



HOLLINGWORTH CAREERS GUIDE TO: CAREERS ADVICE IN SCHOOLS

The intended audience for this document is Students/Parents/Carers.

All students have an equal entitlement to high quality Careers Education, Information, Advice and Guidance.

Throughout your time at Hollingworth, you will be encouraged to explore our wide and varied careers scheme. This is done through Assemblies, Form Time, the RISE curriculum and numerous other stand-alone activities throughout the school year.

As well as the different and varied range of opportunities, there are a number of transition points where the following information might be useful.

If you would like any further guidance or specific support, please discuss with:

- Form Tutor
- Head of Year

TRUST CAREERS ADVISOR

We have one dedicated Careers Advisor working at Hollingworth Academy; Lynsey Lovelock. Lynsey has a dedicated base within school and will be introduced to students throughout their time with us. All students are provided with an opportunity to at least one Careers Appointment in KS4. If you would like an appointment your form tutor can contact our Careers Leader, Ms Calveley, who will sent on up for you.

YOUR CAREERS APPOINTMENT

During a guidance appointment, the careers adviser will help you to:

- Identify your personal qualities and skills
- Identify the skills you would like to develop and come up with ideas for study and work
- Explore specific career areas open to you, current and future job opportunities
- Understand the process of job search, writing a CV and going for interviews
- Explore your interests, likes and dislikes, family influences, personal barriers and work experience
- Think about how study, hobbies and interests, work experience, and home-life can all contribute to your employability.

HOW TO PREPARE FOR YOUR INTERVIEW

Think about:

- Your current situation – what planning you have already done, if any.
- What you would like to change.
- Qualifications or additional qualifications and experience required for the career you are interested in.
- The ideas you already have but don't know how to move forward with or perhaps you have no ideas at all.

THE APPOINTMENT

Your Careers Appointment will last roughly 20 – 30 minutes. When you are given an appointment slot, make a careful note of it and make sure you attend at the right time. You'll be given advice about how to find out more information and links to useful websites. We will ask you to give us an idea of what you want to do in the future and the possible courses you are interested in. You will be given an Action Plan to help you with your next steps.