

# Careers provision up to year 11

---

## Y7 & Y8

- Assemblies for students to start thinking about careers and what they need to start thinking about in order to achieve what they want.
- Available to provide guidance for both parents and students at Y8 options evening.
- Careers booklet for Y8
- Step into the NHS competition for Y8
- VTG support for options process
- Working with the Careers and enterprise company with a view to employer encounters

## Y9

- Y9 careers carousel lessons:
  - Buzz Quiz – to help students learn about their strengths
  - Entry requirements for Sixth form, College, and the difference between Apprenticeships and Traineeships
  - CV writing
  - Start – Looking at different types of jobs and what employment qualities and skills are required.
- Information about events being run by different providers displayed either on the school website, TV screens around school, or on notice boards which are constantly updated.
- Step into the NHS competition
- Working with the Careers and enterprise company with a view to employer encounters

## Careers provision up to year 11

---

### Y10

- Y10 careers carousel lessons:
  - Entry requirements for Sixth form, College, and the difference between Apprenticeships and Traineeships.
  - Start – Looking at different types of jobs and what employment qualities and skills are required.
  - Start – Learning about lesser known jobs that students may not have heard of or thought about as a career.
  - National Careers Service website looking at jobs and entry requirements needed.
  - Personal statement writing in readiness for UCAS progress in year 11
  
- Careers interviews with Ruth Mellors (Careers Advisor) from Sheffield Futures
  
- Offsite provision / arranging the placements / visiting students at their placements / attend meetings about the off-site students
  
- Assemblies on colleges / apprenticeships / sixth form – Entry requirements/What’s available
  
- Trips for students to visit college / apprenticeship events
  
- Trip to Oxford University
  
- Attend parents evenings providing guidance and hand-outs for parents and students
  
- Made in Sheffield (Computing) fifteen students
  
- Y10 Careers day – end of year
  - Interview Skills
  - CV Writing sessions
  - SHUNiversity Challenge run by Sheffield Hallam University
  - Your Employability sessions run by Sheffield Hallam University
  
- Information about events being run by different providers displayed either on the school website, TV screens around school, or on notice boards which are constantly updated.
  
- Working with the Careers and enterprise company with a view to employer encounters

## Careers provision up to year 11

---

### Y11

- Assembly on UCAS progress for the whole year group.
- Working with Y11's in each house 1 day a week during tutorial to help complete their UCAS progress application as well as being available every period 1 on a Tues, Wed, Thurs
- UCAS progress with Y11's / completing applications / following up applications / ensuring the students have applied for appropriate courses and have sensible back-ups in place.
- Sixth forms and college open days displayed around school in order for students to know when they can visit other places to look around
- Careers interviews with Ruth Mellors (Careers Advisor) from Sheffield Futures
- Offsite provision / arranging the placements / visiting students at their placements / attend meetings about the off-site students
- Assemblies on colleges / apprenticeships / sixth form
- Trips for students to visit college / apprenticeship events
- Emails from employers / Sheffield Futures and apprenticeship providers shared with students
- Attend parents evenings providing guidance and hand-outs for parents and students
- Help with writing CV's, covering letters, personal statements
- Write student references for apprenticeships or college
- Made in Sheffield (Computing) nine students
- Go through different websites with students to assist them in making the best choice:
  - National Careers Service website
  - National Apprenticeship website
  - Sheffield College website
  - Sheffield Futures website
  - UCAS Progress website
- Information about events being run by different providers displayed either on the school website, TV screens around school, or on notice boards which are constantly updated.
- Attend CEIAG meetings to keep up with the latest information to ensure our students obtain the best careers guidance possible
- Working with the Careers and enterprise company with a view to employer encounters
- Students looking for apprenticeships have additional support from Rachel Crowder of Skills Made Easy to check CV, mock interview sessions
- Students can come into school Tues, Wed, and Thurs period 1 as well as tutorial time to work with Mr Richardson 1-1