



# Upper Wharfedale School

## Careers Education

Guide for Parents & Carers



Excellence for all





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Dear Parent/Guardian,

We want to help every student to develop high aspirations, consider a broad and ambitious range of careers, expand their horizons, embrace what the future has for them, and make a positive contribution to the world in which they will serve.

This booklet details the Careers Education, Information, Advice and Guidance (CEIAG) programme that your child will experience during their time at school and also offers links to websites which you may find useful to support your child.

The programme consists of dedicated CEIAG lessons and Deep Learning Days as well as activities such as a careers fair, GCSE options evening, post-16 transition day, visiting speakers and mock interviews.

Although dedicated CEIAG lessons are delivered through PSHE, normal lessons across the whole school curriculum will regularly link the learning to their context within the wider world of work.

I hope you find this guide helpful.

Yours faithfully,

*H Mukherjee*

Mrs H Mukherjee

CEIAG Lead

Miss N Khan

PSHCE Lead



## Year 7

### Transition

Our main priority in Year 7 is to help students with the transition from primary school to secondary school. Support is given by the whole staff team on a daily basis. We also give students many opportunities to grow in their teamwork skills, leadership skills, social skills and to develop their confidence through trips and visits.

### KS3 SMSC – Hero Award

As part of the PHSCE & RE curriculum delivered in school, Year 7 pupils take part in the KS3 SMSC – Hero Award. The Award is a unique active citizenship programme which empowers young people to make a difference in their local community and helps students to develop key leadership skills. We believe the skills that students learn while taking part in this award are vital skills for the world of work.



**We also teach students to identify their own strengths and weaknesses which is a vital skill for all students to learn. We look at the skills they already have, how to develop these and how to learn new skills.**



## Year 8

During year 8 students will look at the skills and qualities needed for different types of jobs and will start to develop their own CV as well as the legal position of working under the age of 14. They will develop their profile on the Start website.



Students will have the opportunity to take part in F1 In schools which is launched in school by Oscar Denford of Denford Ltd and through the Race to the Line project run by The Army during year 7.



All students will take part in a 'Smashed' workshop run by Collingwood learning during either year 8 or year 9.



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## Year 9

In Year 9 we look at a variety of careers related topics. We begin to take a more in depth look at what careers interest students and what they may need to do to enter into their field of interest.

### Labour Market Information

Students take a look at the labour market in our local area and how this might affect their career choices. Students also research jobs related to the topics that they are interested in.

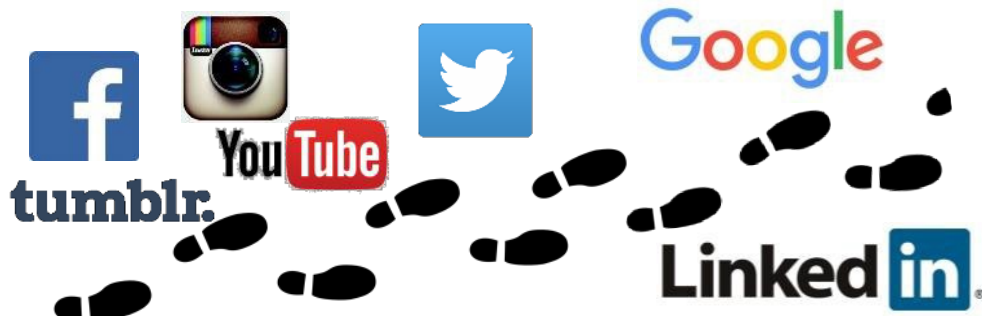
During year 9 students will meet employers through several geography based activities

Work will be undertaken with

- The Rivers Trust
- The National Trust
- Flood engineer – Paul Swift

### Online Reputation

Students are taught about the importance of maintaining a good online reputation. They explore what their digital tattoo is through social media and how this could influence their online reputation with future potential employers.



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## Year 10

### Y10 Careers week 2019

During alternative timetable week, Y10 take part in a variety of careers-related activities. The plan is as follows:

#### Monday

All students to work with English department to write CVs and letters of application. These will be collected and sent to the interviewers due on Friday

#### Tuesday

Providers of post 16 will be giving presentations and Q&A sessions

#### Wednesday

Visit either Craven College for the day or South Craven School sixth form

#### Thursday

Finance day:

A day looking at wages/salaries, tax, pay, loans and mortgages

Savings

#### Friday

All students will have a mock interview by external providers.

All students will have presentations on what work is really like from a wide range of professions

With Q&A sessions after all presentations





## Year 10/11

During year 10 & 11 students will meet employers through several curriculum based activities

Work will be undertaken in geography with

- The Rivers Trust
- The National Trust
- Flood engineer – Paul Swift

In business visit from Afsheen Khan (Hallmark Cards)

## National Citizenship Service

We also offer our Year 11 students to take part in National Citizenship Service after their GCSE exams. It's a chance for students to learn new skills, make new friends, grow in confidence and improve their CV.



## Independent Career Advice and Guidance

During year 10 and 11 all students will have 2 meetings with our independent careers advisor who will also be in attendance at parents evenings.



# Extra-Curricular Activities

We believe that when it comes to writing application forms, any evidence of extra-curricular activities is very important. Commitment to a club, extra-curricular lessons or a voluntary project sets students apart as motivated, dedicated students who are willing to work in their own time





# Jobs, jobs, jobs!

## Peer Mentors

**Required Age:** Year 10

**Job Description:** Peer Mentors help the new Year 7 pupils settle into school life by being available to them during form time and helping them on new intake days.

## Reading Buddies

**Required Age:** Year 9-11

**Job Description:** Reading buddies spend time reading with younger students who struggle with it and need some encouragement from an older student.

## Head Student, Student Leadership Team

**Required Age:** Year 10 / 11

### Job Description:

The Head Student and the SLT represent the school at a number of events and lead the School Council.

## Librarians

**Required Age:** All Years

**Job Description:** Librarians maintain order in the School Library during break times and lunchtime. They run the Library, keeping it tidy, organising book fairs and raising the profile of reading throughout the school.

## Tour Guides

**Required Age:** All years

**Job Description:** Guide visitors around the school during special events such as Parent's Evening, Open Evening, Year 6 Primary Visits and Options Evening.





## Department for Student Support

The Department for Student Support plays a vital role within our Careers Education programme. The department work with students who may need additional help. They support in the following ways:

- Supporting students on off-timetable Deep Learning days by making sure they know where they are going or what group they are in.
- Supporting them in careers education lessons.
- Helping them to choose GCSE options that they would be suited to.
- Providing an enhanced post-16 transition experience.

The enhanced post-16 transition provided by the Student Support Department ensures that all students who need additional help are supported through the transition by:

- Helping the student work out what sort of career they would be suited to and keeping a transition file to help track their progress
- Helping them find out about learning providers, traineeships or apprenticeships through visits and open days.

Helping them to complete application forms and letters





## Engaging Parents

We believe that you, as parents, play a vital role in Careers Education, Information, Advice and Guidance. Your support and encouragement guides students through their time at school and helps them in their learning of new skills. Your commitment to helping your child to choose their GCSE



options, helping them through their GCSEs and later, filling in application forms for colleges, universities and job interviews allows students to aim high.

As a school, we strive to enable you, as parents, to engage in what students are doing at school. Our aim is to communicate what students are doing and how you can help them.

### Year 9 Options Evening



Year 9 choose which GCSE options they would like to do and we feel it is important to inform parents of the different options available so that you can help your child decide what pathway they would most benefit from and enjoy. We also talk about ways in which to support your child during their GCSEs.

### Year 10 Parents Evening

This is an opportunity to meet Post 16 providers as well as talk to your child's teachers about progress and next steps.





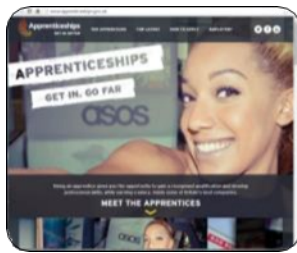
## Useful Websites



### National Careers Service

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

The National Careers Service website provides careers advice and information on a wide range of jobs, training course resources and funding.



### Apprenticeships [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

Search for, apply for and learn about the different types of apprenticeships all in one place.



### UCAS [www.ucas.com](http://www.ucas.com)

The University & College Admission Service website allows you to research all the different Higher Education degree courses available.

Everything you need to know about HE finance is here as well.



### Plotr [www.plotr.co.uk](http://www.plotr.co.uk)

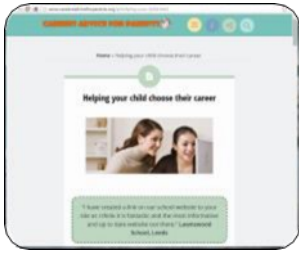
Careers advice that's useful, inspiring and tailored to YOU. Play the free careers advice Game, explore detailed career profile hubs - then take next steps.



### Prospects [www.prospects.ac.uk](http://www.prospects.ac.uk)

Prospects for graduate jobs, postgraduate study, advice about work experience, internship opportunities and graduate careers.

## Useful Websites



### Careers Advice for Parents

[www.careersadviceforparents.org](http://www.careersadviceforparents.org)

A completely independent one stop shop for parents who want to understand the competing choices that are available to school and college leavers.



### iCould [www.icould.com](http://www.icould.com)

Lots of different careers videos, information and help regarding exam revision and student finance. Take the 'BuzzTest' and find out what makes you tick.



### Careers Box [www.careersbox.co.uk](http://www.careersbox.co.uk)

Lots of videos covering different careers, apprenticeships and university.



### University of Kent Careers Service

[www.kent.ac.uk/careers](http://www.kent.ac.uk/careers)

Lots of very useful careers resources including help writing CVs, personal statements and covering letters.