



## Careers and Work Related Experiences (CWRE) Policy

Policy Number:	EDU/POL/010	Author/Reviewer:	Sarah Raison
Issue Number:	4	Approver:	Nicola Kelly
Issue Date:	01/09/2025	Service Type:	School - Wales
Next Review Date:	01/09/2026	RADAR Location:	Mynydd Haf School

<b>Print &amp; Keep on File:</b>	Required <input type="checkbox"/>	Not required <input type="checkbox"/>
----------------------------------	-----------------------------------	---------------------------------------

Please read this document in conjunction with any specific Mynydd Haf School procedures as directed by the head teacher, Sarah Raison.

### 1. Supporting Documents

This policy must be read in conjunction with:

- [Curriculum Policy](#)
- [Equal Opportunities Policy](#)
- [Health & Safety Policies](#)
- [Curriculum and Assessment \(Wales\) Act 2021](#)

### 2. Introduction

Careers and Work Related Experiences (CWRE) programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life with Mynydd Haf School schools having a planned and progressive programme of activities to support pupils from year 7 – 13. We understand our responsibility to set pupils on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. We understand our duty to act impartially, in line with our statutory duty, and not show bias towards any particular route, be that academic or technical.

### 3. Aim/Scope

We recognise the significance of the Gatsby Benchmark and Baker Clause and therefore this policy has the following objectives when delivering the careers programme in schools:

- To address the needs of all pupils.
- A clear planned programme of careers guidance and information.
- To link curriculum learning to careers.
- Learning from career and labour market information.
- To provide opportunities for pupils to encounter work experience.
- To provide opportunities for pupils to encounter further education.
- To develop enterprising and employability skills in pupils.



- Personalised guidance at the right stage of a pupils' education.
- To significantly reduce the likelihood of any pupils leaving Keys Schools as not being in employment, education or training (NEET).

#### **4. Abbreviations and Definitions**

NEET – Not in Education, Employment or Training.

CWRE – Careers and Work Related Experiences

#### **5. Policy Content**

Mynydd Haf School has a Careers Leader (Pastoral Lead) who is responsible for co-ordinating careers education and guidance.

##### **5.1 Careers Education and Guidance (To be read in conjunction with our curriculum policy)**

All pupils from Year 7 onwards will receive planned careers education as part of the curriculum that is progressive, according to year group. This careers education will be delivered by Teachers, Tutors or Support Workers via weekly timetabled PSHE lessons. The Careers Leader will be responsible for arranging a schedule of visits from professionals to the school to speak about their careers. This includes but is not limited to Careers Wales and professionals from different areas of work.

In addition to this, pupils will receive regular individual guidance by either a Teacher or key worker as part of their planned lesson or at a separate time. During Years 10 and 11 the school will arrange and support pupils to attend careers fairs, college and training provider visits and they will ensure that impartial careers guidance is made available through Careers Wales, who will also write learning and support plans in conjunction with the pupil, school and future education provider. In addition to this, pupils in year 11 will have an ALN review in the autumn term which is when their future destination is established and appropriate support put in place for effective transition from the school.

##### **5.2 Work Experience**

Where possible, Year 10 and 11 pupils will have the opportunity to take part in work experience. The work experience will either be scheduled in a short intensive block, or may form an intrinsic part of a pupils' individual timetable taking the form of one or two days per week during Years 10 and 11. This approach allows flexibility to meet individual needs allowing our pupils to practice working and develop the personal, social and vocational skills needed that are vital in ensuring that they succeed in employment and reduces the risk of any young person not being in education, employment or training. This exposure to the work environment is a significant step in preparing pupils for life beyond the school and for the world of work.

School staff will work and support individual pupils to identify their likes and dislikes and will support them to approach local employers. The work experience should be an



integral part of the pupil's development recognising that the experience will allow pupils to be exposed to the expectations and demands of working life while allowing pupils to make decisions about their future careers.

Pupils are encouraged to keep a diary of their experiences. Once a pupil has gained work experience they will meet with their primary teacher or careers advisor to evaluate the experience and explore career pathways.

Pupils may engage in several different areas of work experience while plotting a suitable career path for themselves.

When an employer agrees to a work experience placement, all necessary records must be maintained by the school including:

- risk assessments for the planned work experience.
- A copy of the employer's employee and public liability insurance.
- a copy of the employer's health and safety policy.
- Evidence of a DBS check of the supervising person may be required.

Once the pupil starts in placement, a key worker will keep in contact weekly with the employer and the pupil via phone calls and visits to the work place. Attendance at the workplace must be communicated to school office daily so that the pupil can be marked in to the register accordingly.

### **5.3 Health and Safety**

All employers approached to accept a pupil for work experience must meet the legal requirements set down by the The Health and Safety (Training and Employment) Regulations 1990. These regulations impose responsibilities of the employer and the pupil:-

- to take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- to co-operate with the employer and to follow instructions on Health and Safety.
- not to interfere with or misuse anything provided for their health, safety or welfare.

Pupils who are classed as young workers under the Working Time Regulations 1998 must not work more than 8 hours in any one day and 40 hours in any week. They are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours.

The employer must be informed about any medical conditions that the pupil may have which may increase the risk to the pupil or others.

Pupils will not do work prohibited by law, operate dangerous machinery, carry out any manual handling tasks identified as being a risk to the pupil's health and safety, or be exposed to dangerous substances, radiation, extreme heat or cold, noise or vibration or any other work environment that may endanger their health and safety.

Where appropriate, pupils will be provided with and instructed on the correct use of personal protective clothing and equipment (PPE) and its use will be enforced.



## **5.4 Child Protection**

The employer is responsible for the welfare of the pupil during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

## **6. Responsibilities**

Head Teacher, Careers Leader, Teachers, Tutors, Support Workers

## **7. Training Requirements**

Where appropriate Head Teachers will ensure that familiarisation with this policy is a part of the induction process for all employees.

## **8. Equality Impact Statement**

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Head Teacher. Mynydd Haf School will then actively respond to the enquiry.