



Careers and Employability Information, Advice and Guidance 2024-25



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Date approved by Governors	Author	Date for Revision
July 2022		
	SD	Sept 2025

How to use this Guide

This booklet is designed to help you plan and prepare for your career whilst you are at Kings Academy and after you leave. This Guide lists the activities, resources, and services available to you, to assist you in the process. You will find many other activities in your studies that have a career component which help you think about your future. These might include presentations or workshops given by employers at Kings, or school trips to organisations, which will help broaden your knowledge of the world.

Each faculty will use resources to promote jobs related to their subject, to give ideas for how you could use that subject in a career.

It is important that you are open to ideas and take advantage of any opportunities, to develop your knowledge of yourself, be aware of your strengths, understand what might suit you, as well as knowing everything that 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

During 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 school to allow you to track your progress.

Employability and Careers Advice

The Employability Co-ordinator is available for careers and work experience advice. The Employability and Learning Hub is situated opposite the library in the maths corridor. You can drop-in at break or lunchtime or ask your tutor to email to arrange an appointment for you. We have a wide selection of careers books, leaflets and information; some of which you can borrow and others are free to take away.

Year 9 Citizenship Conference – Spring Term

Although the focus of this day is health, safety and wellbeing, it is also an excellent opportunity to meet professionals from local services such as fire and rescue and the prison service, who will share with you their experiences of working in the public sector.

Careers Fair

The Careers Fair is held annually and is a fantastic opportunity for you to meet a variety of employers on one day. It is attended by a selection of employers who are keen to share job opportunities, apprenticeships and how you apply.

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.

Extended Tutor Time

In terms 5 & 6 each extended tutor time (Friday) will focus on careers and employability, looking at various job roles and the different types of employability skills.

What else can you do?

You can 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 as you never know where they might lead, who you might meet, or what inspiration it will give you.

Useful Information and Links

Kings Website, Employability at Kings – links to Labour Market Information, with news and opportunities relating to careers in all industries in Somerset.

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

Unifrog this online platform helps students to make informed decisions about their next steps. Students can broaden their horizons to discover the right next steps with our personalised quizzes, psychometric testing, engaging video content about careers and subjects, interactive courses, and webinars. They can compare and rank options with our comprehensive database of pathways including universities, colleges, apprenticeships, and work experience opportunities. This is

new to Kings and will be rolled out to students throughout the school year.

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 the Employability Co-ordinator for more information.



Year 10 Careers and Work-Related Learning

Focus Day 1

Kings Academy will organise a designated day in the Autumn Term to explain the work experience process and log on to Unifrog. You will be given information about work experience and some time to think about what you might want to do and where and how to apply. You will spend time searching for work experience providers and your tutor will help you to apply in writing for your placement. Prior to the work experience week there will be time during Tutor Time to prepare for this week, ensuring you understand how to stay safe and how to complete your work experience diary.

Work Experience Week

All Year 10 students complete a week of work experience at a placement of their choice. A work placement is an opportunity to spend a period of time outside of the classroom, learning about a particular job or area of work. It also helps students understand the application process, from looking for a position, contacting the employer, having an interview to preparing and starting at the workplace where students will have the opportunity to observe and practise work tasks.

Employability Skills Day

The day looks at skills valued by employers. We have a number of local organisations who contribute to this event each year. The day is part of the preparation for work experience and employment more generally.

Employability and Careers Advice

The Employability Co-ordinator is available for careers and work experience advice. The Employability and Learning Hub is situated opposite the library in the maths corridor. You can

drop-in at lunchtime Monday to Thursday or ask your Tutor to email to arrange an appointment for you.

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Careers Fair

The Careers Fair is held annually and is a fantastic opportunity for you to meet numerous employers on one day. The Careers Fair is on the will be attended by a variety of employers keen to share more information about job opportunities, work experience, apprenticeships and how to apply.

What else can you 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.

Useful Information and Links

Kings Website, Employability at Kings – links to Labour Market Information, with news and opportunities relating to careers in all industries in Somerset.

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

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Year 11 Careers and Work-Related Learning Options Assembly

The Head of Sixth Form will discuss the options that are available to students at 16+ and advise how to plan your career. For specific information on vocational routes to employment or alternative post-16 education pathways please talk to the Employability Co-ordinator.

Futures Meetings

All Year 11 students attend a Careers Meeting with a senior member of staff in the Autumn Term.

Careers Cafe

In Year 11 we help you to continue 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.

Individual Careers Appointment

Students can request a careers appointment with the Employability Co-ordinator, or students may be referred following their Futures Meeting.

Sixth Form Open Evening

This is an opportunity to find out more about the Sixth Form and different subjects.

Sixth Form Taster Day

You can 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

This is your chance to prepare for Sixth Form and meet your new Tutor and Tutor Group.

GCSE Results Day

The Head of Sixth Form and other members of staff are available on results day to help if you need advice.

What else can you do?

You can continue to develop your portfolio of skills and experience. You may have a part-time job, perhaps because of your work experience. Although this should not interfere with your GCSE studies, part-time work is a valuable way of developing skills. Employers value those students 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 Year 11 (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 and Links

Kings Website, Employability at Kings – links to Labour Market Information, with news and opportunities relating to careers in all industries in Somerset.

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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

<https://careerpilot.org.uk/>

<https://nationalcareersservice.direct.gov.uk>

www.healthcareers.nhs.uk

www.tomorrowsengineers.org.uk

<https://amazingapprenticeships.com/about-ask/>

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). Input from the school calendar and suggestions for extending career learning are given below.

Sixth Form Assemblies

Topics relevant to your success after Sixth Form will be covered, such as applying for summer schools, applying to university through UCAS and the changing graduate career market.

Individual Careers Appointment

Students can request a careers appointment with the Employability Co-ordinator.

Volunteering

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

Part-time work

While this should not interfere with your 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 and can 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 as there is a lower student drop-out rate after a gap year. During the year there will be input from gap-related-organisations and ex-gap students. Opportunities will be advertised.

What else can you do?

Think how you can make yourself stand out from the crowd as it is a competitive world out there. As well as achieving the best academic results you can, do ensure you develop your personal skills, work experience and contacts. Take up opportunities as you never know where they might lead, who you might meet, or what inspiration they will give you. Do keep a diary of your experiences, contacts, and achievements as you do not want to forget what you have achieved, and you never know when it may be useful.

Useful information and links

UCAS university course search search.ucas.com.

For course ideas university.which.co.uk/

To compare universities use

<https://www.hesa.ac.uk/support/tools-and-downloads/unistats>

<https://www.push.co.uk/>

It is also worth looking at league tables such as The Guardian University League table 2024.

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 <https://notgoingtouni.co.uk/> and <https://www.future-talent.com/> as useful places to start.

Events and Information Specific for Year 12

Access to Bristol and Pathways to Health Sciences or Law Autumn and Spring Terms

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 the first generation in their families to consider university. For further information please visit <https://www.bristol.ac.uk/>

Applications open in September each year. The scheme runs for eight 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 opportunity to take part in a scheme sponsored by Cambridge University to encourage

students to apply to Oxbridge and UK research-intensive universities.

Work Experience

All Year 12 students will arrange 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. These cover, why go to university, how to choose a degree, student finance and alternatives to HE (e.g. apprenticeships, training schemes, foundation degrees).

University Open Days

Trips to local universities (e.g. Cardiff University, Exeter University, UWE) will be advertised.

Personal Statement and Mock Interview Preparation

To begin preparation for writing a UCAS personal statement and for applying for jobs, you will be expected to prepare a CV and to attend a mock interview with a volunteer from the community in the Spring Term, as part of your Period 3 Tutor Time enrichment curriculum.

Career Meetings

All Year 12 students meet with a senior member of staff late in the summer term to discuss their plans for Year 13 and beyond.

Individual Careers Appointment

Students can request a careers appointment with The Employability Co-ordinator or may be referred by a senior member of staff following their Year 12 careers meeting.

Careers Fair

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 several other universities. Opportunities will be promoted as Kings is made aware of them.

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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 the Employability Co-ordinator to find out more.



Information Specific for Year 13

Individual Careers Appointment

Students can request a careers appointment with the Employability Co-ordinator. All students who do not apply to university will be offered a careers appointment in the Spring Term.

Careers Fair

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 the Head of Sixth Form, Employability Co-ordinator, and Tutors to assist with choices, personal statement

etc. In preparation for this, a detailed guide will be distributed at the end of Year 12.

Oxbridge and Mock Interviews

Most universities do not interview applicants; however, for Oxford and Cambridge and highly competitive subjects which usually do require an interview (e.g. Medicine, Dentistry and Veterinary Medicine), students can request a mock interview. Please ask the Head of Sixth Form to arrange.

Sixth Form Results Day

The Head of Sixth Form and other staff are available on results day to help if you need advice around clearing, adjustment or re-marks or re-sits.