

**WADHAM SCHOOL**

**CAREERS (CEIAG) PROGRAMME**

**FOR**

**YEAR 11 STUDENTS**

**2020 - 2021**

**Information for Parents & Students**

## **YEAR 11**

### **CAREERS (CEIAG) INFORMATION FOR PARENTS**

This booklet has information about how we are supporting students this year to help them prepare for the next stage of their lives / learning. Students will receive advice and guidance throughout the year so that they are able to make informed decisions about their futures. Each young person will make important decisions about their futures – they must be fully aware from the outset of all the options available to them post 16 and make the best decision for them.

We realise the importance of equipping our students with the employability skills needed for adult life and give students the opportunity to acquire these skills, not only in their school subjects but also on Alternative Timetable Days, PSHE, Tutor time and during extra curricular activities that take place throughout the year.

#### **OVERVIEW OF YEAR 10 WORK**

In Year 10 students were introduced to opportunities available post 16 and the skills and qualities favoured by employers. Different post 16 providers gave presentations about their institutions and the courses they offer during assemblies and Alternative Timetable Days. All students were involved in the preparation of work experience even though this unfortunately was not able to go ahead. Students attended the South Somerset Careers Fair and the Wadham School Careers Fair. Beth Church, our Careers adviser, also started seeing students for their 1:1 careers interviews during the lockdown period. *These interviews will continue in Year11.*

#### **CAREERS PROGRAMME**

A planned programme of Careers Education and Guidance in Year 11 is delivered by tutors and specialist staff in PSHE, tutorial time and on Alternative Timetable Days.

The main topics covered are:

- Options 16+
- Introduction to 6<sup>th</sup> Form and colleges
- Apprenticeships
- The role of Inspired to Achieve (i2a) (the careers service now giving advice and guidance to students)
- Self review
- The local labour market
- Employer expectations
- Job seeking skills- application by telephone/letter, completing application forms, writing CVs, Interview technique, entrance tests
- Enterprise skills (employability skills)
- Transition skills
- Action planning
- Practice interviews (TBC)

#### **CAREERS ACTION PLAN**

We want to make sure the students have all the necessary information they need to make the most of themselves. You will find a calendar of Careers Events 2020-2021 later in this booklet and an action plan which students can complete throughout the year. This is a working document which should be regularly updated.

❖ *The calendar provides information about college and sixth form open evenings.*

## CAREERS FAIR – 10<sup>th</sup> November 2020

This fantastic event is back for 2020 but even more exciting is that this years event is going to be a virtual experience. There will be amazing exhibitors including the Armed Forces, Universities, Colleges, Training Providers and Employers and the opportunity to speak to the experts direct. For more information and to register, visit - <http://www.somersetcareersfair.co.uk/>



### PRACTICE INTERVIEWS

We have been organising these for many years and students find them excellent preparation for their future interviews. This year we are working with members of the Ilminster Rotary Club to find an alternative way to prepare students for interviews. Part of the process is for students to complete their own CVs. CV's MUST be completed by the end of November.

### WADHAM CAREERS FAIR

Wadham School has been selected to be the lead school in Somerset for the Careers Hub. A benefit of being part of the Careers Hub is that the school gets the support of a local Enterprise Adviser. Last year, we put on a very successful Careers Fair at Wadham School. We are looking to run another one in June 2021.

**Please contact Beth Church at the school if you have any queries about your son's/daughter's future.**

## IMPARTIAL CAREERS ADVICE AND GUIDANCE



Students at Wadham School and sixth form have access to valuable careers information, advice and guidance - provided by the organisation Inspired to Achieve (i2a).

Beth Church is the Careers and Skills Adviser and she enables students in years 9, 10, 11, 12 and 13 to make a successful transition to the next stage of learning and education.

### How your Adviser can help:

Beth provides independent and impartial careers guidance by providing face-to-face interviews and group works to enable students to consider all options and draw up a plan to achieve careers aspirations.

Beth works in Wadham – Week A Wednesday and Thursdays, Week B Thursdays.

- All students have the opportunity to meet with Beth. By year 11, most of you will have met with her already, and will have the opportunity to have a follow up appointment if necessary. This will be arranged via your tutor.
- You can message Beth through teams or the school email system. Alternatively, please ask your tutor if you would like an appointment to see her.

### About Inspired to Achieve (i2a):

i2a are a subsidiary of Yarlington Housing and providers of impartial, independent careers information, advice and guidance. We work with young people to help them to make successful transitions into employment, education and training. We can provide you with information on all the options available to you and support you to find and access your chosen path.

Our advisers work with students in school to identify their individual needs and to steer them towards successful progression.

If you wish to learn more about us or please visit our website at: [www.inspired2achieve.net](http://www.inspired2achieve.net)

Your i2a Careers and Skills Adviser Beth Church can be contacted via these details:

## Beth Church

Careers and Skills Adviser

Inspired to Achieve, C/O Yarlington Housing Group, Lupin Way, Yeovil, Somerset BA22 8WN

t: 01935 404075/ 07833288909 e: [beth.church@abri.co.uk](mailto:beth.church@abri.co.uk) w: [www.inspired2achieve.net](http://www.inspired2achieve.net)

### Social Media

Please 'like' Inspired to Achieve Facebook page to get up to date, local and relevant Careers Information. There are regular posts on apprenticeship vacancies, careers events, local College, Sixth form and University Open Events and much more - <https://business.facebook.com/i2aguidance/> or Twitter @i2aguidance

Wadham School actively promotes successful working relationships with local employers, training providers and apprenticeship providers. If you are an employer or a provider of training or apprenticeships, and would like the opportunity to come in and talk to pupils about the courses and jobs you offer then please contact Beth Church on [bchurch@wadhamschool.co.uk](mailto:bchurch@wadhamschool.co.uk).



# Year 11 Careers Information Sheet

## Your Future - Helping you Plan

### Raising the Participation Age (RPA)

Young people who left year 11 in the summer of 2014 or later must continue in learning (education or training) until their 18<sup>th</sup> Birthday. Staying in learning doesn't mean you have to stay in school; there are a number of options you can choose. Most pupils will progress into:

- Full-time education e.g. at a college or sixth form
- or
- An apprenticeship or traineeship

### Full-time Education

Further education courses can be studied at a **college** or a **sixth form**. There are a wide range of courses available, these can be studied at different levels and each course will have a specific entry requirement. Typical qualifications offered at colleges and sixth forms include;

- A levels (academic subjects) - only available at Level 3 e.g. English, Biology, Law, Psychology
- Vocational Courses (Diploma, BTEC) - available at Levels 1, 2 and 3 e.g. Engineering, Hairdressing, Accounting
- Technical (T Levels), New technical based qualification being introduced between 2020 and 2022 in England. Studied at level 3 they are equivalent to 3 A levels. The 2-year courses have been developed in collaboration with employers and businesses so that the content meets the needs of industry and prepares students for work. T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours.

### Apprenticeships

An apprenticeship is where you are learning through hands on experience of a job and gaining a nationally recognised qualification (NVQ). You can apply for an apprenticeship while you're still at school. To start one, you'll need to have finished year 11. They consist of working towards a range of qualifications within an apprenticeship framework. They can take between one and four years to complete, depending on the level studied. As an apprentice you will:

- work alongside experienced staff
- gain job-specific skills
- earn a wage
- study towards a related qualification (usually one day a week).

If you feel you're not ready for an apprenticeship, a traineeship can help to prepare you for one.

### Foundation Learning/Entry level programmes/Traineeships

There are a variety of courses available for young people not yet ready for one of the options above or for those with additional needs. These courses are individually tailored to learning needs, and aim to improve skills so that goals can be achieved and progression to one of the above options, or employment can take place. These programmes are offered at further education establishments as well as some training providers.

## USEFUL CAREERS INFORMATION

The Inspired to Achieve (i2a) website has lots of useful information and is a good starting point to help you make decisions about your next steps. Go to [www.inspired2achieve.net](http://www.inspired2achieve.net)

### 1) CAREERS RESEARCH:

[www.direct.gov.uk/NationalCareersService](http://www.direct.gov.uk/NationalCareersService) Information on job areas and specific careers using the Careers Tools and the Job Profiles on the National Careers Service website.

[www.careerpilot.org.uk](http://www.careerpilot.org.uk) has information on routes to different qualifications and job sectors and career tools to help you decide.

[www.startprofile.com](http://www.startprofile.com) is a free, online careers platform designed to connect 11-18 year olds with their future career potential.

[www.studyupsomerset.org.uk](http://www.studyupsomerset.org.uk) Find out about the wide range of degrees, foundation degrees, degree apprenticeships, higher education and professional qualifications on offer in Somerset.

[www.careersbox.co.uk](http://www.careersbox.co.uk) View film and video clips relating to many career areas

[www.prospects.ac.uk](http://www.prospects.ac.uk) - Match your skills and personality to 400+ job profiles. Take the quiz. Find and apply for a job.

[www.somerset-ebp.co.uk](http://www.somerset-ebp.co.uk) - The **Somerset EBP** is a free service, aiming to improve connections between employers and education providers throughout the county. Business-education collaboration enhances careers education and inspires learners.

### 2) APPRENTICESHIPS:

If you are interested in doing an Apprenticeship, the websites below advertise apprenticeship vacancies:

<https://www.skillupsomerset.org.uk/> - Apprenticeship and Skills Advisory service. This website has been developed to support Somerset residents with the traineeship and apprenticeship route.

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship) - Find and apply for apprenticeships in England.

[www.careermap.co.uk](http://www.careermap.co.uk) - Just enter your postcode to find school leaver apprenticeship jobs in your area.

[www.qa.com](http://www.qa.com) - QA offers apprenticeships in IT, software, digital marketing, project management and technical sales.

[www.allaboutschoollleavers.co.uk](http://www.allaboutschoollleavers.co.uk) – You'll find everything from current apprenticeships and school leaver opportunities to the latest school leaver job news.

[www.getmyfirstjob.co.uk/Apprenticeships/AboutApprenticeships.aspx](http://www.getmyfirstjob.co.uk/Apprenticeships/AboutApprenticeships.aspx) - Ready to get out into the world, start working and earning a living? Discover the future that's waiting for you, build valuable skills and get on the path to success.

[www.amazingapprenticeships.com](http://www.amazingapprenticeships.com) – A central hub for all the latest apprenticeship information.

[www.apprenticeshipguide.co.uk](http://www.apprenticeshipguide.co.uk) – This contains brief summaries of every apprenticeship offered in England, plus general careers advice, real life case studies, employer advertising and a directory of training providers.

<http://www.dstpn.co.uk/> - Dorset and Somerset Training Provider Network Ltd (DSTPN) Information and opportunities for apprentices in Dorset and Somerset

### 3) UNIVERSITY/ DEGREE APPRENTICESHIPS:

[www.ucas.com](http://www.ucas.com) If you are considering **university** or completing a **degree course**, then research and explore entry requirements before applying to College/Sixth Form.

[www.ukcoursefinder.com](http://www.ukcoursefinder.com) can be used to find out more about degree level courses.

<https://www.informedchoices.ac.uk/> The Russell Group's *Informed Choices* provides students with information about their post-16 and degree level subject choices

<https://www.ucas.com/alternatives-to-university> - Degree Level Apprenticeships

<https://www.notgoingtouni.co.uk> UK's leading website dedicated to helping school & college leavers make informed decisions by showing the opportunities that exist outside of the traditional university route.

[www.somerset-ebp.co.uk](http://www.somerset-ebp.co.uk) Explore Somerset opportunities for your next step in education, training or employment

#### 4) EMPLOYMENT

[www.gov.uk/jobsearch](http://www.gov.uk/jobsearch) - **Universal Job match** (Jobcentre Plus) Job and training vacancies.

<https://www.indeed.co.uk/> - free service to job seekers, where you can upload a CV, create job alert emails, search for jobs, save them and apply to them directly.

<https://rec.uk.com/> - **The Recruitment and Employment Federation** - Search for recruitment agencies.

<https://yell.com> - By using the **Yell.com** website you can generate a list of employers who you could approach to find out if they are recruiting apprentices.

<http://Do-it.org>- database of UK volunteering opportunities.

[www.vinspired.com](http://www.vinspired.com) – volunteering opportunities for young people.

#### 5) ADDITIONAL SUPPORT, EMOTIONAL HEALTH AND WELLBEING:

**Young Somerset** - [www.youngsomerset.org.uk](http://www.youngsomerset.org.uk) **Young Somerset's** Wellbeing Service offers mental health and emotional support to young people aged between 6-18 years throughout the county.

**Young Minds** - [www.youngminds.org.uk](http://www.youngminds.org.uk)

Tel: 0800 018 2138

Website provides information and advice for parents, children and young people, and professionals.

**Childline** - [www.ChildLine.org.uk](http://www.ChildLine.org.uk)

Tel: 0800 1111

Free and confidential helpline for children & young adults in the UK.

**The Samaritans** – [www.samaritans.org](http://www.samaritans.org)

Helpline: 08457 909090

Available 24 hours a day to listen to people in distress and to provide emotional support.

**PAPYRUS** - [www.papyrus-uk.org](http://www.papyrus-uk.org)

(Parents Association for the Prevention of Young Suicide)

Helpline: 0870 170 4000

**Parentline Plus** - [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

Tel: 0808 800 2222 (24 hours)

Provides a wide range of information, support and advice to parents, including email support through the website.

## Calendar of Careers Events 2020 – 2021

This calendar has been produced so that you know what is happening and when.  
You need to plan what you need to do each month so that you can make informed decisions.

Month	What is on
SEPTEMBER	<ul style="list-style-type: none"> <li>• New College and sixth form prospectuses will be available. Please let your tutor or Beth know if you would like, and it will be delivered to your tutor room</li> <li>• Plan which college/sixth form open evenings you wish to attend</li> </ul>
OCTOBER	<ul style="list-style-type: none"> <li>• More prospectuses available (also all online)</li> <li>• Start attending College/Sixth form open evenings (most are virtual):               <ul style="list-style-type: none"> <li>- Yeovil College – 6<sup>th</sup> October – extended to run until 4<sup>th</sup> November</li> <li>- The SPACE – 8<sup>th</sup> October</li> <li>- Kingston Maurward – 13<sup>th</sup> and 14<sup>th</sup> October</li> <li>- Bridgwater and Taunton College (Bridgwater) – 13<sup>th</sup> October</li> <li>- Bridgwater and Taunton College (Taunton) – 13<sup>th</sup> October</li> <li>- Exeter College – 14<sup>th</sup> October</li> <li>- Wadham Sixth Form – 19<sup>th</sup> October</li> <li>- Strode College – 22<sup>nd</sup> October</li> </ul> </li> </ul> <p>You can start making applications to colleges/sixth forms either online or paper. We would suggest you do this after you have completed all your visits and compared the places you are considering.</p>
NOVEMBER	<ul style="list-style-type: none"> <li>• Continue attending College/Sixth form open evenings:               <ul style="list-style-type: none"> <li>- Kingston Maurward – TBC</li> <li>- Richard Huish – 7<sup>th</sup> and 9<sup>th</sup> November</li> <li>- Yeovil College – Virtual open month continues until 4<sup>th</sup> November</li> <li>- Exeter Mathematics School – 18<sup>th</sup> November</li> <li>- Bridgwater and Taunton College (all sites)– 18<sup>th</sup> November</li> <li>- Exeter College – 18<sup>th</sup> November</li> <li>- Strode College – 19<sup>th</sup> November</li> </ul> </li> <li>• <b>CAREERS FAIR – 10<sup>th</sup> November, VIRTUAL EVENT</b></li> <li>• <b>Completion of CV's – End of November</b></li> </ul> <p>You can start making applications to colleges/sixth forms either online or paper based.</p> <p>Those who applied early will begin to get their college/sixth form interview dates this month</p>
DECEMBER	<ul style="list-style-type: none"> <li>• Continue attending open events:               <ul style="list-style-type: none"> <li>- Kingston Maurward – TBC</li> <li>- Exeter Mathematics School – 14<sup>th</sup> December</li> </ul> </li> </ul> <p><b>YOU SHOULD AIM TO HAVE ALL COLLEGE/SIXTH FORM APPLICATIONS COMPLETED</b></p>

	<p><b>AND SENT OFF BY THE END OF DECEMBER</b></p> <p>Some college/sixth form interviews will take place this month if you applied nice and early!</p> <p><b>Apprenticeships</b> – start contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website</p>
JANUARY	<ul style="list-style-type: none"> <li>• More open events: <ul style="list-style-type: none"> <li>- Bridgwater and Taunton College (Bridgwater) – 20<sup>th</sup> January</li> <li>- Bridgwater and Taunton College (Taunton) – 19<sup>th</sup> January</li> <li>- Exeter College – 19<sup>th</sup> January</li> <li>- Kingston Maurward – TBC</li> <li>- Yeovil College – 19<sup>th</sup> January</li> <li>- Bridgwater and Taunton College (Cannington) – 23<sup>rd</sup> January</li> </ul> </li> </ul> <p>Many College/sixth form interviews will take place this month</p> <p><b>Apprenticeships</b> – start contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website</p>
FEBRUARY	<ul style="list-style-type: none"> <li>• More Open events: <ul style="list-style-type: none"> <li>- Yeovil College Apprenticeship Fair – 23<sup>rd</sup> February</li> </ul> </li> <li>• Apprenticeship Day in School (TBC)</li> </ul> <p>College/sixth form interviews will continue</p> <p><b>Apprenticeships</b> – continue contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website</p>
MARCH	<ul style="list-style-type: none"> <li>• More Open events: <ul style="list-style-type: none"> <li>- Dates to be confirmed closer to the time</li> </ul> </li> </ul> <p>College/sixth form interviews will continue</p> <p><b>Apprenticeships</b> – continue contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website</p>
APRIL	<p><b>Apprenticeships</b> – continue contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website</p>
MAY	<p><b>Apprenticeships</b> –continue contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website</p>
JUNE	<ul style="list-style-type: none"> <li>• Last of the Open events this month: <ul style="list-style-type: none"> <li>Dates to be confirmed. Please check college websites for details</li> </ul> </li> </ul> <p><b>Apprenticeships</b> – continue contacting local employers with your CV and letter. Search for vacancies on the Apprenticeship website.</p>

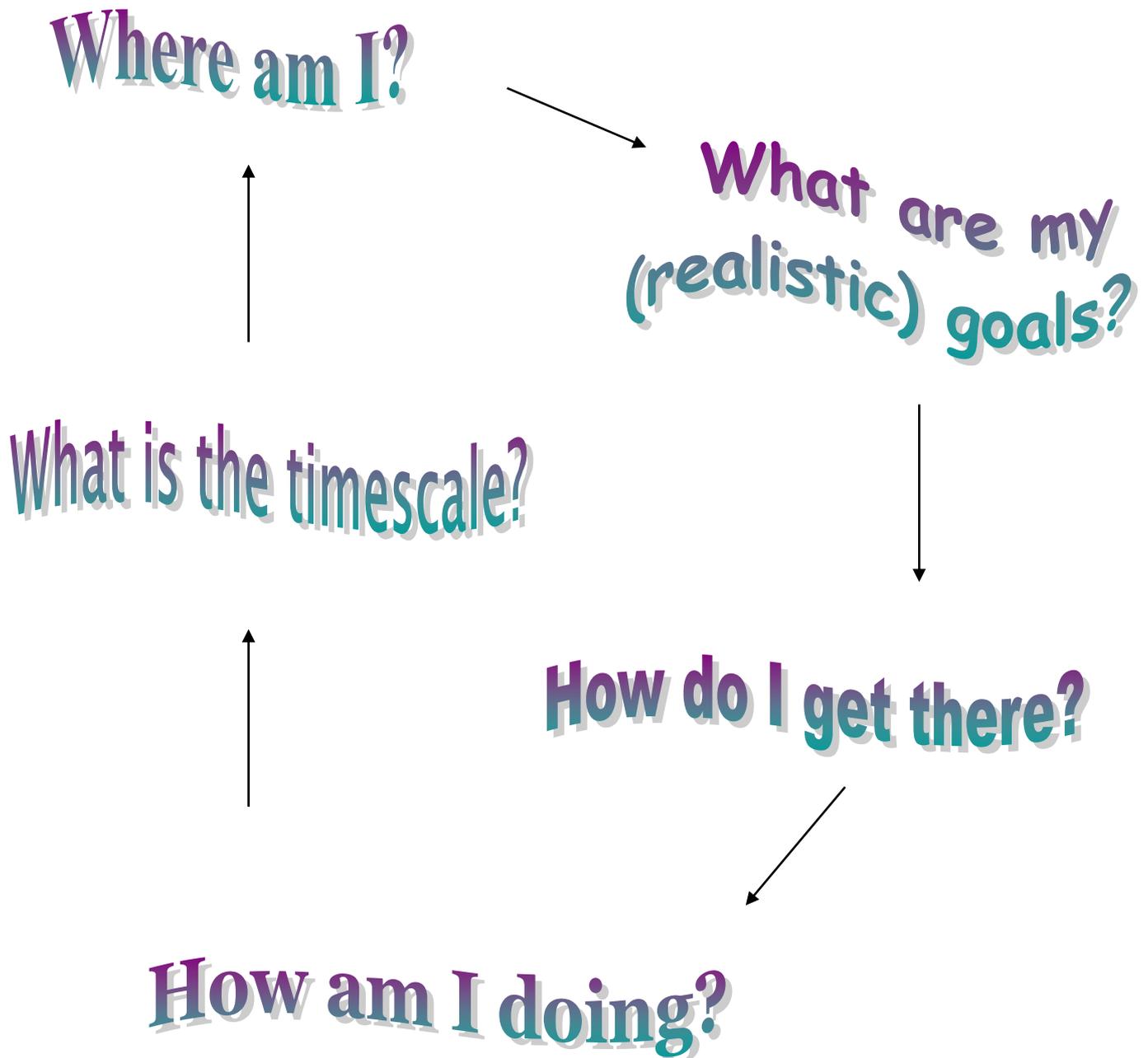
	<ul style="list-style-type: none"> <li>• Wadham Careers Fair TBC</li> </ul>
JULY	Colleges and Sixth forms may invite you into an orientation/new starter day where you will get to meet others who may be in your classes.
AUGUST	<p>GCSE results day – 27<sup>th</sup> August 2020</p> <p>Enrolment interviews will take place in colleges and sixth form following results day.</p> <p>If you have secured an apprenticeship, you may start working this month.</p> <p>August is the deadline for applying for the County Bus Ticket.</p>
SEPTEMBER	College and sixth form courses start

**This is just a current outline of the main events. Please be aware that occasionally Colleges and Sixth forms may change their dates. Please check the College and Sixth form websites before visiting, and many require pre-registering.**

**Listening to notices from your tutors and in assemblies is vital.**

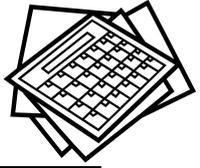
# CAREERS ACTION PLANNING

Action planning helps you to take control of your present course and future plans



## CALENDAR FOR THE YEAR

Keep this calendar up-to-date. You need to record important dates, deadlines and actions YOU must take. Update your calendar if dates change or new events are planned.



September

October

November

December

January

February

March

April

May

