

**As a school we are committed to helping learners achieve their full potential now and for their future. Careers education & guidance is a way of supporting them to make the right decisions for them and it is something that we do throughout the school curriculum.**

We have been awarded the Gold Inspiring IAG award, which recognises outstanding career guidance. In school we have a professionally qualified careers adviser from Positive Steps who works two days a week. Steph Senior delivers information, advice and guidance to learners in all years, working with small groups, in tutor time, giving assemblies, available at parents' evenings and giving one to one support.

Every student in year 10 and 11 will be offered a careers interview. Learners can also drop in to ask for a careers interview at lunchtime and break time. Parents can make appointments to see Steph after school.

### **Information for Learners:**

#### **What to expect at a careers interview**

A careers interview focusses on each person as an individual; the aim is to guide you to make the right decisions for you, so that you can achieve your goals in the future. You will get a slip from your tutor to tell you that you have a careers interview.

**Before the interview** it is useful to think about what you want to gain from the interview; *the interview is your time*. It is not the careers adviser's job to 'tell people what to do', but to try and ensure they are making an informed choice. What this means is that Steph will ask questions, give suggestions and try to give you all the best information to make a good choice for you, as an individual.

#### **What will I get from a careers interview?**

You will usually get an individual hand-written action plan, which you will agree together and take away with you at the end of the interview. It helps to be honest about how motivated you are to do the actions, because the action plan belongs to you and you will have to carry out those tasks.

#### **What careers activities does Steph provide?**

- Year 10 Parents' Evening – Careers Interview slot available
- Year 11 Parents' Evening – Careers Interview slot available
- Apprenticeship Events in year 10 & 11
- CV workshops & drop in
- Weekly careers drop in
- One to one Interviews
- Group Interviews
- Assemblies about choices, options and your future
- Help with college applications
- Help to apply for apprenticeships
- Help to make the right decisions
- Help to choose the right courses for university entry
- Finding out about University entry requirements & applications
- Contacting colleges if you have a problem with your application
- Speaking to parents if you need help to explain your career choices
- Speaking to parents if they are worried about your choices

- One to one meetings with you and your parents if you want this
- College visits with learners
- Direct contact with colleges to help learners with the transition to college

**What other careers activities does school deliver?**

- College visits
- Future Roadshows Fayre
- Speakers from Universities & Colleges
- University Visits
- Tutor time curriculum career education
- Curriculum area information & careers displays
- Information resources in the Learning Resource Centre