



Have faith...believe you can!

Careers Education and Guidance Programme

Student Entitlement Statements

At SJB I will be supported in preparing for making an informed decision about my future and how I will be supported in preparing myself for the world of work:

Policy Updated: October 2023

Date of Next Review: October 2024

In Year 7 by...

- Starting to identify my skills, character traits, interests, aspirations, dislikes
- Finding out about the careers resources available to me and keeping an eye out for careers mailings
- Learning to match my strengths and interests to possible suitable careers
- Understanding the range of pathways available to me after GCSEs
- Meeting businesspeople at lunchtime career drop-in sessions
- Asking Mrs Drury if I need guidance with my career ideas
- Keeping up to date with news, events and opportunities relating to careers via the careers page in the termly school newsletter

In Year 8 by...

- Continuing to develop my awareness of my skills, personality, interests and aspirations
- Learning more about the range of pathways available to me and what I might need to get where I want to go
- Understanding the importance of developing my employability skills
- Using the careers resources to explore career areas I may be interested in and learning to match my skills and interests to suitable careers
- Keeping an eye out for career mailings relevant to my interests
- Meeting businesspeople at lunchtime career drop-in sessions
- Asking Mrs Drury if I need guidance with my career ideas
- Keeping up to date with news, events and opportunities relating to careers via the careers page in the termly school newsletter

In Year 9 by...

- Understanding the implications of my GCSE option choices in relation to my future career pathways – with particular reference to the extensive information provided on the Year 9 into 10 portals on our school website
- Attending special assemblies and parent's information evenings to help me identify the best option choices for me
- Attending a careers skills fair to meet with future learning providers and businesspeople to learn more about my possible future career pathways
- Developing my entrepreneurial skills by participating in a business game, the Geography Trading Game, understanding what is involved in setting up my own company
- Visiting a local college to see first-hand the breadth of vocational courses available, of a more hands-on practical nature compared to GCSEs

- Continuing to use the careers resources to explore career areas I may be interested in and continuing to match my skills and interests to suitable careers, as these changes and adjust over the years
- Requesting a meeting with Mrs Drury at Parents' Evening, if I need guidance in choosing my GCSE option choices.
- Keeping an eye out for career mailings relevant to my interests
- Keeping up to date with news, events and opportunities relating to careers via the careers page in the termly school newsletter

In Year 10 by...

- Attending our Careers morning – 'A Day in the Life of...' meeting businesspeople and gaining valuable insight into a wide range of jobs, hearing first-hand from those working in those industries and asking questions
- Developing my understanding of the range of pathways open to me post-GCSEs – including vocational college courses, apprenticeships, A Levels, University, Art Foundation
- Learning about how to prepare to make an application for really competitive degrees such as Medicine and for Oxbridge
- Learning about personal finance, including student finance and budgeting
- Attending taster mornings at colleges to try out vocational courses not taught at SJB
- Requesting a meeting with Mrs Drury, if I need guidance in deciding what I am going to do post-GCSE.
- Keeping an eye out for career mailings relevant to my interests
- Keeping up to date with news, events and opportunities relating to careers via the careers page in the termly school newsletter

In Year 11 by ...

- Producing a CV to use when I am applying for jobs/courses/work experience
- Learning about good interview technique
- Considering all the post-GCSE options available to me, and ensuring I am aware of the application deadlines for all relevant options.
- Trying out a range of A Level subjects to determine those I am most suited to
- Attending a local college taster day to experience first-hand the nature of college learning and life as a college student
- Experiencing the world of work first-hand by attending a one-week work experience placement, following guided form time activities designed to support me in seeking and securing a suitable placement
- Requesting a meeting with Mrs Drury, if I need guidance in deciding what I am going to do post-GCSE.
- Keeping any eye out for career mailings relevant to my interests

- Keeping up to date with news, events and opportunities relating to careers via the careers page in the termly school newsletter

In Year 12 and Year 13 in the Sixth Form by...

- Attending Careers morning and one week's work experience in Year 12 to find out more about the world of work
- Attending a whole-year group guided trip to a University Open Day to understand how to get the best from an open day and to gain insight into the nature of life and study as a university student
- Understanding the process of making a university application, including dates/deadlines
- Understanding the process of making an apprenticeship/school leaver programme application, including dates/deadlines
- Developing my personal statement by attending the dedicated workshop, taking me step-by-step through the process
- Attending the mock interview evening, to gain a realistic experience of an interview, before a panel of local businesspeople, and receiving valuable constructive feedback on my performance
- Attending the Next Steps Information Evening with my parents to hear in detail about both the university pathway (from a university admissions officer) and about the range of alternative pathways (from former students currently on apprenticeships/school leaver programmes and from current students describing their experiences of the application process for said programmes)
- Attending mock assessment day sessions to gain insight into this aspect of the selection process
- Understanding student finance through attending a talk from Student Finance England
- Attending a range of career talks from local businesses/past pupils
- Learning about the labour market – trends and jobs for the future
- Keeping any eye out for career mailings relevant to my interests
- Requesting a meeting with Mrs Drury, if I need guidance in deciding what I am going to do post-A Levels or if I need help with making an application to a school leaver programme/apprenticeship
- Keeping up to date with news, events and opportunities relating to careers via the careers page in the termly school newsletter