

# Woodhouse College

## Programme of Careers Education & Guidance

### 1. Before Year 12

Activity	Outcomes
College taster days for partner schools and up to ten other 11-16 schools	Enables informed choice for sixth form destination; helps students start to think about A level subject choices in relation to personal strengths and career intentions.
Assemblies and other visits to partner schools on a variety of themes (including career-related, eg medicine, law); mentoring of Y10/11 students by Woodhouse sixth-formers.	Aims to help students start thinking and taking action early if interested in competitive career fields. Mentoring raises aspirations.
Open Day / Talks & information stalls at some school Year 11 progression events	Enables informed choice for sixth form destination; helps students start to think about A level subject choices in relation to personal strengths and career intentions.
Advice and guidance on GCSE results day, including stalls from other colleges	Help students choose A level subjects wisely; support students to progress to the right sixth-form or college for them.

### 2. Year 12

Activity	Outcomes
Induction 1-1 interviews with tutor	Possible course change; initiate research on progression; informs extra-curricular choices; helps students settle into college and productive work patterns.
Induction to and use of Unifrog	Student uses Unifrog as tool for career and progression research/application and to log activity and skills development.
Careers interviews and drop-ins (on demand)	Interview with trained careers advisor helps students start to make choices about future progression and to plan accordingly.
Career Ready programme – mentors, trips, talks, internships	Gold-plated introduction to world of business: frequent exposure to employers, workplaces, mentors and work.
Ad hoc careers events, talks, trips, etc	Opportunities to attend particular trips to universities, special interest trips and visiting speakers (including many ex-students), skills-development workshops, to meet university lecturers and students, employers and employees and learn from them.

Oxbridge Academy programme, including talks and visits	Exposure to Oxford and Cambridge staff and students; visits to and visiting speakers from both; support for applications, entry tests and interviews.
Medicine Academy programme, including talks and visits	Information about medical, vet and dentistry careers; relevant trips and visiting speakers; support for work experience and volunteering placements; support for applications, entry tests and interviews.
Other Woodhouse Plus academies in STEM (Chem/Bio) STEM (Engineering), Art/Architecture, Journalism, Law etc)	Weekly extra-curricular activities built to support students' engagement with and exposure to the industries and relevant skills.
HE Afternoon with university speakers	Speakers (staff and students) from a wide range of universities inform students about university courses, their content and what they might lead to.
Progression Month including intro and support for UCAS and other progression options (eg apprenticeships)	Information about UCAS, support for completing the online form, tutorials and assemblies about how to make choices of course and university, how to write personal statement. Support also for non-university options.
HE Evening for parents	Information so that parents know about UCAS system and can support students
Support for entrance tests	Information, materials and short courses to enable students to practise for entrance tests
Work experience	Engagement with the world of work for at least a week in a field relevant to the students' career intentions.
Logging of activities and competencies	The student builds a picture of their skills and competencies, allowing them to see and target gaps and to prepare for future applications.
Employer fairs and 'my career story' events	Opportunities for students to hear from practitioners about careers and areas of work
Gap year fairs	Inspiration, information and contacts for gap year activities
Subject-based career lessons	Teachers talk through how their subject is useful for other careers, what kinds of career it might lead to, enabling students to learn more about relevant progression possibilities and how to marshal their course experience effectively in applications.
Careers Library	Huge repository of information and links for students online in Woodle and physically in the library.

### 3. Year 13

<b>Activity</b>	<b>Outcomes</b>
Continued support for UCAS by tutors and careers/other staff	1-1 support by tutors/teachers helps students with UCAS applications (including personal statements) and responses.
Mock interviews and support for entrance tests	Multiple mock interviews and interview skills workshops for Oxbridge, medicine and other students; These boost confidence and interview performance.
Careers interviews and drop-ins (on demand)	Interview with trained careers advisor helps students make choices about future progression and to take action accordingly.
Ad hoc careers events, talks, trips, etc	Opportunities to hear from ex-students and other visiting speakers about university courses, particular careers and skills-oriented talks help clarify student plans and raise aspirations.
Support after A level results with university (eg clearing) and job applications	Support from trained careers advisors with clearing, adjustment and other post-results decisions.

### 4. After Year 13

<b>Activity</b>	<b>Outcomes</b>
Membership of alumni organisation	Alerts students to opportunities and promotes networking. Allows students a channel through which to 'give back'.
Support for gap year UCAS applications	Students are able to apply to university through the college, and gain support, advice and guidance through the process.
Careers interviews	Interview with trained careers advisor and senior college staff by appointment
References	References for applications (course and employments) for 5 years after students leave college
Ongoing access to Unifrog for ex-students and parents/carers	Access to the research and other tools of unifrog for both university and employment-based applications.

**Last updated: June 2018**

## **Appendix Gatsby Map**

**(This refers to the Gatsby benchmarks for good career guidance)**

### **1. A stable careers programme**

The College has a stable, structured careers programme and entitlement, as referenced in this document, which is published on the College's website.

### **2. Learning from career and labour market information**

The College has invested in Unifrog, which gives every student and parent access to high quality information on future study and other progress options. All students have the benefit of a form tutor, trained in Unifrog, and a careers coordinator for further information and guidance.

Further development: the College aims to access and share information on the London labour market with staff, parents and students.

### **3. Addressing the needs of each pupil**

Students are able to access a range of careers advice and guidance services throughout their time at the College. Interactions with the careers coordinator are recorded. Unifrog allows students to create shortlists and tasklists that are recorded and emailed to tutors. Tutors have a series of 1-1 interviews with students and discuss progression options and aspirations. Careers interest groups and vocationally oriented academies support the development of relevant skills and raise aspirations. An alumni organisation tracks students' progression routes and enables the College to tap into the experience and expertise of alumni to help the next generation.

### **4. Linking curriculum learning to careers**

All courses ensure there is some content delivered by staff to motivate interest in subject-related careers. Unifrog facilitates careers research geared to the A level subjects studied by the student.

### **5. Encounters with employers and employees**

Students log their experience of part-time work and other employer-engagement on Unifrog. They are encouraged to tease out and record relevant skills they have learned and

developed in the workplace. Students have access to visits and visiting speakers through Career Ready, the other career academies, and the College's programme of visiting speakers.

#### **6. Experiences of workplaces**

All 6L students are encouraged to undertake a work experience and/or volunteering placement. From 2018-19, this will be in addition to any part-time work.

#### **7. Encounters with further and higher education**

Students have a range of interactions, including higher education afternoon and a large number and range of other visiting speakers (including staff and students) and trips.

#### **8. Personal guidance**

All students have the opportunity for a 1-1 with a trained careers adviser.