



Pathways and Careers Policy

Rationale

The development of the Welsh Government 'Learning Pathways' agenda has led to a diversification of options and qualifications available to young people throughout Wales. The Learning Pathways documentation states that 'all young people have the right to **high quality impartial information, advice and guidance** to enable them to make informed and realistic choices and help them remain in learning' (Learning Pathways II (2004), Section 2). The Pathways policy concerns the learning and career choices that Monmouth Comprehensive students face. Students should gain the knowledge, skills and confidence to make the right choices for them – and to succeed in these choices. This policy thus underpins the school's vision statement of 'Learning to Lead our Lives'. It is underpinned by key Welsh Assembly documents:

1. Learning Country, Learning Pathways
2. Careers and World of Work Framework
3. PSHE Framework
4. Skills Framework

The Pathways policy is also supported by key school policies, particularly:

1. Curriculum Policy
2. Transition Policy
3. Work Experience Policy

Aims and Objectives of the Pathways Policy

1. Ensure that students learn how to **research** career and learning options using a hard copy and a range of resources
2. Ensure that students have access to a **range of professionals** who will assist them in their decision making processes – relevant school staff, industry and education representatives and the Careers Advisor
3. Ensure that students have access to **experiences** that will assist them in their decision making processes – such as work experience, university experiences, open and taster days, and interview practice
4. Ensure that students develop the **communication skills** and other attitudes, values and skills necessary to make successful applications
5. Ensure that **parents, guardians and carers** are involved in the decision making processes

Appendix 1 - The Pathways Policy in Practice

	Pathways Activities	Time of year	Key Personnel incl. Learning Coaches	By the end of this year pupils can:
Year 7	Enterprise activity	December	Progress Leader Year 7 Tutors	Develop an understanding of enterprise and profit making.
Year 8	World of Work activities	Summer Learning Week (1 Day)	Form tutors	Visit employers in the local community
	What's My Line?	Summer Learning Week (1 Day)	Role models from world of work	Question people about their jobs and careers
	Wonderful Welsh Weekend Project	April – July	Progress Leader Year 8 Tutors	Further develop an understanding of enterprise.
Year 9	Preparation for Careers and HE Fair Options Lessons and Integrated Lessons	January	Industry and education representatives (Careers and HE Fair) Form tutors Careers Advisor Progress Leader Additional Needs Coordinator	Research and make links between qualifications and jobs and careers Decide appropriate Year 10 course options Present information on their own Year 10 course options Apply for their Year 10 course choices
Year 9	Team Enterprise activity	Spring term and Summer Learning	Business Studies Department Progress Leader	Design, market, produce and sell a product or service to staff and students as part of the Welsh BaccaLaureate
Year 10	Preparation for Careers and Higher Education Fair	January	Industry and education representatives (Careers and HE Fair)	Question people about potential Work Experience placements Use their own research to decide Work Experience choices

	Pathways Activities	Time of year	Key Personnel incl. Learning Coaches	By the end of this year pupils can:
	<p>Research and application into Work Experience</p> <p>Applying for Work Experience</p> <p>Individual Careers Advice sessions with some pupils</p>	April-July	<p>Work Experience placement providers</p> <p>Form Tutors</p> <p>Learning Coaches</p> <p>Careers Advisor</p> <p>Pathways Coordinator</p> <p>Progress Leader</p> <p>Vocational Mentor</p> <p>Youth Service</p>	<p>Develop CVs</p> <p>Write Work Experience letters of application</p>
Year 11	<p>Preparation for Careers and Higher Education Fair</p> <p>Preparing and undertaking Work Experience</p>	<p>January</p> <p>Work Experience in November</p>	<p>Industry and education representatives (Careers and HE Fair)</p> <p>Placement Providers (Work Experience)</p>	<p>Understand key Health and Safety aspects of Work Experience</p> <p>Understand expectations of employers and employees</p> <p>Use and develop skills relevant to the workplace</p> <p>Evaluate the success of their placement</p>
Year 11	<p>Year 11 Next Steps</p> <p>Individual Careers Advice sessions with some pupils</p> <p>Group Careers Advice sessions with some pupils</p> <p>Identification and support of 'NEET' students</p>	Spring term	<p>Form Tutors</p> <p>Careers Advisor</p> <p>Local FE colleges</p> <p>Local apprenticeship providers</p> <p>Youth Service</p> <p>Monmouthshire 14-19 Transition Worker</p>	<p>Question people about career and education choices</p> <p>Improve CVs</p> <p>Research job and learning choices using hard copy and electronic resources</p> <p>Make appropriate post-16 choices</p> <p>Apply to Sixth Form, college, for apprenticeships, or for jobs</p>

	Pathways Activities	Time of year	Key Personnel incl. Learning Coaches	By the end of this year pupils can:
Year 11	Mentoring	From Sep - June	Mentors Progress Leader	Increase in confidence Clear plans post-16 More focused with lessons and work
Years 12 and 13	Preparation for Careers and Higher Education Fair Work Experience Careers, Higher Education and Key Skills during Summer Learning Mock HE Interviews Individual or group Careers Advice sessions	January Summer Learning	Industry and education representatives (Careers and HE Fair) Form Tutors Careers Advisors Rotary Club Mock HE Interviewers	Question people about HE or careers options Research job and learning choices using hard copy and electronic resources, including the Monmouthshire's Future Pathways Guide Make appropriate post-sixth form choices Apply to universities or for jobs Improve interview techniques

Appendix 2 – Key Stage 3-4 Transition Plan

Key Stage 3 – Key Stage 4 Transitions

Aims

Programmes in learning centres should ensure that students and parents are fully informed about their options and clear what implications certain choices may have on their curriculum. Students should feel supported when making decisions, and during induction onto their programmes of study.

To achieve these aims we:

- Ensure information about possible pathways is incorporated into PSE/ Support and Guidance schemes of work and assemblies.- **Pathways Coordinator, Progress Leader, Vocational Coordinator**
June 2012
- Review the Option Booklet, the Options Form and CWOL-**Curriculum Manager, Pathways Coordinator and Deputy Curriculum**
December
- New course information included in booklet and CWOL – **Curriculum Manager**
December
- Analyse the learning strengths, attainment and progress of the cohort by defined learner groups, including SEG, and determine an initial transition mentoring group – **Progress Leader**
December
- Ensure that students have the opportunity to research and explore pathways available through the 14-19 Network.-**Launch Assembly 9th Jan**
January 2014
- First set of broad pathways interviews- Learning Support. SEG, FSM, ALN – **(First Interviews)- Progress Leader**
Jan/February 2014
- Use a range of learning data, including attendance, to identify and interview students who have the potential to engage and make good progress through vocational learning Assembly 21st Jan.- **including BTEC and NVQ programmes at this point-Voc Coordinator, Progress Leader, Voc Mentor, Pathways Coordinator and Additional Needs Coordinator (Second interview)**
February/March



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- Identify students with the potential to become NEET. Allocate specific personal support to these students- **Youth Service**
February
 - Ensure parents have the opportunity to explore the various pathways on offer and the option process.- **Options (12th February), Parents Evening (19th February), Progress Reports (31st January), Option Booklet, Careers Wales on Line. TB, Pathways Coordinator.**
February
 - Indicate how students and their parents can apply to follow or select a vocational pathway. **(Option Forms in on 5th March)**
March
 - Ensure that parents and students confirm, through discussion, that they wish to pursue a vocational pathway. **Third interview** (Team)
March
 - Set up and confirm appropriate learning pathways with their 14-19 partners.- **TB, Vocational Mentor and Youth Service**
April
 - Set up meetings with parents and students to confirm the nature, location, support and qualification on each pathway.- **TB, Vocational Mentor and Youth Service**
May, June
 - Arrange meetings with learning partners, students and parents to confirm arrangements and expectations while inducting students into a new learning centre. Network learning agreements should be signed at this point. - **TB, Vocational Mentor, Progress Leader and Youth Service**
June
 - Monitor induction of students onto programmes of study. Finalise any movement between programmes by the end of October 2014- **Progress Leader, Additional Needs and Pathways Coordinators.**
June - October

Appendix 3 – Key Stage 4-5 Transition Plan

Key Stage Four to Five Transition Plan

Rational

To ensure that learners and their parents have the opportunity to research and discuss the full range of potential pathways and providers and to support students in matching their aspirations and skills to local and national opportunities.

Key Stage Four Integrated Curriculum and Welsh Baccalaureate

Whole Year Group Review of Learning	November
Work Experience	November
Pathway Survey – Student Voice	November
Focus Interviews – WBQ Mentoring	November-December
HE Taster Days advertised	January
Identification of NEET Cohort	January
Careers and Higher Education Fair	January
Parents Evening	January
Distribution of Sixth Form Prospectus	January
Pre Sixth Form Open Evening	February
Final Learning Review	February
Prioritised Sixth Form choices selected	February
Next Step Assembly	March
Next Steps Interviews	March
Key Stage Five choices selected	March
Transition learning data created	March
Transition Interviews Commence	April
NEET Cohort reviewed	April
Examinations start	May

Results Day	August
Admission Interviews	August
Sixth Form Induction Day	September
Induction, learning and skills programme	September
Successful Transition Review	October

This policy was agreed by the Governors

Signed: Chair of Governors

Date:

Signed: Headteacher

Date:

Review date: March 2015