



Careers and Employability Information, Advice and Guidance Booklet

The Kings of Wessex Academy

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Introduction

This booklet is designed to help you plan and prepare for your future during your time at Kings Academy and beyond. It outlines the careers, employability and work-related opportunities available to you, together with advice and support to help you make informed decisions. Each faculty will share exciting resources showing how your subject can open doors to different careers, giving you inspiration for how to turn your studies into your future job.

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. Careers inspiration can come at any time, so stay curious, explore different ideas, and take every opportunity to learn more about yourself and the world of work.

Careers and Employability Support

The Employability (and Careers) Co-ordinator is available to provide careers and work experience advice. The Employability Hub, located opposite the library, is open at lunchtimes. Here you will find books, leaflets, and other resources that can be borrowed or taken away. You can also use the Hub's laptops to research careers, search for apprenticeships, or work on job or college applications to support your next steps.

If you would like more personalised guidance, you can ask your tutor to arrange an individual appointment to discuss your options.

Careers Fair & Careers Café

The Careers Fair is held annually and gives you the opportunity to meet a wide range of employers on one day. Careers Café sessions take place at various points in the year, where you can meet professionals from different sectors and ask questions about their careers.

Unifrog

Unifrog is your one-stop platform to help you make confident and informed decisions about your future. Throughout your time at Kings, you can use Unifrog to explore a huge range of opportunities and discover what really inspires you.

You'll find personalised quizzes and psychometric tests to help you understand your strengths, skills, and interests. There are engaging videos about different careers and subjects, interactive courses, and live or recorded webinars that bring the world of work and study to life.

Unifrog also lets you compare and rank different pathways side by side – whether that’s universities, colleges, apprenticeships, or work experience opportunities – so you can see what suits you best. You can save your favourites, track your progress, and build a clear plan for your next steps.

By using Unifrog regularly, you can make the most of your time at Kings and leave feeling confident and ready for whatever comes next.

Online Resources

- **Kings Website** – links to Labour Market Information, career news and local opportunities.
- **Unifrog** – an online platform to explore careers, compare university courses and apprenticeships, and record activities and skills.
- **Career Websites:**
 - <https://careerpilot.org.uk>
 - <https://nationalcareers.service.gov.uk>
 - www.healthcareers.nhs.uk
 - www.tomorrowsengineers.org.uk
 - <https://www.amazingapprenticeships.com>
- **UCAS university course search** www.ucas.com.
- **To compare universities** use:
<https://www.hesa.ac.uk/support/tools-and-downloads/unistats>
<https://www.push.co.uk/>
- **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://academiccoaching.co.uk/> as useful places to start.

Year 9 Focus

In Year 9, you will start building your employability profile and thinking about your future subjects and career options.

- Identify your skills and interests and begin recording your experiences on Unifrog.
- Explore different career routes (T Levels, BTECs, A Level subjects) and what they lead to.
- Meet professionals through events such as the Citizenship Conference (held in the spring term), the Careers Fair, and the Careers Café.
- Learn about key industries in the local area, jobs of the future, and how stereotypes can influence career decisions.

What else can you do?

Build your skills and experience by volunteering, joining clubs, or getting involved in activities at school or in your free time. Be open to new opportunities, you never know who you'll meet, what you'll learn, or where it could take you!

Year 10 Focus

In Year 10, the emphasis moves towards work experience and preparing for life after school.

- Attend a Focus Day to learn about work experience and begin planning your placement. This will help you understand the full application process—from searching for a position and contacting the employer, to preparing for your first day.
- Search and apply for a 5-day work experience placement of your choice. During the placement, you'll have the opportunity to observe and practise real work tasks
- Take part in an Employability Skills Day led by local employers and education providers. This event is designed to prepare you for work experience and future employment. You will discover which skills employers value most and learn how to develop and demonstrate them. You will also have the chance to explore local colleges, universities, and apprenticeship opportunities to help plan your next steps.
- Learn about labour market information (LMI) and how it affects your career choices.
- Reflect on what you learned from your work experience, identifying skills gained and next steps.
- Meet professionals at the annual careers fair.

What else can you do?

Keep building your portfolio of skills and experience by volunteering in the community and taking part in extracurricular activities, both at school and in your free time. Start your search for work experience placements early to make the most of the opportunities available and plan your next steps.

Year 11 Focus

In Year 11, the focus is on planning for your next steps.

- Take part in a Futures Meeting with a senior member of staff.
- Attend the Options Assembly led by the Head of 6th Form where options available at 16+ will be discussed.
- Attend the Sixth Form Open Evening and Taster Day to find out what is on offer when you stay at Kings after Year 11.
- Students can request to meet individually with a Level 6 qualified careers adviser for a guidance appointment.
- Meet professionals at the Careers Fair and the Careers Café.
- Sixth Form Induction Day - 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 and log this on Unifrog. 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. Several 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.

Sixth Form (Years 12 & 13)

In Sixth Form, you are encouraged to prepare for life after school while continuing to develop your skills.

Year 12

- Understand the full range of post-18 options: university, apprenticeships, Higher Technical Qualifications, gap year, employment.
- Research roles within your chosen industries and analyse global labour market trends.
- Arrange and complete 5 days of work experience aligned to your career interests.
- Begin preparing your CV, personal statement, and interview skills by taking part in mock interviews with visiting employers.
- Take part in higher education events and visits to local universities.
- Take part in enrichment activities such as volunteering in the local community.
- Selected Year 12 students can take part in Cambridge HE+, a scheme sponsored by Cambridge University designed to encourage applications to Oxbridge and other UK research-intensive universities.
- In the Spring Term, take part in a series of events to help you plan your next steps after Sixth Form. Topics include why go to university, how to choose the right degree, student finance, and alternatives to higher education such as apprenticeships, training schemes, and foundation degrees.
- Access to Bristol and Pathways to Healthcare or Law give local students a taste of university life and study, especially for those from low-income families or the first in their family to consider university. Find out more at www.bristol.ac.uk

What else can you do?

While part-time work shouldn't interfere with your studies, it's a great way to develop valuable interpersonal skills. Employers value people who already understand how to work effectively. By demonstrating that you can work in a team, deal with challenging customers, meet deadlines, and perform under pressure, you'll be building an impressive set of skills for the future.

To stand out in a competitive world, focus not only on achieving strong academic results but also on developing your personal skills, gaining work experience, and building your network. Attend university open days to explore courses and campuses and take every opportunity—you never know where it might lead, who you'll meet, or what inspiration you'll gain. Keep a record of your experiences, contacts, and achievements so you can showcase your skills and make the most of every opportunity when it counts.

Year 13

- Talk to your tutor, a member of the sixth form team or the Employability Co-Ordinator, by December if you have not yet finalised your destination.
- Complete UCAS, employment, or apprenticeship applications with support as needed.
- Practise advanced interview techniques and learn how to succeed at assessment centres.
- Build confidence and resilience for the transition to your next stage.
- Most universities do not interview applicants. However, for Oxford, Cambridge, and highly competitive courses—such as medicine, dentistry, and Veterinary Medicine—interviews are usually required. Students can request a mock interview to prepare. Please ask the Head of Sixth Form to arrange this.
- Sixth Form Results Day. The Head of Sixth Form and other staff are available on results day to help if you need advice about clearing, adjustment or re-marks or re-sits.

What else can you do?

As you move closer to the end of Year 13, it's important to prepare yourself for life beyond Kings. Whether you're heading to university, an apprenticeship, or straight into employment, the skills you build now will make a difference.

Make sure you are organised with your next steps — confirm your university choices, apprenticeship applications, or job plans early. Take advantage of opportunities to attend interview workshops, careers fairs, and employer talks to refine your confidence and communication skills.

Finally, keep a record of everything you've achieved during your time at Kings — from academic successes and work experience to extracurricular activities and volunteering. This will be invaluable when writing CVs, personal statements, or preparing for interviews. The more evidence you have, the easier it will be to show future employers or universities what you can do.
