

Careers Education, Information, Advice and Guidance

About:

Hello and welcome to Careers Education, Advice, Information and Guidance. My name is Daniel Watson and I am the Careers Coordinator here at Shelley College. I will be working with all students from year 9 up to year 13, providing impartial, professional advice on everything from CV writing to picking options for further education.

I can be contacted at daniel.watson@shelleycollege.org / 01484868777 ex 2024 / or in the careers office situated on the music corridor.

I hope that through the Careers Education, Advice, Information and Guidance (CEAIG) programme, we will equip all students with the knowledge, skills and abilities to manage their own career and professional development, and succeed in achieving their aspirations.

CEAIG will help students to improve their confidence and self-esteem, feel positive about their future, take responsibility for their future, and make informed decisions about their career and learning. The aim is to allow students to match themselves to progression routes and prepare for the world of work, as well as supporting their classroom learning of workplace skills such as team work, communication, responsibility, organisation and problem solving.

Careers Programme Overview

The interventions available to students will depend on their year group, or chosen pathway:

Year 9

- ❖ Career assemblies about pathways to different career sectors, to help them make informed decisions for their GCSE options.
- ❖ Higher Education or Employer Visits.
- ❖ Mentoring on Pathways and Options from Year 12 students
- ❖ Access to Careers information, advice, and guidance through regular drop in sessions.

Year 10

- ❖ Work placements – support to research and contact local employers in a role or sector they have a keen interest in, to complete work experience during school holidays.
- ❖ Extended work placements offered where appropriate.
- ❖ Group Careers sessions by subject area throughout the year.
- ❖ Access to Careers Talks.
- ❖ Extended work placements offered where appropriate.
- ❖ Drop in sessions on CV, application forms, and careers advice.
- ❖ Access to Careers information, advice and guidance through regular drop in sessions and 1 to 1 advice sessions on request.

Year 11

- ❖ Mock interviews – To launch the skills for life programme for year 11, all students can take part in a mock interview, conducted by local employers who kindly volunteer their time and expertise to give our students a real life experience of interviews, and valuable feedback on how they perform. This is used to inform areas for students to develop with support from Careers.
- ❖ UCAS Progress and applications support.
- ❖ Access to Careers information, advice and guidance through regular drop in sessions and 1 to 1 advice sessions for all students.
- ❖ Extended work placements offered where appropriate.
- ❖ Regular industry talks and higher education talks.

Year 12

- ❖ Weekly talks from industry professionals covering all 8 of the pathways supported by the 6th form.
- ❖ Access to Careers information, advice and guidance through regular drop in sessions and 1 to 1 advice sessions on request.
- ❖ Trips to local employers and industries.
- ❖ 5 days' work experience.
- ❖ Group sessions on post 18 options, including University, Apprenticeships, Further Education and Higher Education, and Employment.
- ❖ Opportunity to gain Barclays Life Skills award – developing coaching, mentoring, and facilitating skills, and improving knowledge of Careers advice and guidance.

Year 13

- ❖ Weekly talks from industry professionals covering all 8 of the pathways supported by the 6th form.
- ❖ Access to Careers information, advice and guidance through regular drop in sessions and 1 to 1 advice sessions on request.
- ❖ Trips to local employers and industries.
- ❖ 5 days' work experience.
- ❖ Group sessions on post 18 options, including University, Apprenticeships, Further Education and Higher Education, and Employment.
- ❖ Support to attend University Open Days.
- ❖ UCAS and Application support.

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- ❖ As above during each year.
- ❖ Additional interview and application skills workshops.
- ❖ Moving on plans in partnership with destination providers.
- ❖ Talks from Disability Rights/ Specialist Employment Support services.

A key role of the Careers is to identify students who are at risk of drop out or becoming NEET (Not in Employment, Education or Training) and develop strategies that will prevent this from happening. It

is also a useful way to help students focus on their studies by highlighting the real world application of their chosen subjects.

Aims of the Careers Programme

The main components of the programme are:

- ❖ a planned programme of CEaIG for all ages
- ❖ access to independent and impartial information on opportunities in learning and work
- ❖ access to individualised careers guidance and support
- ❖ experience of the workplace to develop key employability skills
- ❖ To identify and reduce the likelihood of students becoming NEET or dropping out through a variety of interventions.
- ❖ To ensure students have interactions with a variety of colleges, training providers, employers and universities in order to make an informed decision.

Work Experience

We believe that work experience is an important component of work-related learning. It has an impact on young people's motivation and maturation and is therefore given a priority in both KS3 and KS4 provision.

Aims of Work Experience

To enable students to:

- ❖ improve their communication and other key skills;
- ❖ become more aware of the skills and qualifications needed for work;
- ❖ improve their knowledge of one particular job area;
- ❖ learn how to research into labour market trends and employment opportunities;
- ❖ learn more about their own strengths and weaknesses;
- ❖ develop positive self-esteem.

All students are welcome to take part in five day's work in Year 10 during their holidays. They can find their own placements or get some support and help from the Careers Service.

Our year 12 students are given time to attend a work experience placement relevant to their career ambitions. Support is available from the careers service although students are strongly encouraged to do their own research and enquiries, as this helps to develop important networking and application skills.

Extended work placements may be offered to some students through discussion with their student managers throughout year 10 and 11.

KUDOS Careers Information Database and Guidance Questionnaire

As part of the careers guidance and education programme we deliver at Shelley College, our students have access to Kudos, the latest program from CASCAID, who develop excellent careers information programs.

Kudos is accessible online and we are encouraging the use of it at home to involve parents with the important decisions students have to make about their future options.

Kudos will help students to assess their interests and skills, as well as letting them explore and research different education and career options, enabling them to make informed decisions about their future.

To access the program please visit: www.cascaid.co.uk/login and click on the 'Login or Register' button, your child can then log in using the access details given to them by their teacher.

All CASCAID programs come with a comprehensive range of support materials including the Parents'/Carers' Guide to Careers Education & Guidance. This Guide will help you understand the options available to students at each transition stage.

To view the Parents' Guide please visit: www.cascaid.co.uk/support/products/kudos/getting-started/guides/.

Scroll to the bottom of the page to download the guide.

At Shelley College our aim is to ensure that all students have the resources to fully explore and research their future options in order to make informed choices. We hope that you find Kudos useful and informative.

Labour Market Information

Labour Market Information is readily available online, and can be used to check whether a student's preferred career path is one which will be in demand in the future. It also provides useful information such as National Salary, Working Hours and Practices, and Common Tasks in each profession.

You can use the LMI For All resource below, and compare up to 3 job roles at a time:

<iframe src="http://www.lmiforall.org.uk/cm2/index.html" width="900" height=435"></iframe>

External LMI:

Below are links to the regularly updated Shape Your Future news and LMEye updates that students and parents/ carers can access to support confident and informed decisions being made on students' next steps.

Careers Y & H Newsletters : https://careersyandh.co.uk/CYH_News

West Yorkshire Labour Market Information:

https://careersyandh.co.uk/Inspiringyandh/iyh_pages/job_market_information/3/west_yorkshire/57

LMI for all: <http://www.lmiforall.org.uk/>

CV writing

All students will be supported in year 11 to produce a professional CV. We aim to teach students how to tailor their CV to different job sectors, and how to edit and make changes to their CV throughout their career.

CV drop in sessions will be held throughout the year.

<https://nationalcareersservice.direct.gov.uk/get-a-job/cv-sections>

UCAS

To access UCAS Progress for Year 11 students to apply to colleges and 6th forms:

<https://www.ucasprogress.com/authentication/logon>

To access UCAS for Year 12 students to apply for University:

<https://www.ucas.com/>

Help and Support – contact your Careers adviser or <https://www.ucas.com/faqs> may help.

Useful Careers and Course Information:

For Parents: <https://www.careersadviceforparents.org/p/choosing-career-paths.html>

For pupils: <https://targetcareers.co.uk/careers-advice>

<https://www.gov.uk/apply-apprenticeship>

<https://www.prospects.ac.uk/>

Job Sites:

Local: <https://ckcareersonline.org.uk/recruitline>

Facebook: “Jobs in Huddersfield” group

Facebook: “Holmfirth Events” page

National: www.fish4.co.uk

www.indeed.co.uk

www.totaljobs.com

www.reed.co.uk

www.studentjob.co.uk

www.notgoingtouni.co.uk

www.monster.co.uk

www.gov.uk/jobsearch

Retail: www.retailchoice.com

NHS: www.jobs.nhs.uk

Construction: www.careersinconstruction.com

www.building4jobs.com

Engineering: www.engineering.co.uk

Automotive: www.inautomotive.com

ICT: www.technojobs.co.uk

www.bubble-jobs.co.uk

Dates for your diary

Wednesday 7th November 2018 – Shelley College Careers Fair

Every BLUE WEEK Friday 8.35 – 9.00 – Industry Talks

Wednesday 17th and Thursday 18th October – C and K Careers Get Inspired Event, John Smith Stadium 4.30 - 7:30pm