



HOLLINGWORTH CAREERS GUIDE TO: PARENT / CARER GUIDE

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.

This document is designed to give you a brief summary of key information that you may find helpful when discussing future career choices and paths with your child.

Parental involvement is encouraged. Online resources are accessed through the links on the academy website. Parents/carers are kept up to date with careers work through letters, briefings, at open evenings and parents' evenings. Parents/carers are able to attend careers appointments although these are normally held with just the student present during the school day.

CAREERS ADVICE

We have one dedicated careers advisors working at Hollingworth Academy. Lynsey Lovelock works for Positive Steps and provides impartial advice. All students are provided with an opportunity to at least one careers appointment in KS4.

All students take part in a careers education programme in Years 7 – 11 that helps them to:

- Understand their education, training, employment and other progression opportunities.
- Develop the skills they need to plan and manage their own personal development and career progression.
- Access relevant information and learning from taster activities and roadshows.
- Make and maintain individual progression plans to help them improve their prospects.
- Offer feedback and ideas on how to improve the careers programme.

XELLO – CAREERS PLATFORM

At Hollingworth Academy, we engage all students with the Xello careers platform. The online package is designed to connect students with their future career potential. They combine the most comprehensive source of information with a personalised experience and career planning tools, helping our students to make more informed decisions about their future study and career options, as well as developing their employability. They include:

- **A STUDENT PROFILE:** Students build their profile and access personalised study and career information.
- **MODULES:** Activities guiding students through the information
- **UP TO DATE INFORMATION:** Engaging content on what to study, where to learn and the world of work.
- **RECORD OF ACHIEVEMENT:** Online record of achievement to evidence skills for future applications and CVs.
- **EMPLOYABILITY ACTION PLAN:** Students set goals and stay in control of their career planning.

TIP - Ask your son/daughter to show you Xello and support them through the software investigating the vast amount of information available. You're encouraged to explore Xello with your child by logging in together. Your child can log in to his or her account via desktop or mobile device to share what they've learned about themselves, the world of work, and their future options.

Get involved with Xello using our Family Link. These are emailed out to new parents in the first half term.

More information about Xello can be found clicking this link below:

<https://help.xello.world/en-gb/Content/Get-Started/Educator/Teaching-Resources/Welcome-Families-to-Xello.htm>

POST 16 DESTINATIONS - APPLYING TO COLLEGE AND SIXTH FORM

From the outset, it is useful for students to consider the following questions:

- What subjects do you want to study?
- What qualifications do you want to gain?
- Where do you want to study?
- What career might you want to do in the future?

Answering some of these questions will make the college process much more informed.

The best place to find out about Post 16 open days and applications is via each institution's website.

We encourage **ALL** our Year 11 to apply for at least **3 different Post 16 colleges/routes**. This is because they need a back-up plan or simply to keep their options open should they change their mind. This is really important for apprenticeships.

By doing some research beforehand you can make sure that the right institutions are visited and any questions are answered. Although it is important to get a feel for each institution there is much more to find out about; things like the content of courses, the way each subject is taught, as well as the support and pastoral side. As well as offering the right courses to support future aspirations, the chosen Post 16 option must be the right fit.

Post 16 applications are completed, mainly, in the autumn term of Year 11 but it is important that you look at the individual requirements of each specific institution. Open evenings and mornings are usually open to students from all year groups if you feel there is a need to visit earlier than Year 11. Many students do make initial visits in Year 10. Once applications are submitted, most institutions carry out interviews across January and February.

POST 16 DESTINATIONS: APPRENTICESHIPS

An apprenticeship is a real job, with hands-on experience, a salary and the chance to train while you work. They are treated just like all the other employees, with a contract of employment and holiday leave. If a person is 16 or over, they can become an apprentice as long as they spend at least 50% of their working hours in England for the duration of the apprenticeship and they are not in full-time education. Unlike college applications, apprenticeships are advertised at different times in the year. See our specialist Apprenticeship Page.

Students need to be registered via the national website and regularly check for updates:

<https://www.apprenticeships.gov.uk/#>

<https://amazingapprenticeships.com/resources/>

<http://theapprenticeshiphub.co.uk>

Should you require any further support, please do not hesitate to contact our Careers Leader, Ms Calveley via email at ccalveley@hollingworthacademy.co.uk

