



Wallington  
County Grammar School

# Careers Programme

Students are already benefiting from the activities outlined in the following pages and we are committed to working towards the Quality in Careers Standard. Our Careers Programme will be formally introduced to students and parents, spring 2019. Impact on students will be measured through capture of student feedback after key events and capture of student and parent feedback at the end of the academic year alongside analysis of destination data.

The programme is a working document and therefore subject to change, it will be reviewed annually. For further information about our careers programme please contact our Careers Leader, Lorraine Lenaghan, [l.lenaghan.319@wcgs.foliotrust.uk](mailto:l.lenaghan.319@wcgs.foliotrust.uk) , 020 8647 2235.

Our policy statement on Provider Access can be found here, <http://www.wcgs-sutton.co.uk/Key-Documents-and-Policies>

**Our Careers Programme is based around the Gatsby Benchmarks of Good Careers Guidance and the Careers Development Institute (CDI) framework, please see Appendix 1 for further details.**



# Careers Programme

<b>Year 7</b>	<i>Students are encouraged to explore careers and make sense of labour market information in preparation for making option choices in Year 8.</i>	During Spring/Summer in Form Time and Wellbeing lessons : <ul style="list-style-type: none"><li>• Students introduced to different kinds of work and different types of interview to introduce students to the world of work and employability skills.</li><li>• Activities and poster distributed during National Careers Week to include sources of LMI to help students broaden their knowledge of the variety of jobs that may be available to them in the future.</li><li>• ‘What is a careers interview?’ activity.</li></ul>
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**All years should look out for,**

Termly Careers Updates (on school website) and more frequent Co-curricular Memos (via registers and on SMHW), containing events, information and opportunities, Lunchtime careers speakers, Careers materials, (including post-16 / post-18 prospectuses), in PS2 and the Library.

*Careers Interviews with our independent careers adviser may be offered to students in different year groups than indicated below, in certain circumstances.*

<p><b>Year 8</b></p>	<p><i>Students are encouraged to explore careers, investigate jobs and make sense of labour market information. Additionally they are encouraged to make the most of careers information, advice and guidance available in school and outside, in order to support them as they begin to consider their career journey and make decisions about option choice.</i></p>	<p>During Form Time and in Wellbeing lessons :</p> <ul style="list-style-type: none"> <li>• Students encouraged to consider their strengths, interests and preferences in order to develop self-awareness.</li> <li>• Activities and further sources of LMI provided to help students develop their self-awareness further and broaden their knowledge of where different subjects might lead.</li> <li>• Information distributed to parents/carers in order to assist with option choice.</li> </ul> <p><i>Individual and/or small group interviews available with our independent careers adviser as students make option choices.</i></p>  <p><b>YEAR 8 OPTIONS EVENT, February:</b> to inform students about the process of making option choices*, also aimed at broadening students’ knowledge of the world of work and the various directions in which option choices might lead.</p>
<p><b>Year 9</b></p>	<p><i>Students are encouraged to seek relevant labour market information as they continue to explore different career paths. Students continue to investigate work and working life as they look ahead to the opportunity of work experience in Year 10. They are also encouraged to make the most of careers information, advice and guidance available in school and outside in order to consider future pathways and a work experience placement.</i></p>	<p>During Form Time and in Wellbeing lessons :</p> <ul style="list-style-type: none"> <li>• Students use LMI and encouraged to think outside the box with regard to possible career ideas.</li> <li>• Students learn about how employment changes over time and how this impacts on employees.</li> <li>• Preparation of CVs and covering letters so students both recognise the qualities and skills that make a young person employable and are in a strong position to seek a worthwhile work experience placement next academic year.</li> <li>• <u>New</u> for 2018 ‘Imagining the Future’ VR activity.</li> </ul>  <p><b>Summer Term CAREERS/EMPLOYABILITY related activity,</b> will vary annually depending on cohort. Summer 2018, two-hour, hands-on, Institute of Chartered Surveyors ‘Inspire Workshop.’</p>

<p><b>Year 10</b></p>	<p><i>Students continue to investigate work and working life and begin to understand how the world of work is changing. Students prepare for employability as they undertake a mock interview and seek work experience which exposes them to experience of handling application and selection. Students encouraged to make the most of careers information, advice and guidance available in school and outside as they continue to explore future pathways and work experience.</i></p> <p><b>All students undertake a two-week work experience placement in July.</b></p>	<p>During Form Time and in Wellbeing lessons :</p> <ul style="list-style-type: none"> <li>• Students challenged to think about how work is changing and 21<sup>st</sup> Century skills.</li> <li>• Preparation for finding work experience and work experience itself providing students with the chance to begin to understand business and industry, to include, Employability skills, introduction to responsibilities and rights in the workplace, how work is changing and 21<sup>st</sup> Century skills, drafting/updating CV and covering letters, applying for a job and interview skills.</li> </ul> <p> <b>WORK EXPERIENCE WORKSHOP, Autumn term:</b> for students and parents/carers.</p> <p> <b>MOCK INTERVIEW EVENT, Autumn term,</b> each student choses a job, applies and is then given a mock interview with an external employer, feedback provided.</p>
<p><b>Year 11</b></p>	<p><i>Students encouraged and supported to research and explore their options and progression routes beyond GCSE and to manage change and transition. Students assisted in making the make the most of available careers information, advice and guidance including the <b>opportunity for an individual careers interview with our independent careers adviser.</b></i></p>	<p>In form time and assemblies,</p> <ul style="list-style-type: none"> <li>• Students are encouraged to use sources of LMI to further understand different types of business and consider the wide range of jobs available at different organisations.</li> <li>• Co-curricular Memos sent via register to students containing information about post-16 options, information displayed and available for students in the LRC and careers library.</li> <li>• <u>New</u> for 2018 'Imagining the Future' activity.</li> </ul> <p>As senior students in the school they are encouraged to reflect on previous transitions/experiences and have the opportunity to,</p> <ul style="list-style-type: none"> <li>• volunteer to talk to Year 8 students about option choices and/or</li> <li>• participate in the work experience workshop and share what they gained and offer advice to current Year 10 cohort.</li> </ul>

<p><b>Year 12</b></p>	<p>Students supported to become proactive and discerning users of careers information, advice and guidance and have the <b>opportunity of an individual careers interview with our independent careers adviser</b>. Students are encouraged to show initiative and enterprise and encounter selection processes as they undertake their first year of A level study.</p>	<p>In form time and assemblies,</p> <ul style="list-style-type: none"> <li>• Students supported to develop their employability through finding part-time work, voluntary work and work experience. Some placements available via the school, these are advertised to students.</li> <li>• Co-curricular memos to alert students to opportunities, information covering all post-18 opportunities including alternatives to university.</li> <li>• Students prepare and learn from participating in selection processes including application for leadership roles in school.</li> </ul>  <p><b>ENRICHMENT LECTURE PROGRAMME, Wednesday pm, Autumn-Spring:</b> An eclectic mix of speakers ensures our students have a broad overview of post-18 options, are building their knowledge of careers processes, structures and employability but are also exposed to new topics and subject matter so are enriched in the broadest sense. <i>Speakers to date have included representatives from professions (engineering, management, law and finance), higher education institutions, school leaver/apprenticeship providers and alumni.</i></p>  <p><b>POST-18 OPTIONS EVENT, Autumn Term:</b> Aims to give students and parent’s insight into both UCAS and alternatives including school leaver schemes, higher and degree apprenticeships with external speakers.</p>
<p><b>Year 13</b></p>	<p>Students encouraged and supported through form time activities and Enrichment programme, to develop and apply enterprise qualities and skills in their approach to learning, work and career planning as they look ahead to their next transition. Students are given time to research and explore their options and progression routes beyond A level and supported to research and evaluate labour market information to support their future plans. <b>Students have the opportunity of a careers interview with our independent careers adviser.</b></p>	<p>In form time and assemblies, as above.</p>  <p><b>ENRICHMENT LECTURE PROGRAMME, Wednesday pm, Autumn-Spring.</b></p> <p>Students encouraged to reflect on previous transitions and experiences and have the opportunity to,</p> <ul style="list-style-type: none"> <li>• talk to Year 11 students about A level choices and study</li> <li>• share insight and advice about their ‘UCAS/alternatives to University’ journey at the post-18 options event.</li> </ul>



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# Appendix 1

## **The eight Gatsby benchmarks of Good Career Guidance**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>

## **The Careers Development Institute Framework for careers, employability and enterprise education,**

<https://www.thecdi.net/write/BP556-CDI-Framework-web.pdf>