

## 1.1 CAREERS EDUCATION POLICY AND CAREERS PROGRAMME INFORMATION

Holme Court aims to provide all pupils with experiences and opportunities, in different learning situations and contexts; so that they have a basis for comparing and understanding a wide range of concepts and issues; and therefore can ultimately make informed decisions about their future role in society.

### Careers Education, Information, Advice & Guidance (CEIAG)

The School Programme at key stages 3 and 4 emphasises that pupils and students will take an active role in their own career-related learning. Consequently the following aims underpin the Programme:

- Self-development - to enable pupils and students to understand themselves and the influences on them (for example through the P.S.H.C.E. curriculum).
- ☐ Career exploration - to enable pupils and students to investigate opportunities in learning and work (such as work-related learning programmes, college link courses and leisure opportunities).
- Career management - to enable pupils to gain the knowledge, skills and confidence in order to make and adjust plans to manage change and transition (this will involve the specialist careers support service, Youthoria, Cambridge Youth Support Service, as well as additional careers guidance services secured by the school to fulfil its statutory duty as described in the Statutory Guidance on the Education Act 2011 published by the Department for Education in January 2018).

### Careers Guidance

Career's Leader: Anita Laws

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For the coming academic year, the School works closely with the Cambridge Youth Support Service and has a named Careers Adviser who works closely with the pupils/students, families and the School.

External, impartial and independent support is a vital component of the transition process that takes place for each student as they reach fourteen years of age. Students from this time onwards will have individual career action plans, drawn up with the Careers Adviser, following consultation with students, parents and school. Such plans are updated on an annual basis and presented at the educational annual review.

The Careers Adviser will be accessible to provide advice and support to pupils/students and their families with regard to future opportunities/ placements beyond compulsory school life.

An annual "Passport to the Future" event will be organised by the School and our named Careers Adviser to enhance information sharing, transition planning and to open up pathways to employment and independent living.

The school's overall CEIAG programme will be assessed against the national Quality in Careers Standard, as 'strongly recommended' by the DfE in its 2018 "statutory Guidance". It is also supported by the AQA unit awards.

Approved by The Senior Leadership Team

Signed .....

Date September 2018.....

Review Date of information published: September 2019.....

ANNEX: Careers Programme Information

### **Years 7 & 8**

Year 7 and 8 is all about developing self-awareness and discovering the types of careers that are out there in the big wide world!!

Let's Talk about Jobs

\* Introduction to Local Employment Opportunities

Careers Lab

Introduction to Employability Skills

### **Year 9**

Preparation for Option Choices Careers & Higher Education Fair

Introduction to Leeds City Region Labour Market Information

Introduction to Plotr – careers exploration software

### **Year 10**

Enterprise event

World of Work skills - Interview techniques, CV writing

Employability skills

### **Year 11**

Post 16 preparation

UCAS Progress – application support

Writing a Personal Statement support

Careers & Higher Education Fair

Sixth Form Evening

Apprenticeship week activities and application support

College visits

### **Other useful Websites**

Listed below are some of the websites to help pupils to decide on a career choice

<http://www.apprenticeshipguide.co.uk/>

[www.icould.com](http://www.icould.com) -providing career inspiration and information for young people. We show what is possible in work and offer different ways to think about careers through free access to over 1000 personal video stories, detailed job information, plus practical tips, insight and advice

[www.careersbox.co.uk](http://www.careersbox.co.uk) – Home to a fantastic library of free careers videos

[www.breezeleeds.org](http://www.breezeleeds.org) - There are lots of opportunities for young people to get in involved in activities in Leeds

[www.careersworld.co.uk/yorkshire/home](http://www.careersworld.co.uk/yorkshire/home)- Regional information about apprenticeships, careers, jobs, training, A-Levels, college and university opportunities.

[www.ukfuturetv.com](http://www.ukfuturetv.com)- Wide range of careers, Study choice, Research and Enterprise

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk) - Not Going to Uni – the one stop site for apprenticeships, gap years, distance learning and jobs

[www.leedscityregion.gov.uk/our-work/skills/jobsintel](http://www.leedscityregion.gov.uk/our-work/skills/jobsintel) - Local labour market information for Leeds City Region

[www.ucas.ac.uk](http://www.ucas.ac.uk)- applying to university, advice for writing personal statements

**Gap Years** - Skills gained on a well-structured gap year are much in demand from employers. To find out about taking a year out between school and university and to get some ideas on what kind of things you can do, go to <http://www.yearoutgroup.org> – a responsible gap year company.

[www.opendays.com](http://www.opendays.com) - the university and college open day directory

[www.push.co.uk](http://www.push.co.uk): the leading independent guide to UK universities, student life, gap years, open days, student finance and all things studentish

[www.open.ac.uk](http://www.open.ac.uk) – open university courses

[www.insidecareers.co.uk](http://www.insidecareers.co.uk) – specialists in graduate careers

[www.bestcourse4me.com](http://www.bestcourse4me.com)- Careers and study options. Shows the link between what you study, what you earn and the jobs you can get.

[www.whatuni.com](http://www.whatuni.com) - Find university courses, compare course details, read student university reviews, university profiles and order free prospectuses.

[www.independent.co.uk/student/into-university/az-degrees](http://www.independent.co.uk/student/into-university/az-degrees)- A-Z description of degree courses

[www.thesite.org](http://www.thesite.org) - TheSite.org is the online guide to life for 16-25 year-olds in the UK. We provide non-judgmental support and information on everything from sex and exam stress to debt and drugs.

[www.stridingout.co.uk](http://www.stridingout.co.uk) - Our **Step into Business Programme** supports young entrepreneurs to explore their ideas and develop their business plan

[www.horsemouth.co.uk](http://www.horsemouth.co.uk) - the social network for informal mentoring, where everyone can give and gain.

[www.vinspired.com](http://www.vinspired.com) – volunteering opportunities for young people

[www.hotcourses.com](http://www.hotcourses.com) – course search

[www.GoThinkBig.co.uk](http://www.GoThinkBig.co.uk) can help you get the skills and experience you need to help land your dream first job. Get a foot on the career ladder.

[www.allaboutcareers.com](http://www.allaboutcareers.com) contains advice articles, CV and interview tips as well as a jobs board where they advertise on behalf of top employers.

[www.allaboutschooleavers.co.uk](http://www.allaboutschooleavers.co.uk) the essential springboard into the job market for school and college leavers. If you're looking for apprenticeships or school leaver programmes

[www.talkingjobs.net](http://www.talkingjobs.net) Interviews and videos from loads of different people working in a variety of careers.

[www.milkround.com](http://www.milkround.com) Great resource to explore apprenticeships, traineeships and school leaver schemes.

[www.movingonmagazine.co.uk](http://www.movingonmagazine.co.uk) Online and print magazine all about potential choices after leaving school. Some interesting blogs – check it out!

