Cyfarthfa High School

POLICIES AND PROCEDURES

Careers Education and Information Policy

POLICY DATE

September 2026

SCHEDULED REVIEW

September 2027

Policy Lead

Kerry Richards | Lead Practitioner Teaching and Learning

Approval date 08.10.26

Approval

Role	Name and signature	Date
Chair of Governors	D. Williams	08.10.26
Headteacher	B. Davies	08.10.26
Designated SLT member	K. Richards	08.10.26

Careers Education and Information Policy

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Introduction

Cyfarthfa High School is committed to providing all learners with high-quality Careers Education, Information, Advice and Guidance (CEIAG) and meaningful Careers and Work-Related Experiences (CWRE).

As an 11–16 school, our careers programme aims to prepare learners for successful progression beyond Year 11 by developing their understanding of themselves, the world of work and the range of education, training and employment opportunities available to them.

Careers education is a whole-school responsibility and is delivered through the curriculum, tutorial and pastoral provision, Careers Wales, individual careers guidance, employer engagement, careers events and work-related experiences.

The school works closely with Careers Wales, including through our on-site Careers Wales adviser, to ensure that learners receive impartial, personalised and up-to-date careers information, advice and guidance.

Aims

Our careers programme aims to enable learners to:

- understand their interests, strengths, skills and aspirations;
- understand how learning and qualifications relate to future careers;
- explore a wide range of careers, employment sectors and progression routes;
- develop the skills, attitudes and behaviours required for employment;
- access accurate and impartial careers information, advice and guidance;
- understand labour market information and changing employment opportunities;
- develop confidence in communicating with employers and professionals;
- develop skills in CV writing, applications and interviews;
- understand post-16 options, including further education, apprenticeships, training and employment;
- challenge stereotypes and misconceptions about careers;
- recognise and overcome potential barriers to progression;
- make informed decisions about their GCSE options and post-16 pathways;
- develop the confidence and resilience to manage their future career journey.

Careers and Work-Related Experiences

CWRE is embedded across the school and becomes progressively more focused as learners move through Years 7–11.

Provision includes:

- careers learning within curriculum areas;
- tutorial and pastoral careers activities;
- careers talks, workshops and presentations;
- employer and professional encounters;
- careers fairs and workplace visits;
- enterprise and employability activities;
- Careers Wales guidance and resources;
- individual careers guidance;
- CV writing and interview preparation;
- mock interviews with employers;
- apprenticeship workshops and question-and-answer panels;
- post-16 transition and application support.

Employer Engagement

The school places significant value on authentic encounters with employers and professionals. Learners have opportunities to engage with employers through talks, workshops, careers fairs, workplace visits, question-and-answer sessions, enterprise activities and mock interviews.

The Year 10 Mock Interview Programme is a particular feature of our provision. Learners prepare a CV and develop their understanding of interview techniques before participating in authentic interviews with a range of employers. Learners receive feedback to help them develop their communication, confidence and employability skills.

The school also provides apprenticeship-focused workshops and question-and-answer panels, enabling learners to hear directly from employers, apprentices and training providers and develop a realistic understanding of apprenticeship pathways.

Careers Wales and Individual Guidance

The school works closely with Careers Wales to provide impartial careers information, advice and guidance.

A key element of our provision is that all Year 11 learners receive an individual careers interview with our on-site Careers Wales adviser. The adviser works closely with the school and knows our learners well, allowing guidance to be personalised to individual interests, strengths, aspirations and circumstances.

Guidance supports learners to consider:

- further education and college;
- apprenticeships;
- employment and training;
- entry requirements and applications;
- alternative progression routes;
- transition into post-16 education, training or employment.

Careers within the Curriculum

All curriculum areas contribute to CWRE by helping learners understand the relevance of their learning to future careers.

Departments identify opportunities for learners to explore:

- careers associated with their subject;
- subject-specific and transferable skills;
- relevant employment sectors;
- pathways into careers;
- employers and professionals;

This helps learners understand how the knowledge and skills developed in school can be applied beyond the classroom.

Equality and Inclusion

All learners should have equal access to careers education, guidance and work-related experiences.

The school seeks to broaden horizons, challenge stereotypes and ensure that learners are aware of the full range of opportunities available to them. Additional support is provided for learners who may experience barriers to progression, including learners with Additional Learning Needs and those requiring additional support with transition.

Roles and Responsibilities

Governing Body - provides oversight of careers provision and statutory requirements.

Senior Leadership Team - provides strategic leadership and ensures that careers education supports school and Curriculum for Wales priorities.

Careers Lead - coordinates the careers programme, works with Careers Wales and external partners, monitors provision and evaluates impact.

Careers Wales Adviser - provides impartial careers guidance, including individual Year 11 interviews and targeted support.

Curriculum Leaders and Teachers - contribute to CWRE by linking learning and subject-specific skills to careers and the world of work.

Employers and External Partners - provide authentic experiences, specialist knowledge and opportunities for learners.

Evaluation and Review

The school evaluates the effectiveness of its careers provision through:

- learner feedback;
- employer feedback;
- participation in careers activities;
- feedback from the Year 10 mock interview programme;
- monitoring of careers interviews and guidance;
- Careers Wales feedback;
- post-16 destination data;
- participation in further education, training, apprenticeships and employment;
- review of curriculum-based careers opportunities.

Evaluation findings are used to identify strengths and areas for development and to inform the following year's careers programme.

The Careers Education and CWRE provision is reviewed annually to ensure that it remains responsive to learner needs and aligned with statutory guidance and the Curriculum for Wales.