

**Rayner Stephens High School is committed to helping learners achieve their full potential now and for their future. Careers information, education and guidance is a way of supporting young people to make the right decisions and it is something that we do throughout the school curriculum.**

We are working towards the Inspiring IAG award and have achieved Stage 1, which recognises our commitment to quality career education and guidance. In school we have a professionally qualified careers adviser from Positive Steps who works one and a half days a week and is based in the office on North Wing. Caroline Batty delivers information, advice and guidance to learners throughout years 8-11 individually, or in groups, tutor time, assemblies, parent/carers' evenings based on what is most appropriate.

Every learner 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. Parent/carers can make appointments to see Caroline by contacting the relevant learning lead.

### **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 Caroline 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 progression 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 progression plan belongs to you and you will have to carry out those tasks.

#### **What other type of careers activities does Caroline and school provide?**

- Year 9 options evening – Careers interview slot available
- Year 10 Parent/carers' Evening – Careers advice available
- Year 11 Parent/carers' Evening – Careers advice available
- CV advice
- Careers drop in
- One to one Interviews
- Group Interviews
- Assemblies 3 times a year 10 and year 11 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 parent/carers if you need help to explain your career choices
- Speaking to parent/carers if they are worried about your choices
- One to one meeting with you and your parent/carers 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 Fair
- Speakers from Universities & Colleges
- University Visits
- Tutor time curriculum career education
- Curriculum area information and careers displays
- Information resources in the library