

CAREERS GUIDANCE

1. POLICY STATEMENT

In line with our school's aim to ensure our pupils are equipped to meet the challenges of the life ahead of them by focusing on the individual, defining and refining each pupil's special qualities and supporting a broad vision of excellence, Hampshire Collegiate School is committed to providing appropriate careers guidance. We believe this is an important way in which young people are prepared for the opportunities, responsibilities and experiences of adult life. To this end, our pupils follow a structured Careers Guidance programme which is appropriate to the age and maturity of the pupils as they progress through the school.

The Careers Guidance programme is delivered according to the procedures set out below and is supported and complemented by assemblies; curriculum lessons; work experience programmes; external speakers and individual guidance sessions. The programme is designed to enable pupils to:

- Know themselves and how their strengths, weaknesses and interests relate to the world of work
- Gain information about training, education and occupations beyond school
- Understand what the particular subject and/or experience requirements are for particular career paths
- Make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses
- Develop and practise Personal Statements, CV, job application and interview skills
- Gain an insight into the world of work through Work Experience
- Draw on the career experiences of the wider school community including staff, parents and past pupils of the school e.g. Nightingale Lectures

This policy applies to all members of the school community, including boarders and those in our EYFS setting.

Hampshire Collegiate School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the school office and should be read in conjunction with the following documents:

- School Aims and Ethos
- Curriculum Policy
- PSHE Policy and Schemes of Work

Hampshire Collegiate School is fully committed to ensuring that the application of this Careers Guidance policy is non-discriminatory in line with the EU Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

This document is reviewed annually by Mr James Thomson or as events or legislation change requires. The next scheduled date for review is September 2012.

2. KEY PERSONNEL

The person in charge of careers in the Senior School is Mr James Thomson. He is located in the Sixth Form Centre and can be contacted on 01794 512206 or by email james.thomson@church-schools.com

3. PROCEDURES

Senior School

In the Senior School, the core Careers Guidance Programme is delivered by Mr James Thomson and by tutors through PHSE and tutor time.

Topics covered in this programme include:

Year 9

Pupils receive guidance from tutors. Group sessions familiarise pupils with the careers service and the Careers Library. Access to resources is provided.

Year 10

Individual brief diagnostic interviews take place and there is liaison with parents at parents' meeting. Access to resources is provided.

Year 11

Individual interviews take place during the academic year and there is liaison with parents at parents' meeting in early January. As for other groups, access to resources is provided. An opportunity to take the Morrisby test exists. This psychometric testing provides a report that is explained to all students.

The opportunity to take Morrisby tests in Year 11 provides students with a report that can provide areas of strengths and weakness in academic areas relating to A-levels, university courses and the workplace.

Meetings and talks can be arranged with liaison officers representing the services to discuss recruitment, entry requirements, bursaries and what 'life in the services' entails.

Year 12

There is a full Higher Education programme, work experience opportunity and Centigrade testing. Information is provided by outside speakers. Year 12 visits the HE fairs and there is a minimum of two individual interviews during the academic year. Liaison with parents takes place at parents' meeting. Information is shared through the tutor programme and the documentation of university research begins with the student.

Prior to attending the Sixth Form, a two-day induction sets the tone for students entering the Sixth Form. Team building and motivational talks are organised by the careers team to equip the appropriate life skills to help students 'make the most' and start to consider what skills they require to build a successful career.

Centigrade testing during Year 12 provides a report that helps students assess what universities and courses students they could consider prior to attending the UCAS fair.

Interest and ability levels are provided for a range of courses and industries beyond university.

During the Spring Term, all students attend a university fair organised by UCAS, usually in Portsmouth. This provides the opportunity for students to enquire about courses and universities with admissions tutors and under graduates. This marks the start of the formal process of research into Further Education.

The UCAS registration process starts at the end of Year 12. Students are given guidance as to how they can apply to university through UCAS (The University and Colleges Admission System) and ensure that their application is as thorough as possible.

Students are authorised by tutors and the Sixth Form management to attend a maximum of five university open days. Specific guidance is provided by Matthew Laverty (Head of Sixth Form), James Thomson and Sixth Form tutors to ensure students are attending appropriate university open days.

As part of the Sixth Form tutor programme, there are particular discussions initiated by tutors on varying topics including:

- 'The merits of going to university or the workplace'
- 'CV Writing'
- 'How to conduct yourself in an interview'

The Sixth Form enrichment programme is designed alongside the careers programme for the year to contribute to the personal development of students with options including:

- Cooking
- Certified Leadership
- Sports Leadership
- Self defence
- Certificate of Personal Effectiveness

Year 13

There are individual interviews, Higher Education talks and guidance on grants. Liaison with parents takes place at parents' meetings. There is also information available about courses and conferences throughout the year for pupils looking to follow a certain career path, such as law, medicine or veterinary science.

Details of the Careers Guidance element of the PSHE schemes of work are held by Mr Neil Joice, Head of PSHE and are available to parents on request.

This core Careers Guidance Programme is supplemented by work experience at the end of Year 11 and the series of Nightingale Lectures, which occur each term and introduce students to a variety of local personalities who talk about their careers and aspirations.

Work Experience opportunities are encouraged and are arranged for the end of the Summer Term during Year 11. In line with the UCST Health and Safety procedures, Work Experience is organised with regard to the information set out in the HSE's 'Managing Health and Safety on Work Experience – A Guide for Organisers'.

Individual meetings can be arranged with Mr Thomson at any stage of a student's progress.

Led by Mr Thomson, the careers team will always pass on sound advice or introduce a student to a credible outside party that will provide the necessary guidance.

Review Date: 1st September 2012