

Tollbar Sixth Form Careers Plan 2019-2020

Tollbar MAT Sixth Form College provides every student with a comprehensive and stable careers programme, supporting all aspects of their decision making and ensuring they are well informed about potential careers. We carefully plan our provision using the Gatsby Benchmarks of excellence which are:

- 1. A stable careers programme**
- 2. Learning from career and labour market information**
- 3. Addressing the needs of each student**
- 4. Linking curriculum learning to careers**
- 5. Encounters with employers and employees**
- 6. Experiences of workplaces**
- 7. Encounters with further and higher education**
- 8. Personal Guidance**

Careers Programme Overview

Careers education is integral to all aspects of Sixth Form life, but the table below provides a broad overview of the areas that students focus on in each year.

<u>Year 12</u>	<u>Year 13</u>
Post-A Level pathways	Next Steps: University, Apprenticeships and Gap Years
Introduction to Higher Education	UCAS Application Process
Enrichment and Work Experience	Producing a CV and Job Applications
Careers Focus	Interview Success
Preparation for University – Personal Statements	Life Skills and Planning for the Future

Curriculum: Tutorial and Assembly Programme

Our assembly and tutorial programmes are organised into themes which correspond with relevant times in the students' sixth form lives. We aim to raise aspirations through welcoming guest speakers from industry, higher education, the community and successful alumni, exposing students to a wide variety of future options. These sessions are delivered through assemblies, and through smaller, bespoke sessions targeting students with specific career aspirations.

Students attend a weekly tutorial session, through which many aspects of our careers programme are delivered. For example, students in Year 13 receive comprehensive guidance with writing personal statements and applying through UCAS during the Summer and Autumn term.

START Careers Programme

Our students have access to the START careers programme, which gives every student online access to extensive careers support. Students can build a profile of skills and career priorities which is linked to their potential careers, employment trends and the labour market. In addition, START allows the student to keep a log of all enrichment and work experience undertaken which is then easily transferred to personal statements when applying for university or employment. Students will have allocated tutor time to work on their START profile.

Careers in the Curriculum

Careers education is embedded throughout the curriculum, including at individual subject level. A-level subject teachers make links to related careers on a regular basis, and seek to develop within students the skills they will need to be successful within higher education and within the workplace. Whilst careers education is an integral part of curriculum planning, during themed curriculum careers weeks, subject teachers will focus explicitly on careers links within lessons. Careers education also takes place on an informal basis, and teachers are heavily invested in sharing their knowledge and skills to help students make informed decisions. Furthermore, each subject area also has a designated Careers Champion, who students can approach if they have specific questions regarding careers in a related sector.

Independent Advice

All students have access to our independent career's advisor; Darrell Collins, who works within the college each Friday. Students can email to request an appointment or attend a drop-in clinic over the lunch period. Darrell is situated close to the common room to ensure accessibility for all.

Darrell also emails a careers newsletter to all sixth form students on a weekly basis. This includes a summary of advice, and highlights work experience opportunities,

apprenticeship deadlines, university options, employment opportunities and much more.

Trips and Visits:

Every sixth form student is invited to attend a free university trip to a UCAS convention. This is an opportunity for the students to engage with representatives from a wide range of universities and employment sectors. In addition, individual subjects take students on trips and visits which highlight career opportunities within their subject as well as extending their learning.

Increasingly, our students are able to access webinars that further expose them to a range of options for future study and employment. These give students an experience of working in an online classroom and can be subject or university specific. These are closely monitored to ensure student safety, and offer an excellent opportunity for students to engage with different stakeholders.

Employer Links:

We welcome support from a variety of employers and industry. Guest speakers are invited in to host group sessions with students who may be interested in particular employment sectors. Every Year 13 student is expected to prepare a CV, after guidance from an external agency, ensuring readiness for the job application process. We listen to the career interests of our students, and tailor our sessions to their preferences. Recent visitors have included a local accountancy firm and district judge, both of which resulted in students independently securing summer work experience placements.

Higher Education

We have an extensive UCAS support programme enabling every student to receive one to one feedback throughout the university application process. This incorporates tailored support on writing personal statements, and guidance on making suitable university choices. This is endorsed further by strong links and partnerships with many universities including the University of Lincoln, Hull University, York University, Leeds University and Bishop Grosseteste. We ensure all students are fully aware of access and widening participation schemes which may support their transition into higher education. All students have access to mock interviews if required, and students aspiring to attend Oxbridge or apply for Medicine, Veterinary Medicine or Dentistry receive additional support with their applications.

Encounters with the World of Work:

Every sixth form student is required to take part in some form of work experience. This is arranged by the students themselves to ensure it fully meets their individual needs and career aspirations. The staff and careers advisors guide students to relevant fields as appropriate. Tutors regularly update the record of work experience undertaken, and this is held on a central document. Students are encouraged to plan their placements to ensure it doesn't impact on their lesson time unless absolutely

necessary. Students who do not manage to secure their own work experiences have opportunities to access valuable experiences within the Academy.

Assessing the Impact of the Programme:

The best measure of the impact of our careers programme is the high-quality destinations accessed by our student leavers every year. The vast majority of students that attend Tollbar MAT Sixth Form College progress to Higher Education, and we are proud to have supported our students in securing places at a wide range of universities, including Oxbridge, and many prestigious Russell Group Universities. Students who do not progress to university are successful in securing valuable alternatives, including higher apprenticeships and employment opportunities.

Our careers advisor regularly asks student to complete a range of surveys to ensure we have up to date and accurate information alongside our student voice opportunities. This enables us to continually revise and improve our provision in response to student feedback.