

# Hazelwick School

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

*(Updated April 2016)*

### **Key Stages 3 and 4**

Hazelwick students have access to a range of CEIAG resources and opportunities. Examples of these are discussed in the following document.

#### **Individual support**

Individual careers interviews are held for all students in Year 10. This is provided by qualified careers advisors from Inspiring Futures. This guidance is offered independently to ensure that students are receiving advice that is impartial and relevant to their needs. Students are given copies of their Personal Action Plan, which details next steps for their careers journey.

Students requiring further expert help are offered subsequent follow up interviews in Years 11, 12 and 13 as appropriate.

Students with additional needs are further supported by our Learning Support Department and Pastoral Teams where appropriate (for example, in completing application forms, undertaking work experience, and exploring options available to them). More able students are offered opportunities such as BrightMed and visits to high performing universities.

#### **Links with businesses**

All Year 10 students participate in careers activities on our annual Alternative Timetable Day held in February. This includes CV writing workshops and a "What's My Line" session. In this activity, a broad range of visitors from a wide variety of professions and industries meet our students and discuss their work, qualifications and opportunities in their area of expertise.

Students have opportunities to develop enterprise and leadership skills through schemes such as the St Catherine's Enterprise Challenge and the Duke of Edinburgh's Award.

If appropriate, students can undertake work experience.

Our STEM Co-ordinator ensures that we have a strong program of STEM activities that students can participate in. This includes visits to local employers and strengthening links with STEM businesses.

#### **Curriculum**

Subject areas promote career opportunities related to their subject where appropriate.

The curriculum offers opportunities for students to develop skills relevant to their future careers. This includes:

##### **Business & Travel**

- Business Studies, Applied Business, BTEC Business, Economics, Travel & Tourism

##### **College Link Courses**

- Building Craft Occupations, Motor Vehicle Maintenance, Salon Services

##### **Study & Life Skills**

- PSHE & Citizenship

Students receive lessons on careers as part of the PSHE scheme of work. Lessons are currently as follows:

##### **Year 10**

- Work on Curriculum Vitae (ATD)

### Year 11

- Introduction to Apprenticeships and options for 6th Form/ post 16
- Curriculum Vitae
- Applications and Covering Letters
- Interview skills
- NCS (National Citizenship Service) – supporting students in applications.

Students undertake tutorial activities that include careers activities.

- Years 8 and 9 receive careers assemblies introducing a variety of resources appropriate to their age group.
- Year 8 and Year 9 Students complete STEPs booklets during form time. Where appropriate we have arranged for differentiation to allow greater access to these resources for EAL/ SEN students
- Year 9 students receive support and resources to enable them to make their KS4 Options Choices.
- Year 9 students have the opportunity to undertake web based careers activities (including the plotr quiz) during form time.

### **Resources**

The Library has a well-resourced careers section, which includes books, brochures, prospectuses and leaflets.

Links on our school website direct students to sources of information on CEIAG, including the National Careers Service.

Careers display boards in Lower School highlight a broad variety of careers linked to subject areas. Careers are also promoted within departmental displays.

### **Sixth Form**

The majority of Year 11 students attend Hazelwick Sixth Form and then continue to higher education. However, Hazelwick Sixth Form is inclusive, and as such, we endeavour to ensure that every student is aware of their options at each important decision making stage. Importantly, all students receive several individual interviews with key staff. Examples of opportunities provided to students are listed below.

#### **Year 11 students (applying to the sixth form):**

- Series of assemblies
- Open evening
- Every Year 11 student receives a progression interview- this includes discussing the appropriateness of A level choices, apprenticeship options and college course

#### **Higher Education:**

Approximately 85% of a typical cohort apply to university through UCAS. The majority of CEIAG is around the UCAS process. These including the following:

- Personal statement / CV writing workshop (July, Year 12)
- Higher education parents' evening
- Assemblies
- Every student receives at least three personal interviews with regards to their application (tutor/HoY/Ho6)
- Attendance at higher Education fair

- Residential trip to University of Exeter, including a lecture from an admissions tutor
- Oxbridge conference
- Oxbridge conference at Hazelwick
- Yearly UCAS training for tutors
- Detailed information booklets issued to all students offering general information and guidance on every step of the application process
- Student finance assembly
- Meetings between Year 13 and Year 12 'early applicants' to discuss the application process
- Online resources (Heap)
- Information through tutorial program
- Higher education section in library, including prospectuses for all universities

### **Level 2 Students:**

- Weekly work experience
- Regular interviews with HoY/Ho6 with regards to progress and progression
- Apprenticeship Worksop
- Formal careers interview
- Final progression interview

### **General opportunities for all students:**

- In addition to UCAS preparation in the summer term of Year 12, students undertake tutorial work on apprenticeships using the National Apprenticeship Service workbooks
- Use of 'unifrog' website to investigate university courses and apprenticeship opportunities
- Careers interview from external advisor
- Assemblies with key speakers, for example:
  - Volunteering opportunities for gap students
  - CEO Nestlé
  - CEO Links of London
- Work experience - meaningful work experience is permitted at most times throughout the year. Students who do not attend the residential at Exeter University are encouraged to undertake work experience during this week
- Parents' evening at the start of year 12
- 'Open door' policy for students to tutors and sixth form team
- Apprenticeship presentations
- STEM activities
- 'Young Start Up' entrepreneurial opportunity
- University conferences and open days
- Enterprise competition, St. Catherine's Hospice
- Clear display boards advertising various progression events
- CEIAG also supported by subject areas through the use of subject specific speakers