWRE within curriculum areas.
- Organise work experience placements, employer engagement, and enterprise activities.
- Monitor learner progress and maintain relevant records.
- Evaluate the effectiveness of provision and report findings to SLT.

### **Teaching and Support Staff**

- Deliver CWRE learning in line with the Curriculum for Wales and school guidance.
- Use a variety of teaching approaches to meet the diverse needs of learners.
- Support learners in developing employability, independence, and life skills.
- Engage actively in CWRE training and development opportunities.
- Help prepare learners for workplace experiences and support them during activities.

### **Careers Wales Advisers**

- Provide impartial careers information, advice, and guidance.
- Support transition planning for all learners, contributing to IDPs where appropriate.
- Facilitate access to work-related experiences and post-16 opportunities.
- Offer specialist advice to families and staff regarding pathways and next steps.

### **Learners**

- Engage actively in CWRE activities and opportunities.
- Reflect on their strengths, interests, and aspirations.
- Develop independence and workplace behaviours appropriate to their level of need.

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- Contribute to decisions about their future during IDP and transition planning.

### **Parents and Carers**

- Support their child's aspirations and participate in transition discussions.
- Work collaboratively with school staff and Careers Wales to explore suitable pathways.
- Encourage the development of independence and employability skills at home and in the community.

### **External Partners (Employers, FE Colleges, Training Providers, Community Organisations)**

- Provide meaningful and safe work-related experiences.
- Communicate regularly with the school regarding expectations and learner needs.
- Support inclusive practices and adapt experiences for learners with additional needs.
- Offer feedback to help shape and improve the CWRE programme.

## **6. Monitoring, Review and Evaluation**

Monitoring and evaluation are essential to ensure the CWRE programme remains effective and relevant.

This will include:

- Learner voice surveys and self-assessment of progress.
- Feedback from parents, staff, employers, and Careers Wales advisers.
- Analysis of post-16 destination data and transition outcomes.
- Formal policy review every three years, or earlier if required by legislative or curriculum changes.

## **7. Stakeholders and Partners**

CWRE is a collaborative process. Our key partners include:

- Learners – central to all decisions and planning.
- Parents and carers – involved in supporting aspirations and transition planning.
- School staff – delivering learning and supporting workplace skills.
- Careers Wales – offering impartial advice, guidance, and transition support.

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- Local FE colleges and training providers – supporting vocational pathways.
- Local Authority Transition Team - ‘Legacy’ team – ensuring smooth progression beyond school.
- Community and voluntary organisations – offering work-related experiences.

### **8. Employer and Business Links**

Our school values partnerships with employers and businesses who:

- Provide work experience placements, site visits, or career talks.
- Support enterprise and skills events within school.
- Offer opportunities for learners to practise workplace and social skills in safe environments.
- Receive training and guidance on inclusive employment practices to support learners with additional needs.

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**Policy Review Record:**

Policy Review		Signature	Signature
Date approved by Governors	16/12/2025	<i>R M Blank</i> (Chair of Governors)	<i>L W Lewis</i> (Headteacher)
Date Reviewed			