



The Kings of Wessex Academy

Getting the best out of everyone

Careers Information, Advice and Guidance 2017-18



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How to use this guide

This booklet is designed to help you prepare and plan for your career as you move through the Academy and beyond. It lists those activities, resources and services that are available specifically to assist you in the process. However, please remember that there are many other activities in your studies that also have a “career” component in that they help you think about your future. These might include presentations or workshops given by employers at the Academy, or school trips out to organisations, that will help broaden your knowledge of the world.

In addition, each Department has a careers notice board promoting jobs related to that subject, to give ideas for how you could use that subject in a career.

What is most important is that you are open to ideas and take up opportunities – so that you develop your knowledge of yourself, learn what you are good at, understand what might suit you, as well as knowing what is available to you. Research shows that career inspiration can strike at the most unlikely of times!



Y9 Careers and work-related learning

Career assemblies In Y9 we help you to start thinking about your future by introducing you to a broad range of careers through job talks. We invite speakers into assembly, from a range of different work sectors, approximately monthly, to talk about their jobs and to answer your questions.

Career insight seminars Optional seminars will be organised during the year bringing in experts from different industries. E.g. “Geotechnical careers”, “Nursing and Midwifery”, “Aerospace engineering”. These seminars are advertised and students sign up and collect a ticket from reception.

LRC Careers advice (Tuesday & Thursday lunchtime 1:10-1:45pm) Dr Hall is available every week for careers and work experience advice in the LRC, or call in her office at other times (in Sixth Form). There are also lots of careers books, leaflets & information in the LRC Careers Library; some to borrow, or free to take away.

Citizenship (Cz) Kudos In lesson time you will be given a login and information on how to use Kudos, a careers matching and information program, to start to generate career ideas in preparation for Y10 careers education and work experience.

Y9 Citizenship Conference (Friday 22 June 2018) Although the main focus of this day is health, safety and well-being, it is also an excellent opportunity to meet professionals from local services such as fire and rescue and the prison service and to talk to them about what it is like to work in the public sector.

What else can you do? Start to develop your “portfolio” of skills and experience by volunteering in the community, and by taking part in extra-curricular activities, both in school and in your spare time. Be open to ideas and take opportunities – you never know where it might lead, who you might meet, or what inspiration it will give you.

Useful information & links

Firefly Careers – visit Firefly Careers for web links and information.

KUDOS is a careers matching and information program which helps young people plan their future. To create your own account and login go to Firefly Careers/Kudos.

Lions International “Young Leader in Service” Award. If you are volunteering in the community you are probably eligible to register to complete this award. See Dr Hall, in her office or in the LRC on a Tuesday or Thursday lunchtime.



Y10 Careers and work-related learning

Career insight seminars Optional seminars will be organised during the year bringing in experts from different industries. E.g. “Geotechnical careers”, “Nursing and Midwifery”, “Aerospace engineering”. These seminars are advertised and students sign up and collect a ticket from reception.

Work experience (25-29 June 2018) All Y10 students go out on work experience for a week to a placement of their choice. This is to help you to find out what it’s like to work, and to help you find out more about yourself and what you would like to do. It also helps you to understand the application process, ready for when you apply for a real job, from looking for a position, contacting the employer, having an interview, to preparing and starting at the workplace. There will be an assembly on work experience on Thurs 28 Sept, to explain the process, you will be given a blue booklet and some time in tutor time to think about what you might want to do and where and how to apply. In Cz you will spend a lesson searching the Webview database of previous work experience providers and have help from your class teacher on how to apply in writing for your placement. Before you go on your work experience there will be preparation in Cz and tutortime to ensure you understand how to stay safe on your week out of the Academy and how to complete your work experience diary.

Work Skills Day (Tues 15 May 2018) This is part of preparation for work experience and employment more generally. The day looks at skills valued by employers and we are lucky to have a number of local organisations who contribute to the day each year.

Citizenship In the summer term, alongside preparation for work experience, you will spend some time exploring your career aspirations, researching pathways, and considering how to make applications.

LRC Careers advice (Tuesday & Thursday lunchtime 1:10-1:45pm) Dr Hall is available every week for careers and work experience advice in the LRC, or call in her office (in Sixth Form) at other times. There are lots of career resources in the LRC; some to borrow,

or others free to take away.

Useful information & links

Firefly Careers – visit Careers for web links and information.

someset.learnaboutwork.org You will be given a login and PIN to search Webview by your tutor

Work experience booklet 2018 – on the Firefly/Careers under Work Experience and on the Academy website in Learning/Careers documents.

Lions International “Young Leader in Service” Award. If you are volunteering in the community you are probably eligible to register to complete this award. See Dr Hall, in her office, or in the LRC on a Tuesday or Thursday lunchtime.



Y11 Careers and work-related learning

Choices assembly (Mon 2 Oct 2018) Dr Hall will discuss the options that are available to you at 16+ and how to plan your career. For specific information on vocational routes to employment or alternative post-16 education pathways please talk to Dr Hall.

Career insight seminars Optional seminars will be organised during the year bringing in experts from different industries. E.g. “Geotechnical careers”, “Nursing and Midwifery”, “Aerospace engineering”. These seminars are advertised and students sign up and collect a ticket from reception.

Careers meetings All Y11 students see a member of the Academy Leadership Group (ALG) in the Autumn term to discuss their plans for after Y11.

Individual careers appointment Students can request a careers appointment with Dr Hall, or may be referred from a Y11 Careers meeting by ALG. Dr Hall is also available for careers and work experience advice in the LRC (Tuesday & Thursday lunchtime 1:10-1:45pm in the Careers Library), or call into her office in Sixth Form at other times.

Modern Apprenticeships Workshop (Spring term 2018) Students who are interested in apprenticeships can take part in a workshop to find out more about apprenticeships and learn how to search and apply for vacancies.

Sixth Form Open Evening (Wed 18 Oct 2017) An opportunity to find out more about the sixth form and different subjects.

Sixth Form Taster Day (Wed 22 Nov 2017) Find out what it is like to be a sixth former for the day and try out subjects that you might want to study.

Sixth Form Induction Day (Tues 19 June 2018) Your chance to prepare for life in the sixth form and to meet your new tutor and tutor group.

GCSE Results Day (Thursday 23 Aug 2018) Miss Hopwood & Dr Hall and other members of staff are available on results day to help if you need advice.

What else you can do? Continue to develop your “portfolio” of skills and experience. You may have a part-time job, perhaps as a result of your work experience. Although this should not interfere with your GCSE level studies, part-time work is a valuable way of developing skills. Employers value those who know already know how to work so if you can prove that you are reliable, can work in a team, deal with difficult customers, keep to deadlines, work under pressure, you will be on your way to developing an impressive skill set.

If you are going on to further study, think how you can further develop your subject knowledge or study skills. A number of universities run taster sessions for those in Y11 (often free) to help you find out about university. If you are planning to take a vocational course think how you can obtain more experience in the summer holiday after you have completed your GCSEs.

Useful information & links

Firefly Careers – visit Careers for web links and information.

Sixth Form prospectus on the Academy website in Sixth Form/ Sixth Form Documents.

Useful career websites

www.careerpilot.org.uk <https://nationalcareersservice.direct.gov.uk/icould.com> www.healthcareers.nhs.uk
www.tomorrowseengineers.org.uk

Apprenticeships www.gov.uk/apprenticeships-guide

Lions International “Young Leader in Service” Award. If you are volunteering in the community you are probably eligible to register to complete this award. See Dr Hall, in her office or in the LRC on a Tuesday or Thursday lunchtime.

Sixth form careers and work-related learning

We want you to get the most out of your time in the sixth form and to make sure you are prepared for your next step, whatever that might be. As well as academic study you are encouraged to develop evidence for the four enrichment areas of the curriculum: Participation, Volunteering, Work-related learning and Leadership (see the Guide to Sixth Form Enrichment 2017-18). Input from the school calendar and suggestions for extending career learning are given below.

Sixth form assemblies Topics relevant to your success at sixth form beyond will be covered, such as “Applying for summer schools”, “Applying to university through UCAS”, “The changing graduate career market”.

Career assemblies In the sixth form we continue to help you prepare for your future by inviting speakers from common graduate, or post-sixth form careers, into assembly once a month.

Career insight seminars Additional optional seminars will be organised during the year bringing in experts from different industries. E.g. “Geotechnical careers”, “Nursing and Midwifery”, “Aerospace engineering”.

Individual careers appointment Students can request a careers appointment with Dr Hall. Dr Hall is also available for careers and work experience advice in the LRC (Tuesday & Thursday lunchtime 1:10-1:30pm in the Careers Library).

Work experience You are encouraged to support your studies and career aspirations by organising work experience. All Y12 will go out on work experience for one week 9-13 July 2018.

Volunteering You are encouraged to develop personal skills by volunteering in the community. This can be an excellent way both to support your career plans (e.g. care experience for medicine) and to develop skills such as leadership, teamwork, time management etc. useful both for applying to university and for employment.

Part-time work While this should not interfere with your A level studies, part-time work is a valuable way of developing interpersonal skills. Employers value those who know already know how to work so if you can prove that you can work in a team, deal with difficult customers, keep to deadlines, work under pressure, you will be on your way to developing an impressive skill set.

Gap (or Research and Development) Year A significant number of our students take a gap year before university; this is considered beneficial by most universities and courses since there is known to be a lower student drop-out rate after a gap year. There will be input from Year in Industry and other gap-related-organisations and ex-gap students during the year. Opportunities will be advertised.

What else can you do? Think how you can make yourself stand out from the crowd since it's a very competitive world out there. As well as getting the best academic results you can, do ensure you develop your personal skills, work experience and contacts. Take opportunities – you never know where they might lead, who you might meet, or what inspiration it will give you. Do keep a diary of experiences, contacts and achievements – you don't want to forget what you have done and you never know when it may be useful.

Useful information & links

UCAS university course search search.ucas.com. **For course ideas** university.which.co.uk/ **To compare universities** use unistats.direct.gov.uk, www.bestcourse4me.com, push.co.uk, plus look at league tables such as The Guardian University League table 2017. **For student opinion** search www.thestudentroom.co.uk

Look at www.prospects.ac.uk for information provided by university careers services on options with different degree subjects. For options other than university look at www.notgoingtouni.com and www.future-talent.com as useful places to start.

Search www.careerplayer.com for video clips giving insights into graduate roles and graduate employers.

Events & information specific for Year 12

Access to Bristol & Pathways to Law (Autumn & Spring terms 2017-18) The Access to Bristol and Pathways to Law schemes are University of Bristol initiatives that provide local students with an opportunity to experience higher education and to discover more about academic study and life at university, particularly for those students who may be from a low income background or who are in the first generation to consider university. For further information please visit www.bristol.ac.uk/study/teachers/post-16/access/ or www.bristol.ac.uk/study/teachers/post-16/pathways Applications open in September each year. The scheme runs for 8 Wednesday afternoons in either the Autumn or Spring terms in Y12; for Pathways to Law the scheme continues into Y13.

Cambridge HE+ Selected Year 12 students will have the option to take part in a scheme sponsored by Cambridge University to encourage students to apply to Oxbridge and UK research-intensive universities.

Work experience (5-9 July 2018) All Year 12 students will go out on work experience for a week, to support their studies and their career aspirations. Support will be provided in school but students will need to organise the placement themselves.

Higher education conferences In the Spring term we organise a series of events to help you to decide about your next step after sixth form, covering “Why go to university” (University of Bristol), “How to choose a degree”, “Student finance” (Cardiff University), “Alternatives to HE” (e.g. apprenticeships, training schemes, foundation degrees).

UCAS convention An annual trip is arranged in the Spring term to visit a UCAS Convention where over 100 UK and international universities are represented. This is an opportunity for students to find out more about courses and university entry requirements by quizzing university admissions staff.

University open days – students are encouraged to visit universities in Y12 and Y13 to find out more about courses and university life.

Personal statement and mock interview preparation To begin preparation for writing a UCAS personal statement and for making job applications, in the Spring term, as part of your period 3 enrichment curriculum, you will be expected to prepare a CV and to attend a mock interview with a volunteer from the community.

Career meetings All Y12 students see a member of ALG after study leave in Y12 to discuss their plans for Y13 and beyond.

Individual careers appointment Students can request a careers appointment with Dr Hall, or may be referred from a Y12 career meeting by ALG.

Summer schools Students are encouraged to apply to university summer schools to develop their knowledge of HE. Excellent schemes are run by The Sutton Trust, Oxford University (“Uniq”), the University of London, plus a number of other universities. Opportunities will be promoted as the Academy hears of them.

Lions International “Young Leader in Service” Award. If you are volunteering in the community you are probably eligible to register to complete this award. See Dr Hall, in her office, or in the LRC on a Thursday lunchtime.

Work experience - booklet and forms can be found on the Academy website under Learning/Careers



Information specific for Y13

Individual careers appointment Students can request a careers appointment with Dr Hall. All students who do not apply to university will be offered a careers appointment in the Spring term.

UCAS support UCAS applications are covered in tutor time and help is available from Miss Hopwood, Dr Hall and tutors to assist with choices, personal statement etc. In preparation for this a detailed guide will be distributed at the end of Y12 (“UCAS Apply 2018”).

Oxbridge & mock interviews Most universities do not interview applicants; however, for Oxford & Cambridge and highly competitive subjects which usually do require an interview (e.g. Medicine, Dentistry & Veterinary Medicine), students can request a mock interview. Please ask Miss Hopwood.

A Level Results Day (Thursday 16 Aug 2018) Miss Hopwood, Dr Hall & other staff are available on results day to help if you need advice around Clearing, Adjustment or re-marks or re-sits.



