

High Tunstall College of Science

**Students Guide to Careers Education,
Information, Advice and Guidance**



Dear Parent/Carer

Over the time that your son/daughter is at High Tunstall College of Science they, with your support will be making a number of decisions relating to their future. We know how important and life changing these decisions can be, and this drives us to ensure that everyone receives the best possible careers education. During their time at High Tunstall College of Science, students are involved in activities and opportunities to develop their skills, understanding and knowledge of the world of work/careers. This enables them to make informed choices for their future in line with their strengths and areas of interest. During their time at High Tunstall College of Science, they will build up a record of their experience and achievements that can be used to communicate worldliness gained whilst at the College.

As a college, we have a statutory duty to provide access, for young people in years 8-11, to impartial, independent, advice, information and guidance on careers. We are very pleased to inform you that we work in close partnership with all local colleges and post 16 providers. We have our own dedicated independent careers information, advice and guidance (CEIAG) member of staff Mrs P Thompson who is available on a daily basis to assist your son/daughter with any aspect of careers advice they require and to guide them along their individual career path. Mrs Thompson is fully qualified (level 6 – the standard set by the Careers Development Institute for entry on the register of careers professionals).

Through the Careers Education Information Advice and Guidance programme, your son/daughter will be provided with lots of opportunities to explore career options available to them in the future. In addition to Careers Guidance, your son/daughter will be invited to participate in a wide range of events with colleges and training providers, and also local employers, organisations and universities.

This booklet aims to outline the opportunities your son/daughter could experience throughout their journey through, High Tunstall College of Science however, our advice and guidance is constantly evolving to reflect the changing world of work. We aim to enable our young people to embrace opportunities for their future and to prepare them to take their place in the workforce as value and productive members of the community.

Yours faithfully

Mr M Tilling
Head Teacher

KEY STAGE 3

Throughout the Year 7, Year 8 and Year 9

- Once a week there is a dedicated form time to developing ideas, information, skills and research into careers. They will develop new skills to help them to become work ready. They will work closely with B.I.C (business in the community). The ESH group, Job Centre Plus, local colleges and Industry. Research into chosen career paths, in school and at home, using Uexplore Start, an online careers tool that link strengths to careers. Use of the schools careers library to explore chosen career paths.

In addition to the opportunities mentioned above, there will be some activities which are aimed at specific year groups. These are outlined below.

Year 7

- The chance to listen to aspirational guest speakers
- Opportunities to explore dreams, hopes and aspirations, linking skills and knowledge to future choices and decisions
- Opportunity to join STEM club
- Business links to all Year 7 form groups to develop understanding of skills and knowledge of the world of work

Year 8

- Awareness raising of qualifications and future career paths through Careers Information sessions and subject specific lessons
- An introduction to and information about the local labour market through these sessions
- The chance to discuss stereotypical career choices and the financial impact these may have in the future
- An opportunity to participate in sessions run by local colleges and training providers, showing how subject choices at school link with further education choices later in life (raising Aspirations)
- Exploring awareness of personal skills and qualities and the link to those required in specific careers
- Confidence building activities in the skills required for making decisions
- Opportunity to join STEM club.
- Engaging with STEM providers including visits to local areas in STEM activities such as Lab.Live.

Year 9

- Exploring option choices working with business links through BIC
- Career speed dating event with business partners and BIC
- Participation in sessions run by local colleges, training providers and local universities, showing how subject choices at school link with further education choices later in life
- Gifted and Talented students to work with local colleges and Durham University such as Future Graduates Award Scheme
- Parents and students are invited to attend our annual Evening Careers event where employees and Post 16 providers in the Tees Valley area are available to answer questions on what skills and qualifications they are looking for from young people
- Options event/careers fare where local colleges and Post 16 providers are represented
- Visits and workshops with local STEM businesses to encourage students to explore Post 16 options
- All students have a dedicated member of SLT to monitor them on option choices
- Registering with Uexplore START programme, an on line tool to match personal skills with career choices using educational theories

KEY STAGE 4

Throughout Year 10 and Year 11

- Attending at least one career fayre
- Uexplore Start online tool to help students to decide on career paths based on careers guidance theories. An opportunity to attend with Parents, local careers fare held in the local shopping centre
- The opportunity to research, in school and at home, chosen career paths using the National Careers Service website
- Exploring chosen career paths using the Careers Library in school
- The opportunity for discussions of future plans during a one to one interview with Mrs Thompson and members of staff
- In addition to the opportunities mentioned above, there will be some activities which are aimed at specific year groups. These are outlined below

Year 10

- Fortnightly dedicated CIAEG lessons
- Inspirational speakers from varied local industries to speak to students about their personal career journey
- Exploration of local college provisions throughout attendance at open evenings and industry 'taster days'
- Guidance on the preparation of personal statements, CVs and letters of application in preparation for college/apprenticeship applications
- Further exploration of the local labour market and stereotypical career decisions
- Top achieving students to work with local sixth forms and Durham University
- An introduction to Higher Education through visits to local Universities
- "Raising Aspiration" giving in house talks
- A chance to attend a 'mock' interview

- An opportunity to talk to local post 16 providers at parent evening
- Visits to four local colleges for a taster day to see what college life is like and to get a feel for each of the colleges
- Parents and students are invited to attend our annual evening careers event where employees and Post 16 providers in the Tees Valley area are available to answer questions on what skills and qualifications they are looking for from young people

Year 11

- An opportunity to participate in a one to one interview with Mrs Thompson
- An opportunity to attend a career fayre
- Parents and students are invited to attend our annual evening careers event where employees and Post 16 providers in the Tees Valley area are available to answer questions on what skills and qualifications they are looking for from young people. Companies can advise on how to apply for positions
- Information on apprenticeships and support with applications
- Building further knowledge of qualifications post year 11
- Information about Labour Market Intelligence
- On – going encouragement and support for all applications for colleges, employment or training providers
- Assembly sessions from most Post 16 providers including the Armed Forces and University representatives regarding what options and choices students can make
- An opportunity to discuss future plans on GCSE results day for those students who require it
- Transition Events – an opportunity for students who may need more bespoke transitional period.