



# Ulverston Victoria High School

## POLICIES

# Sixth Form Careers Education Information Advice and Guidance Policy

Author/Owner:	Sub-Committee:	Ratified/Reviewed by Governors:	Chair of Governors Signature:
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## **UVHS Sixth Form Careers Education Information Advice and Guidance Policy**

Careers Education and Guidance programmes make a major contribution in preparing young people to manage the life long process of career planning and progression. They help young people make decisions and manage transitions as learners and workers. It is vital that all sixth form students who attend UVHS have the knowledge and skills they need to make informed choices and achieve economic well-being in later life.

A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the school that all learners have a planned programme of activities to help them choose pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

UVHS Sixth Form measures itself against the government's statutory guidance and the Gatsby Foundation's eight benchmarks to deliver a well-developed and carefully crafted programme of career guidance to all our students, taking into careful consideration the "push and pull" factors identified by Sir John Holman in the Gatsby Foundation's report.

We will:

- ensure that students have access to up-to-date impartial information and guidance;
- ensure that Careers Education Information Advice and Guidance (CEIAG) is a focus within the tutorial programme;
- make available CEIAG support through the services of Personal Tutors; Careers Adviser; Subject Area Staff; FE/HE/Employment with training representatives;
- enable students to make informed choices about education, training and career progression;
- include in the tutorial programme opportunities for careers related decision making;
- include in the tutorial programme guidance relating to training, employment and Further and Higher Education opportunities;
- provide CEIAG enrichment opportunities including work related learning; talks by outside agencies and visits to outside agencies;
- support students in their applications;
- refer students to appropriate agencies in order to meet individual needs;
- make available to students up-to-date information relating to careers opportunities;
- maintain an up-to-date and accessible careers library of resources;
- promote events related to progression;
- provide opportunities for parents to obtain information about student progression where relevant.

### **Personnel involved in the Delivery of CEIAG:**

- Head of Sixth Form has overall responsibility for Post 16 CEIAG.
- Assistant Director of Sixth Form overseeing full implementation of 'Unifrog' careers programme
- Assistant Head of Sixth Form and Sixth Form Learning Mentor directly support students and also offer support for those not going to university.
- Post 16 careers adviser offers careers interviews one morning a week.
- Form Tutors work under the guidance of the Head of Sixth Form/Assistant Director of Sixth Form to directly support their tutees through the UCAS process and/or job/apprenticeship applications.

- University Transition & Aspiration Leader- working with students aiming for Russell Group or equivalent Universities, including Oxbridge preparation and guidance.
- Work Related Learning Leader.

## **Delivery**

CEIAG is delivered through tutorial lessons, form tutor time and sixth form assemblies by access to specialist personnel and through external agencies such as HE Conventions along with visiting speakers.

Students and/or parents can request a formal interview with Head of Sixth Form, Assistant Director of Sixth Form, Assistant Head of Sixth Form and Sixth Form Learning Mentor via email or through their form tutor on designated days and periods throughout the school year.

In most cases the form tutor is the first point of call and if not able to assist provides the appropriate route for the student to follow.

## **Year 12**

- Students will work with the Unifrog careers programme in specified form periods and tutorial periods with guidance and support from their form teacher.
- Disadvantaged students' needs are assessed as a priority upon starting Sixth Form with early appointments with our careers adviser encouraged and progress in understanding careers guidance monitored.
- Students are taught how to produce a CV and covering letter.
- All students investigate potential careers and higher education courses in Year 12.
- Outside HE speakers deliver presentations on topics such as the gap year, how to choose a university and/or a course and student life.
- Employers deliver presentations on job/apprenticeship opportunities.
- Successful student engagement with 'Dream Placement' initiative.
- Students are introduced to relevant websites such as UCAS, Unistats, Complete University Guide, [notgoingtouni.co.uk](http://notgoingtouni.co.uk) and other relevant sites (advertised via Microsoft Teams and in the sixth form planner).
- All students are expected to attend the Higher Education Convention.
- Students are encouraged to attend relevant Taster Courses at HE institutions during the year and we help them with appropriate work experience where useful or essential.
- Open Day visits mainly occur at the end of Year 12 and in the first term of Year 13.
- All students are expected to attend the Lancaster University Visit day.
- Students return to school after Year 12 in June and are introduced to the UCAS Apply system.
- Guidance sessions for potential Oxbridge applicants are run outside lesson time.
- Students have a one-to-one meeting with their form tutor in September to discuss their future aspirations and to check their UCAS personal statement. Referrals are made by the form tutor to the appropriate CEIAG member if deemed necessary. This meeting supplements the ongoing discussions that tutors have with their students during registration time.

## **Year 13**

- HE Applicants are supported in the development of their UCAS application. Most of the first term is given over to this. Form tutors are involved in putting together UCAS references which are then all checked, refined and completed by the Head of Sixth Form.

- Oxbridge/Medicine/Veterinary Medicine Interviews: Mock Medicine interviews carried out by Professor Renwick (Former head of Medicine admissions at University of Southampton) and Lynne Sharpe (Local former Vet and experienced UCAS application advisor).
- Mock Oxbridge interviews are conducted by experienced staff members and other professionals in the relevant field of study.
- Other mock job interview opportunities are offered by BAE.

Series of presentations and tutorials/assemblies on:

- personal statement writing;
- interview techniques;
- student finance England;
- budgeting for HE;
- Extra, Clearing and Adjustment;
- Higher Apprenticeship Opportunities.

Post-January - support is given when required to deciding which HE institution should be Conditional Firm and Conditional Insurance, and assisting with Finance Applications where necessary.

Students continue to attend open days at HE institutions in order to clarify their choices.