



Careers & Employability Information, Advice & Guidance 2021-2022



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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 Kings 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 Kings, or school trips out to organisations, that will help broaden your knowledge of the world.

In addition, each faculty will use resources 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!



Year 9 Careers and work-related learning

Your profile In Year 9 you will start to identify your transferable skills, capture relevant “employability” experiences and plan your “next steps”. We hope to create an e-record that will travel with you through the school so you can track your progress.

“Careers Cafe” in Year 9 we help you to start thinking about your future by introducing you to a broad range of careers. We invite speakers into extended Friday tutor times, from a range of different work sectors, to allow you to network and talk with employers about their jobs. Dates of these sessions and additional “*ad hoc*” careers talks will be advertised.

Employability & Careers advice. Mrs Devlin is available for careers and work experience advice - call in her office (opposite the science block near the LRC) or ask your tutor to email for an appointment. There are also lots of careers books, leaflets & information in the LRC Careers Library; some to borrow, or free to take away.

Year 9 Citizenship Conference (April 2022) 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.

The Kings of Wessex Careers Fair is held annually and is a fantastic opportunity for you to meet lots of employers on one day. This year the Careers Fair is on the 20th October 2021 (subject to coronavirus restrictions) and will be attended by a variety of employers keen to share more about job opportunities, apprenticeships and how to apply.

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.

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 Mrs Devlin to find out more.



Year 10 Careers and work-related learning

“Careers Café” We invite speakers into extended Friday tutor times, from a range of different work sectors, to allow you to network and talk with employers about their jobs. Dates of these sessions and additional “*ad hoc*” careers talks will be advertised.

Work experience (4-8 July 2022 – subject to covid restrictions) All Year 10 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 a PowerPoint Presentation in Extended Tutor Time in the Autumn Term, 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. You will spend time searching the Webview database of previous work experience providers and have help from your tutor on how to apply in writing for your placement. Before you go on your work experience there will be preparation during tutor time to ensure you understand how to stay safe on your week out of Kings and how to complete your work experience diary.

Focus Day (Wednesday 6th April 2022 – coronavirus restrictions permitting) 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.

Employability & Careers advice Mrs Devlin is available for careers and work experience advice - call in to the Employability Hub (previously SWIC) at lunchtime Monday to Thursday or ask your tutor to email for an appointment.

The Kings of Wessex Careers Fair is held annually and is a fantastic opportunity for you to meet lots of employers on one day. This year the Careers Fair is on the 20th October 2021 (subject to coronavirus restrictions) and will be attended by a variety of employers keen to share more about job opportunities, apprenticeships and how to apply.

What else you can do Continue to develop your “portfolio” of skills and experience by volunteering in the community, and taking part in extra-curricular activities, in school and in your spare time. 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 – 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 Mrs Devlin for more information.



Year 11 Careers and work-related learning

“Choices” assembly (September 2021) Miss Wright & Mrs Devlin 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 Mrs Devlin.

Careers Cafes. We invite speakers into extended Friday tutor times, from a range of different work sectors, to allow you to network and talk with employers about their jobs. Dates of these sessions and additional “*ad hoc*” careers talks will be advertised.

Careers meetings All Y11 students see a member of the Senior Leadership Team (SLT) in the autumn term to discuss their plans.

Individual careers appointment Students can request a careers appointment with Mrs Devlin, or may be referred from a Y11 Careers meeting by SLT.

Sixth Form Open Evening (Wednesday 13 October 2021) An opportunity to find out more about the sixth form and different subjects.

Sixth Form Taster Day (Tuesday 16th November 2021) 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 (Wednesday 15 June 2022) Your chance to prepare for sixth form and meet your new tutor and tutor group.

GCSE Results Day (Thursday 18 August 2022) Miss Wright 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 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.tomorrowsengineers.org.uk

Apprenticeships www.gov.uk/apprenticeship [s-guide](#)

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 2019-2020). 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”.

Careers Cafes: We invite speakers into extended Friday tutor times, from a range of different work sectors, to allow you to network and talk with employers about their jobs. Dates of these sessions and additional “*ad hoc*” careers talks will be advertised.

Individual careers appointment Students can request a careers appointment with Mrs Devlin.

Work experience You are encouraged to support your studies and career aspirations by organising work experience. All Year 12 will go out on work experience for one week during July 2022, subject to coronavirus restrictions.

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 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 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 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 searchucas.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 2020.

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.

Events & information specific for Year 12

Access to Bristol & Pathways to Health Sciences or Law (autumn & spring terms 2021-22) The Access to Bristol and Pathways to Healthcare or 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/outreach/post-16/ Applications open in September each year. The scheme runs for 8 Wednesday afternoons in either the autumn or spring terms; the Pathways schemes continue into Year 13.

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 (13-17 June 2022 subject to coronavirus restrictions) 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”, “How to choose a degree”, “Student finance”, “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 Trips to local universities (e.g. Cardiff University, Exeter University, UWE) will be organised and advertised.

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 tutor time 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 Year 12 students see a senior member of staff after study leave in Year 12 to discuss their plans for Year 13 and beyond.

Individual careers appointment Students can request a careers appointment with Mrs Devlin, or may be referred from a Year 12 career meeting by SLT.

Careers Fair (20 October 2021 subject to coronavirus restrictions) This is a fantastic opportunity for you to meet lots of employers on one day. The event will be attended by a variety of employers keen to share more about job opportunities, apprenticeships and how to apply.

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 Kings 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. Please see Mrs Devlin to find out more.

Information specific for Year 13

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

Careers Fair (20th October 2021 subject to coronavirus restrictions) This is a fantastic opportunity for you to meet lots of employers on one day. The event will be attended by a variety of employers keen to share more about job opportunities, apprenticeships and how to apply.

UCAS support UCAS applications are covered in tutor time and help is available from Miss Hopwood, Mrs Devlin 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 2022”).

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 Wright.

A Level Results Day (Thursday 11 August 2022) Miss Wright & other staff are available on results day to help if you need advice around Clearing, Adjustment or re-marks or re-sits.