

Careers and Higher Education

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Reviewed	Spring 2023
Name of owner/author	Careers Adviser
Approval by	Executive Leadership Team
Target Audience	Whole School Community/Public
Where available	Website, Staffshared Drive
Review Date	Spring 2024

1 Policy Statement

Careers information, advice and guidance is available to the whole school and is aimed at enabling pupils to

- explore their study and career options for the future
- increase self-awareness to identify their talents, strengths and weaknesses and potential
- develop employability skills
- offer 1:1 careers advice

Careers Education, in conjunction with Personal, Social, Health and Economic Education (PSHEE), includes a planned programme including careers and Higher Education preparation through visits and events, work-related learning and work experience, access to careers and labour market information and one-to-one support through the Careers Adviser and Form Tutors.

The school is also an associate of the Career Development Institute. The Careers Adviser has a Qualification in Careers Guidance (QCG) In this capacity provides one to one careers review sessions in Years 9, 11 and 13 (key decision points) and as required for all other students. All students with EHCP have a one to one careers review with the Careers Adviser prior to annual review meetings.

The Career Adviser maintains an open resource centre with up-to-date and objective information on opportunities, progression routes and how to access help and advice. Pupils are provided with advice through a programme of activities aimed at enabling the pupil to gather, understand and interpret information. This provision is, in essence, impartial.

The School subscribes to the Morrisby suite of online careers tests and materials. Students are introduced to Morrisby in Year 9, undergo full psychometric profiling at the end of Year 10 and have free life-long access to Morrisby resources from then onwards.

2 Policy Development

The objective in the future development of this policy is to continue to develop a whole School approach and to motivate the pupils to achieve self-development, career exploration and career management.

Development Plan:

- To embed careers across the whole school.
- To increase pupil evaluation of events and to continue to adapt the Careers Education programme in response
- To expand the work experience database and relationships with employers
- To develop further the programme for enrichment including workshops, presentations and visiting speakers
- To further raise the profile of careers across the school and externally with a published, publically available annual careers plan

3 Careers Programme

Year 7

- Careers assemblies in Autumn Term and Spring Term
- Optional Careers work place visit during Summer Term

Year 8

- Careers assemblies in Autumn Term and Spring Term
- Optional Careers work place visit during Summer Term

Year 9

- A Steps Portfolio/E-portfolio is given to each pupil. This is used during PSHEE lessons, providing action plans and group discussion on different aspects of careers.
- Advice regarding option choices for GCSE via tutors, subject teachers and Careers Advisor.
- Which Way Now booklet for each pupil
- School options booklet for each pupil
- Student access 'Morrisby Careers' online careers planning during ICT lessons before GCSE choices are made
- Careers Adviser on hand at Options Evening
- Careers Adviser available to advise parents and pupils on request
- Careers sessions on GCSE choices
- Students produce a CV during ICT lessons during the Summer Term

Year 10

- Pupils' introduction to using the careers library
- Careers Advisor on hand to assist
- Careers interviews available for pupils on request
- Trip in May to Teddington Physics Laboratory - STEM subjects
- Morrisby psychometric profiling for all in summer of Year 10

Year 11

- Interview techniques tutorials (prior to sixth form interviews)
- Pupil/parent interviews with the Principal
- Pupil meetings with Careers Adviser advice on Higher Education and Further Education
- Careers Report for every pupil with summary of meeting and online profiling
- Work Experience organised independently and safety checked by Careers Adviser
- Meet with parents and pupils where needed
- Pupils take part in Careers Carousel: speed networking across a range of professions

Year 12

- Speed networking careers 'carousel' in February
- OXBRIDGE conference in March
- Higher Education UCAS Conference in March at local university
- Introduction to UCAS
- Higher Education Information Evening for students and parents (June)
- Open Days, Taster Days and Lectures publicised and attendance encouraged
- Individual Interviews with Careers Adviser with reference to apprenticeships or Higher Education
- Enrichment Programme including development of employability skills
- Pupils take part in Careers Carousel: speed networking across a range of professions

Year 13

- Individual Interviews with Careers Adviser with reference to apprenticeships or Higher Education
- Subject teachers and tutors contacted for detailed comments regarding academic performance, predicted grades, achievements, social behaviour, responsibilities etc.
- Assistance with personal statement and UCAS applications
- Mock interviews organised
- Assistance with finance (loans, bursaries, grants) applications, interviews, offers etc. monitored
- Interviews with students for assistance in deciding which University offers to accept
- Contact with Universities on progress of applications
- Counselling of students
- Gap Year information
- Discussions with parents on available options
- Enrichment Programme including development of employability skills
Pupils take part in Careers Carousel: speed networking across a range of professions

4 Review and Development

4.1 Procedure

This document, together with the effectiveness of it, is reviewed annually by the Senior Management Team and as events or legislation change requires.

4.2 Links with other Documents

This policy should be read in conjunction with the following documents:

PSHEE Policy (Senior School)