

# Careers Education at Pate's



Our nominated **Careers Lead** is Emma Adams-Morgan. Emma is Head of Personal Development and oversees the year 7 – 11 careers programme, working closely with our UCAS Advisor and HE expert, Ruth Lucas. Emma is currently working towards the Level 6 Diploma in Career Guidance and Development.

Pate's students have many opportunities to come into contact with employers and employees: we have a number of visiting speakers who represent a broad range of sectors from STEM through to Politics and Law. St James's Place Wealth Management Company bring in employees to run day long financial education workshops for years 9 and 11 and The National Enterprise Competition group run an enterprise day with year 9. Year 10 students have a day work shadowing an employee and every year 11 student has a one to one mock interview with a volunteer from the work place.

## KS3

### Year 7

In **PDC** there are a series of lessons in the rotational curriculum. These lessons explore what is meant by 'qualifications', 'skills' and 'qualities', and encourages students to find out about the different routes into a given career. Students are introduced to the careers website 'Start profiles' and shown how to build a profile and to understand the job and labour market information on the site.

### Year 8

In **PDC** there are a series of lessons in the rotational curriculum. These lessons are intended to build on the research carried out in year 7 and extend student understanding of the range of different careers that fall within one 'family'.

### Year 9

In **TPM** lessons have been developed to support our young people when making their GCSE option choices. These lessons encourage students to question the range of reasons that are given for making each subject choice, and to think about the skills each subject offers. They are shown how to fully research each subject and what it could lead on to.

A booklet detailing the course content and exam format for every GCSE subject is provided.

Students and parents are invited to an 'Options evening' in early January.

In the **FLD** programme students have contact with employees from St James's Place and are given the chance to develop employability skills through The National Enterprise Competition.

## KS4

### Year 10

In the **FLD** programme students are introduced to the online record of achievement website, Kloodle. Over a number of sessions, they are shown how to build their profile, highlighting key skills and achievements through blogging about their experiences and recording work experience.

There is a session on Employment Law, delivered by the outside agency UFS, to raise understanding of young peoples' rights in the work place.

All students are given a day to work shadow a parent or relative to gain an insight into the world of work and an opportunity to develop employability skills.

Every student has a 20 minute one to one careers interview with the year 7 - 11 Careers teacher, Mrs Adams-Morgan

## **Year 11**

In the **FLD** programme in December all students have an introduction to Pate's Sixth form and an opportunity to 'taste' A level subjects. Further A level taster sessions are run in January in **TPM**.

Sessions in the December programme lead students through the process of completing an application form and personal statement such that they understand how to best 'market' themselves. The completed application form and personal statement form the basis of a mock interview with external interviewers; this is held in January.

All students have an 'interview preparation' session before a half hour mock interview. There is a 10 minute feedback session at the end of each interview to allow the interviewers time to highlight the strengths of the application form and interview and to identify areas for development.

Every student has a 30 minute one to one careers interview with the years 7 – 11 Careers teacher, Mrs Adams- Morgan

All students are directly emailed when opportunities arise to attend medical workshops run by Gloucestershire NHS or to meet visiting speakers from a variety of work sectors.

Open evenings from all FE providers are advertised.

## **Sixth form and Higher Education Advice**

Our Higher Education Adviser is Ruth Lucas. As a member of the Sixth Form team, Ruth works closely with Heads of Year 12 and 13 and Head of Sixth Form, Trevor Allinson. She also liaises regularly with Emma Adams-Morgan, nominated Careers Guidance Lead.

We encourage students to explore all the opportunities open to them after their time at Pate's. We have a **Careers and Higher Education Fair each November** where many leading universities and apprenticeship providers are represented. Talks from Cambridge University, King's College London and Dundee are regular slots in the school calendar. In addition we have talks and workshops delivered by Oxford University, Newcastle University, Harvard and European universities. Pate's alumni are also invited back to speak to current students and an Alumni network event is part of the November fair.

Talks are delivered to Year 12 students, and parents, by Ruth Lucas and Trevor Allinson with the aim of guiding them through the process of decision-making and application. One-to-one interviews with Ruth Lucas are offered in addition to the wealth of information provided by the Unifrog website. Unifrog provides extensive information about universities and apprenticeships as well as skills, aptitudes and careers.

**Work experience** is carried out in Year 12 and students are encouraged to reflect on the skills and experience they develop during this time. Opportunities for university and employer/career taster days, open days, scholarships and essay competitions are publicised via email and notices.

Students are guided through the UCAS process and given help if they choose to make an application to the USA or Europe in addition to their UK application. Information from each subject teacher and form tutor is collated and used to write references in support of applications.

Once applications have been submitted, students are offered support in preparing for admissions tests, interviews, and in choosing a firm and insurance UCAS choice. Throughout the application cycle, if any extenuating circumstances arise, this will be communicated to the students' university choices. This is done after discussion and with the agreement of students.

In August, when A level results are published, the Sixth Form team are available at school to guide students through Clearing and Adjustment if this is needed. Students who decide to reapply are fully supported.

