



Guidance:	<i>Careers and Educational Guidance</i>
Applies to:	<i>Warwick Senior School Pupils</i>
Authors:	<i>Head of Careers</i>
Approved by:	<i>J S Barker, Head Master</i>
Reviewed:	<i>11th June 2015, 4th July 2016, 7th July 2017, 25th May 2018, 1st July 2020, 6th September 2022, Sept 2023</i>
Signed:	<i>N-Tapper Gray, Head of Careers</i>

CAREERS EDUCATION AND GUIDANCE PROGRAMME

Aims

To Develop a Careers programme that prepares every pupil for the future needs of the world of work Objectives:

The Careers and Education Guidance (CEG) Programme at Warwick School aims to encourage a pupil to begin to develop skills which will enable him to assess, investigate, analyse and understand his abilities, potential and interests.

The CEG Programme at Warwick School aims to develop the individual pupil's personal skills to allow him to undergo a continual reassessment of his own needs throughout his career.

The CEG Policy at Warwick School aims to give objective and impartial advice and equal opportunity within the delivery of all aspects of the CEG programme.

Year 7:

1. Introductory talk to Year 7 pupils regarding careers.
2. Introduction to I COULD QUIZ to discover their strengths, explore subject choices and jobs that could suit them

Year 8:

3. The completion of a self-assessment profile and on line resources in Year 8 allows the individual pupil to focus on his interests both in and out of school and to assess his own skills. This process is an essential part of stimulating the development of personal skills which allow a pupil to undergo a continual reassessment of his own needs throughout his career. Focusing on self-awareness, confidence, own interests, aptitudes and strengths and values when relating to possible career paths is important early on.
4. The pupils also take part in a Careers Activity Game to learn about different careers from a guest panel.

Year 9:

1. The continuation of the written recording process and interview system in the CEG Programme for Year 9 pupils is essential with regard to GCSE option choices. Year 9 pupils develop further the skills required for personal assessment. The pupils' awareness of the importance of self-assessment becomes more prominent in the GCSE option choices process.
2. Year 9 pupils and their parents attend an Option Choices evening and receive a booklet which outlines the

subject specific courses and schedule for the GCSE option choices.

3. During lunch times, pupils can visit the Careers Department for advice and guidance including one to one interviews with the Head of Careers. Pupils are encouraged to use their own initiative and take responsibility for their career planning by utilising the resources available and approaching members of staff for guidance.
4. Discussions with subject and form teachers in January continue prior to making GCSE option choices.
5. During PSHEE pupils use the Fast tomato careers software programme to stimulate thought and investigation about future careers.
6. Information on taster courses offered by The Smallpeice Trust and other organisations is distributed.

Year 10:

1. The Careers programme continues in Year 10 at Warwick School through PHSEE where students are encouraged to use the software careers programme, Plotr.
2. Year 10 participate in an Enterprise Day in the summer term. The aim of the day is to focus on key employability skills needed within the workplace such as team and leadership skills, creativity, commercial awareness, and time-management and presentation skills. It also encourages Entrepreneurship.
3. During lunchtimes students can visit the Careers Department for advice and guidance and for one to one interviews with the Head of Careers.
4. The Year 10 Parents' Evening takes place in the Michaelmas term providing the opportunity for parents to discuss with subject staff, form tutors and the Head of Careers, the suitability of subject choices particularly with reference to Higher Education.

Year 11:

1. At Warwick School at the beginning of Year 11, pupils take part in The Cambridge Occupational Analysts (COA) Preview and Profile Questionnaires which measures different abilities, key aspects of personality and the dexterity of the candidate. The aptitudes displayed by the individual are analysed and the report provides the student with a measurement of his powers of reasoning in solving abstract problems, of verbal and numerical ability, of perceptual ability in deciphering diagrams and pictures, of spatial ability and mechanical ability. Interests are also taken into consideration and personality is measured with reference to mental agility, aptitude for forming new ideas and confidence in expressing the ideas. A follow-up interview is arranged with a specialist interviewer from COA and the report which is given to each individual student gives ideas on what further career research should be undertaken by the individual.
2. A presentation by the Head of Careers to parents at 6th Form Open Evening sets out the aims of the CEG Policy in this Year Group and explains in detail what is expected of the Work Experience programme which all pupils undertake at the end of the summer term.
3. The Year 11 Parents Evening in the Lent term provides the opportunity for parents to discuss with subject staff, form tutors and Head of Careers, suitability of subjects and options being considered by Year 11 pupils.
4. Discussions with subject and form teachers in the Michaelmas term and the distribution of The Sixth Form Course Booklet detailing A Level option choices serve to enhance further the students' personal skills to become their own career managers.

5. All Year 11 pupils take part in the School's mandatory Work Experience (WE) programme, which takes place after the GCSE public examinations in the penultimate week of the summer term. The Head of Careers, who is also the school WE Co-ordinator, gives a presentation to Year 11 pupils early in the Michaelmas term and explains the process and the skills and knowledge that the pupils should seek to develop. Pupils are expected to research their own WE placement gaining experience and practice in constructing a CV, writing a letter of application and attending an interview. Advice and guidance are given in the School's WE booklet and log book. The Careers department also helps pupils find placements.
6. Year 11 pupils receive Life Skills lessons focusing on CV writing, presentation, employability, university applications, money management and interview skills. This is good preparation for both Work Experience and life in the Sixth form.
7. Year 11 pupils are also encouraged to participate in the NCS Summer programme which focuses on learning a new skill, volunteering in the community and building valuable employability skills including team work and resilience.
8. Year 11 pupils are encouraged to attend the varied programme of "Business Lunches" which take place on a Monday and Tuesday each week. These focus on different professions, courses at and preparation for University and the world of work.

Lower and Upper Sixth (Years 12-13):

9. The CEG Programme at Warwick School for Sixth Form students aims to provide stimuli to increase a student's awareness of the opportunities available to him and to encourage him to be motivated and to use his initiative to assess the appropriateness and validity of the advice given by both careers and subject staff. This should enable the student to look beyond any restrictions that the environment may place upon him and be aware that the stimuli within school are merely part of a lifelong learning experience which he will need to adapt to suit different and changing environments throughout his career. Resources include the Careers Library, Careers software, Careers staff and form tutors and a series of presentations and workshops on the UCAS process and researching HE options. Pupils are also invited to take the COA Centigrade test which helps identify suitable University courses.
10. The aim of the Warwick School CEG Programme is to give relevant guidance to pupils in the Sixth Form, whilst helping them make an informed choice as to university and course options. Students are encouraged to take into account the increasing flexibility of degree, sandwich and modular courses which facilitate the experience within the workplace and/or study of two or more subjects at university, some of which can be taken from scratch at university. The choice of university is also largely dependent upon these criteria and it is important for the careers advisor to provoke the student's thoughts using these criteria as a base. General ability and special aptitudes determine the calibre of university; students are encouraged to adopt realistic aspirations- predicted grades issued at the end of Lower Sixth and module results should serve as an indicator and further discussion with careers advisors is then initiated. Interests, personality and physical characteristics are also taken into consideration with regard to the type of institution which would best suit a particular student.
11. Attainments and experience enhance the student's personal statement for the UCAS form; with the increasing number of students applying for university places, work experience and extra-curricular activities add vital impact to the student's application. The maintenance of links with employers and a wide ranging work experience programme afford the students the opportunity to link their learning experiences within school with learning experiences in the community, industry and commerce and the work place.

12. The CEG Programme at Warwick School aims to draw the individual student's attention to the fact that the modern day career structure demands diversity of skills and abilities and aptitudes. The diversity and flexibility of content and subject choice A Level and for university degree courses encourage the development of a multiplicity of skills which in turn enhance the employability of the graduate in a society where career changes and short-term contracts are ever common.
13. The Lower Sixth have sessions specifically devoted to applying for universities. In the Lent term. There is an evening session for pupils and parents where they receive a presentation on the UCAS application process. After public examinations at the end of the summer term, all the Lower Sixth attend a "UCAS Day". This includes what to think about when applying for University including course, university, location and also advice and guidance on writing the personal statement. This is followed by a specific 1 minute interview with the Form Tutor where university aspirations are discussed in light of Lower Sixth work.
14. The CEG Programme at Warwick School aims to develop and nurture within the ethos of the school and supporting institutions of the community, an awareness amongst staff, careers advisors, pupils and students that careers guidance needs to be flexible and diverse to suit the changing needs of the individual when necessary.
15. The CEG Programme at Warwick School aims to develop and nurture within the individual student an incentive to fulfil his aspirations of a career which will bring job satisfaction and motivation for work; achievement, recognition, the work itself, responsibility and advancement are facts of the working school ethos across the curriculum and of extra-curricular activities; the CEG Programme at Warwick School aims to heighten the individual student's awareness of the relevance of the cited determinants not only to his sense of wellbeing at the present moment, but to use them as stimuli on which to build an action plan through which he becomes his own career manager on the route to the fulfilment of his aspirations.
16. Warwick School holds a biannual Higher Education and Careers Fair which incorporates representatives from Job Sectors, Universities, Gap Year Providers, taster courses and Careers Advisors. The aim of the Careers Fair is to provide students with the opportunity to consult with employers and professionals to complement their careers research. This is open to all pupils from Year 10 to Upper Sixth. Parents are also invited. In alternate years Warwick School hosts a "Spotlight on Employability" Conference with guest speakers from Universities and top 100 Graduate Recruiters.
17. The School has no specific policy on pupils taking a Gap Year but we do advise students that they should seek to develop skills and knowledge during their year out, should they take one. The value added can make them a more attractive prospect to universities and prospective employers.
18. Sixth Form students benefit from individual interviews with The Head of Careers to discuss aspects of career choice and university application, including the personal statement. Advice is also given on Apprenticeships and studying abroad. All university prospectuses are regularly updated and kept in the Sixth Form Centre.
19. All Sixth Form students have the opportunity and are encouraged to attend university open days, careers taster courses and workshops run by reputable companies. Such opportunities provide each student with the opportunity to speak to representative from universities, and to learn more about courses, specific careers and occupations. Pupils are not to take a scatter-gun approach but are expected to have researched their options and take no more than three days off for such purposes during their time in the Sixth Form.
20. The Oxbridge Application Programme is incorporated into Lower Sixth Academic Enrichment lessons and the Sixth Form CEG Programme. The Oxbridge Application Programme also provides for students to visit the universities and relevant departments, attend individual interviews with the Oxbridge Co-ordinator, currently the Head of Sixth Form, and attend presentations on how to complete the relevant application forms.

21. Each Lower Sixth student has the opportunity to sign up for courses on specialist areas of training and to take part in further WE placements during school holidays for which Warwick School has a wide variety of links with business and professional bodies within the local community. Further WE is vital if the student is intending to apply for the more competitive courses and professions, e.g. medicine. This can greatly enhance a personal statement and UCAS application.
 22. To complement the CEG programme, representatives from the Army, Navy and RAF and professionals from specialist areas are invited to visit school to talk to students about the wide range of opportunities in the Armed Forces.
 23. “Business Lunches” are held every week in the Michaelmas and Lent terms. This is an informal opportunity for pupils to meet a guest speaker over a buffet lunch and ask questions. Topics range from subjects to study at university to advice about careers in different job sectors.
 24. Additional speakers are brought in throughout the year to give advice, amongst other things, on some of the life-skills which are now key for successful applications, for example Career Planning, Interviewing and CV skills, How to Make the most of open Days, How to Cope at University and Employability Skills.
 25. There is also an “U6 Speed Interviewing Evening” which takes place in October during the Michaelmas term whereby pupils receive three mock interviews and are matched up to professionals with similar interests. They are also introduced to business networking.
24. The Sixth Form and Year 11 pupils are also invited to attend careers specific networking dinners with guest speakers, e.g. Engineering, Law and Finance and Entrepreneurship.