

## Contents

1 Policy Statement .....	2
2 Key Personnel.....	3
3 Procedures - Senior School .....	3
4 Work Experience .....	4
Document information.....	5

## 1 Policy Statement

1.1 In line with our school's aim to ensure our pupils are equipped to meet the challenges of the life ahead of them by focussing 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 accurate, up to date and impartial careers guidance for its Senior School pupils (Year 7+).

1.2 We believe this is an important way in which young people are encouraged to fulfil their potential and are prepared for the opportunities, responsibilities and experiences of adult life.

1.3 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.

1.4 This policy applies to all members of our school community, including boarders.

1.5 Hampshire Collegiate School is fully committed to ensuring that the application of this Careers policy is non-discriminatory in line with the UK Equality Act (2010).

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

1.7 Staff at Hampshire Collegiate School are also covered by the United Learning Equal Opportunities Policy.

1.8 This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents/Policies:

1.8.1 School Aims and Ethos

1.8.2 Curriculum Policy

1.8.3 PSHE Policy and Schemes of Work

1.9 This document is reviewed annually by José Picardo or as events or legislation change requires.

1.10 The next scheduled date for review is February 2019.

1.11 The Careers Guidance programme is delivered according to the procedures set out below and is supported and complemented by assemblies; tutor time; themed career evenings; curriculum lessons; work experience programmes; and external speakers. The programme is designed to enable pupils to:

1.11.1 Know themselves and how their strengths, weaknesses and interests relate to the world of work.

1.11.2 Effectively prepare for future life in British society by developing values, skills and behaviours which they will need to get on in life.

1.11.3 Make informed choices about a broad range of career options.

1.11.4 Learn about different careers and opportunities, obtain individual guidance and have some work experience.

1.11.5 Gain information about training, education and occupations beyond school.

1.11.6 Understand what the particular subject and/or experience requirements are for particular career paths.

1.11.7 Make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses.

1.11.8 Develop and practise Personal Statements, CV, job application and interview skills.

1.11.9 Gain an insight into the world of work through Work Experience.

1.11.10 Draw on the career experiences of the wider school community including staff, parents and past pupils of the school.

## 2 Key Personnel

2.1 The person in charge of careers in the Senior School is José Picardo, Deputy Head.

2.2 The people in charge of our programme of themed career evenings are Joe Hillier, Head of Sixth Form, and Elizabeth Cumpstey, Deputy Head of Sixth Form.

2.3 The person in charge of UCAS applications is Sarah O’Leary.

2.4 The teacher delivering PSHE is Isabelle Hopwood.

2.5 Individual meetings can be arranged with José Picardo at any stage of a student’s progress.

2.6 The careers team will always pass on sound advice or introduce a student to a credible outside party that will provide the necessary guidance.

## 3 Procedures - Senior School

3.1 In the Senior School, the core Careers Guidance Programme is delivered by tutors through PSHE and tutor time from Year 7 upwards. Topics covered in this programme include:

3.1.1 **Year 9** - Pupils receive guidance from tutors. Assembly sessions familiarise pupils with the Careers Programme. Access to resources is provided and tutors as well as key personnel are available throughout the options process to give guidance.

3.1.2 **Year 10** - An opportunity to take the Morrisby test exists at the end of Year 10. This psychometric testing produces a report that can provide areas of strength and weakness in academic areas relating to A Levels, university courses and the workplace. There is liaison with parents at parents’ meetings and themed career evenings. Access to resources is provided.

3.1.3 **Year 11** - Individual interviews take place during the academic year and there is liaison with parents at parents’ meetings and themed career evenings. As for other groups, access to resources is provided. 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. In addition, Year 11 attend the International University Roadshow.

3.1.4 **Year 12** - There is a full Higher Education programme, work experience opportunity and Centrigrade testing. Information is provided by outside speakers. Year 12 attend the International University Roadshow and other 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 2-day induction sets the tone for students entering the sixth form. Team-building and motivational talks are organised by key personnel 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. The students also attend a two-day residential team building weekend.

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 Autumn term, an International Fair and HE Conference is organised, which all students attend. This provides the opportunity for students to enquire about courses and universities with admissions tutors and under graduates. This also marks the start of the formal process of research into Further Education. In addition, there is a trip to Oxford University in the Spring Term.

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. Pupils also attend a workshop on how to write a successful personal statement.

Students are authorised by tutors and the sixth form management to attend a maximum of 5 university open days. Specific guidance is provided by Joe Hillier (Head of Sixth Form), Elizabeth Cumpstey (Deputy Head of Sixth Form), Sarah O'Leary (UCAS Co-ordinator) 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.

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

**3.1.5 Year 13** - There are individual interviews, Higher Education talks and guidance on student finance. Liaison with parents takes place at parents' meetings. There are also themed career evenings and 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 Isabelle Hopwood and are available to parents on request.

## 4 Work Experience

4.1 This core Careers Guidance Programme is supplemented by work experience at the end of Year 12. Work Experience opportunities are encouraged and are arranged for the end of the Summer Term during Year 12.

4.2 Any Work Experience placements are arranged in accordance with United Learning's Health and Safety procedures, as described in the Group Health and Safety Policy and with regard to the information set out at <http://www.hse.gov.uk/youngpeople/workexperience/organiser.htm>

## Document information

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