



*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 2022

Date of Next Review: October 2023

### 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-GCSE’s – 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 the Sixth Form by...

- Attending Careers morning and one week’s work experience 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