

# Careers information and guidance

## Entitlement Statement for Students and Parents/Carers

Information and Guidance on future options and career pathways forms part of the Core Curriculum and Provision for all students at Hillcrest School and Sixth Form Centre. A summary of some of the key features within key stage is provided below.

**All students will take part in a careers programme through the PSD and tutorial programme in years 7-13 that helps them to:**

- Understand their education, training, employment and other progression opportunities;
- Develop the skills they need to plan and manage their own personal development and career progression;
- Access relevant information and learning from taster activities and experience of work;
- Provide feedback and ideas on how to improve the careers programme in school; and
- Have access to, and support with using careers information that is both timely and easily accessible, including information from other providers and the internet, which is up to date and unbiased.

**All students will obtain careers guidance that is:**

- Impartial
- Confidential
- Focused on their individual needs and is fit for purpose
- Supportive of equal opportunities
- Provided by people with relevant training and experience.

In addition, all students will have the opportunity to talk to and hear directly from providers of post-16 and post-18 options, including technical educational qualifications and apprenticeships.

Students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities, as part of the careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options evenings, assemblies and taster events; and
- To understand how to make applications for the full range of academic and technical courses.

**All Parents and Carers can expect to:**

- Be able to make an appointment with a member of staff or a specialist advisor to discuss their child's progress and future prospects or arrange a careers interview for their child by contacting **Gurjit Matto (gmatto@hillcrest.bham.sch.uk)**
- Have access to form tutors, subject teachers, learning partners and specialist advisors at Options evenings in Year 8, Sixth Form Open Evening and parent's evenings
- Receive CEIAG information via the school messenger and handouts at parent's evenings.

We believe that the range of opportunities to learn more about potential careers paths is one of the strong features of Hillcrest School and Sixth Form Centre and is an area of real growth at present. This growth has been particularly driven by;

- A continuing review of our Personal, Social, Development (PSD) curriculum, led by **Mrs. Abbotts**. PSD days are run once every half term and Careers and Guidance will be the focus for at least one of these days for each year group.
- Continued input from our independent Careers Advisor, **G Matto**, who provides careers interviews and advice sessions for students every Thursday
- The development of a partnership between the school and BPS Birmingham, bringing many local employers and businesses into a formal working relationship with our students.
- An increasing focus on Apprenticeships, driven by student interest and local demand, as we try to guide all students to continue in some form of education or training to at least age 18.

For any general queries related to the school's Information and Guidance programme, please contact **J Abbotts (jabbotts@hillcrest.bham.sch.uk)** For specific enquiries related to career options please contact the school's careers adviser **G Matto (gmatto@hillcrest.bham.sch.uk)**

## Careers Information and Guidance in Years 7-13

Our provision at Hillcrest School is guided by the standards outlined in the **Gatsby Benchmarks**.

- Benchmark 1 – A stable careers programme
- Benchmark 2 – Learning from career and labour market information
- Benchmark 3 – Addressing the needs of each student
- Benchmark 4 – Linking curriculum learning to careers
- Benchmark 5 – Encounters with employers and employees
- Benchmark 6 – Experience of workplaces
- Benchmark 7 – Encounters with further and higher education
- Benchmark 8 – Personal guidance

Students from Years 7-13 have access to CEIAG as outlined below:

### Years 7- 8

- All students will take part in a Careers and Guidance themed PSD day during the year
- Students will receive a careers themed assembly every half term which will include a variety of speakers from different career areas
- Year 7 and 8 students take part in a STEM roadshow
- Year 7 students visit the IAG Centre in school during a form period in the autumn term
- Year 8 students attend the Big Bang fair at the NEC
- Year 8 students have the opportunity to explore the KUDOS website in order to discover the best career options for them.
- Year 8 students meet with a range of providers and employers at our annual Careers Fair
- A select number of students in Year 8 have the opportunity to work with the Brilliant club in which they will work with a PhD tutor from a leading university and produce a dissertation.
- Students and their parents are invited to discuss GCSE option choices during Year 8 Options Evening and individual options meetings with a member of the Senior Leadership Team

### Year 9

- All students will take part in a Careers and Guidance themed PSD day during the year
- Students will receive a careers themed assembly every half term which will include a variety of speakers from different career areas
- Year 9 students have the opportunity to revisit the KUDOS website in order to review their initial career ideas in year 8 and update their skills checklist
- Year 9 students meet with a range of providers and employers at our annual Careers Fair

- A select number of students in Year 9 have the opportunity to work with the Brilliant club in which they will work with a PhD tutor from a leading university and produce a dissertation.

### **Years 10 and 11**

- All students in Year 10 and 11 will take part in a Careers and Guidance themed PSD day during the year.
- Students will receive a careers themed assembly every half term which will include a variety of speakers from different career areas and post-16 providers to focus on post-16 pathways, university and apprenticeships.
- Year 10 students will engage in a variety of trips such as The Skills Show and National Apprenticeship Show in order to better understand the various career pathways and post-16 options available to them once they leave school after completing their GCSEs.
- A select number of students in Year 10 will have the opportunity to work with the Brilliant club in which they will work with a PhD tutor from a leading university and produce a dissertation.
- All students in Year 10 will take part in a one-week work experience placement.
- Students in Year 10 and 11 will have the opportunity to participate in our annual Careers Fair in which they will be able to talk one to one with employees from local business, as well as training providers and universities.
- Year 10 students have the opportunity to revisit the KUDOS website in order to review their initial career ideas in year 8/9 and update their skills checklist.
- An employee from a local business will deliver a one-to-one mock interview to pupils in Year 11 to prepare them for the job application process.
- Year 10 students take part in a 'Sixth Form Taster Day' in which they are able to explore their post-16 choices.
- All students in Year 10 will have an Individual IAG meeting with our Careers Advisor.
- All students in Year 11 will have at least one individual IAG meeting with our Careers Advisor.

### **Years 12 and 13**

All students have a weekly Enrichment lesson, in which Careers and Guidance is one of the major themes. In addition, students have the following opportunities available:

- Year 12 students will attend the annual UCAS fair in which they will be able to explore the various university and apprenticeship courses available to them after Sixth Form
- Students will receive a range of talks from university speakers throughout the year in which they will gain a greater understanding of their post-18 options
- In Year 12 students will take part in Higher Education Week where they will use the UCAS website in order to begin their applications for university courses, explore apprenticeship options and learn about their future finances.
- In Years 12 and 13 students will have the opportunity to attend the Apprenticeship Show.
- Students in Year 13 will receive individual support for non-UCAS applications with visits arranged to work-based training providers.
- A select number of students in Year 12 will have the opportunity to work with the Brilliant club in which they will work with a PhD tutor from a leading university and produce a dissertation.
- Students will have the opportunity to engage in a wide variety of subject specific trips such as midwifery and nursing
- All students in Year 12 will take part in a two-week work experience placement
- All students in Years 12 and 13 will have a minimum of two individual IAG meetings with our Careers Advisor

In addition, students in Years 10, 11, 12 and 13 will receive notifications of open days at 14-19 institutions, sixth form, FE colleges and universities. In addition, our Careers Advisor will also share information about open days and courses by other providers in interviews with students.