

## **Careers Education, Information, Advice and Guidance**

### **Careers and Enterprise**

The TWGGS careers department provides access to impartial careers education, information, advice and guidance (CEIAG) to all TWGGS pupils from Year 7 to Upper Sixth Form. Pupils are supported to make informed choices and decisions about their future, develop skills, knowledge and experience to enable them to enter and be successful in the world of work and their future lives. The school co-ordinates work-related learning opportunities including work experience and employer links, to ensure pupils receive current, up to date information and experiences of work. Careers work is underpinned by the school's ongoing policies for teaching and learning, assessment, recording and reporting achievement, PSHE, equal opportunities, health and safety, and special needs, linking with the whole school development plan. TWGGS is currently in the process of being assessed for the Investor in Careers Kitemark

### **Pupil Entitlement**

Pupils must continue with some form of accredited studying or learning while in education, training or employment until they are 18 years old.

The Careers programme is designed to meet the needs of all pupils at TWGGS regardless of race, gender, disability, sexual orientation and religion. Pupils are entitled to CEIAG that is impartial. We aim to prepare each pupil to aspire to and fulfil their career aspirations, supported by:

- Clear and impartial information, advice and guidance;
- Clear impartial advice and information about all the options available so that informed choices and decisions can be made;
- Qualified people to help with decision making on the most appropriate further education, higher education, apprenticeships, training or employment;
- Appropriate and relevant advice and guidance to help make choices and seek to develop a career plan for the future;
- A programme of careers education to help identify and develop skills and qualities to support the transition from school into the world of work and/or further learning; there is the opportunity to be involved in decision making, learn about the world of work, experience the world of work, and develop independent learning skills

### **Careers Education**

- includes self-development, career exploration and career management enabling pupils to make informed choices and decisions about their future and gives information and advice on further and clear decisions about higher education, apprenticeships and employment
- is delivered through PSHE lessons, advisory sessions, group and one-to-one sessions, and careers events, and support for option choices and work experience.
- The lunchtime talk programme and other employer visits support the careers education programme

### **Careers Information**

The careers room contains regularly updated materials for researching different career information including books, leaflets, magazines, college prospectuses, university open days, job vacancies and careers software packages.

### **Impartial Careers Advice and Guidance**

One-to-one interviews offer the opportunity to discuss ideas, find out more information and develop an action plan to help make informed decisions about career pathways. All pupils in Year 11 are offered a one to one interview with the

independent Careers Adviser. The information from the interviews is passed to Lower Sixth tutors to enhance their one to one interviews with the girls when they arrive in the Sixth Form.

## **Work Experience**

Pupils attend formal work experience in Year 11 after GCSE examinations.

Sixth Formers are expected to arrange their own work experience, but can call upon the help of the Careers Co-ordinator, and other staff members.

## **Employer Links**

The school is proactive in developing employer and community links. The Lower Sixth girls take part in the Young Enterprise Scheme, and Y10 girls have Enterprise Days run in-house.

## **Implementation**

Careers lessons form part of the school's Personal Social Health Education (PSHE) programme. Other focused events are also provided eg. the annual Sixth Form Options Evening, and the biennial Careers Evenings run in collaboration with The Skinners' School and Tunbridge Wells Grammar School for Boys.

### ***Curriculum:***

Careers education is delivered as an integral part of the curriculum, across a wide variety of subjects. The following identifies stand-alone careers education.

**Year 7** – an introduction to CEIAG is provided during PSHE lessons and form times by the independent careers adviser and by tutors. Pupils are encouraged to consider different types of employment, and to assess their own strengths and weaknesses, and introduced to the 'eClips' software package;

**Year 8** – The Careers Adviser starts the pupils working through the Steps workbook during a PSHE lesson, and the tutors and pupils are encouraged to continue working on it during subsequent tutor times. The books support pupils with self-development, careers exploration, and career management;

**Year 9** – through the PSHE programme pupils are shown how to use the 'Fast Tomato' software to help them start to research different pathways, and to develop personal responsibility for their career ideas.

**Year 10** – all pupils are offered Morrisby Online psychometric testing. Parents are asked to cover the cost of the testing at £20 per pupil, however this is funded for Pupil Premium girls and support is available from the Southfield Fund in cases of hardship. The online testing takes place during school time, and the reports generated are released the same day. Registration with Morrisby continues for life, and pupils can use it during ensuing years to help with their career planning and management. All Year 10 pupils also take part in the Business & Enterprise Day run within school and delivered by external business people.

**Year 11** – all pupils are invited to a one-to-one interview with the independent Careers Adviser. They are encouraged by their tutors to prepare for the interview by thinking about their own ideas, and by bringing some questions with them. Any pupils identified as potentially at risk of failing to attain the requirements to enter the Sixth Form or who have identified an interest in leaving school either to pursue a career or education elsewhere, are offered further support from the careers adviser. Work Experience takes place in Year 11 and pupils are given pre/post briefings within the PSHE programme and during assemblies. These include health and safety requirements, employment rights, CV writing and interview techniques. Before the Sixth Form Options Evening pupils are encouraged to use the resources in the careers room to investigate A Level option choices, Higher Education requirements and career plans.

**Lower Sixth** – through the PSHE programme, and in consultation with the Head of Sixth Form, the Careers Coordinator organises a series of talks, usually from outside speakers, to provide advice and guidance on the following: study skills, how to choose a university, apprenticeships, studying abroad, managing personal finances, taking a gap year, employability skills, and personal relationships.

Pupils are encouraged to attend open days at higher education institutions, and also to attend taster days (specifically those run by the University of London), for which they are permitted a maximum of 3 school days' absence per year. In April, pupils and their parents are invited to attend a careers information and higher education evening, when they hear a presentation about apprenticeships, and also about how to apply to university.

On return from study leave, in the summer term, the Careers Coordinator organises a Personal Statement Writing workshop, delivered by a member of a university outreach team, to help the girls start getting ideas together, and to encourage them to write the statement over the summer break.

**Upper Sixth** - through the PSHE programme, and in consultation with the Head of Sixth Form, the Careers Coordinator organises a series of talks, usually from outside speakers, to provide advice and guidance on the following: student finance, employment and tenancy contracts (from the Citizen's Advice Bureau), good practice in interviews, personal relationships, road safety and personal safety. Girls also have a session where they share their experience of applying for higher education with the Lower Sixth girls.

### **Management:**

Mrs Linda Wybar, Headteacher, has overall responsibility for the CEIAG programme within the school, which is delegated to Mrs Gill Field, Assistant Headteacher, Head of Sixth Form

### **Staffing:**

Mrs Naomi Vallely, Careers Coordinator, coordinates the careers programme and is responsible for any administrative work for CEIAG within the school, including keeping the resources in the careers room updated.

Miss Jane Parkinson, Deputy Headteacher, is the UCAS Coordinator and oversees the Apply process for Upper Sixth girls. She also organises information and support meetings for those girls who are applying for Oxbridge and/or to study Medicine, Dentistry, or Veterinary Medicine/ Science.

All teaching staff members contribute to careers education and guidance through their roles as tutors and subject teachers.

Mrs Bridget Elinson, the independent Careers Adviser, visits the school for a day each week during the Autumn and Spring terms and provides external independent advice and guidance

Specialist sessions are delivered by external agencies, and by the independent Careers Adviser, organised by the careers coordinator.

Ms Judith Cartwright, Examinations Officer and Work Experience Coordinator, plans and organises Work Experience placements for Year 11 pupils

Mr Adrian Conroy is the link governor for Careers and fulfils a supporting and monitoring role for the careers work in school