

Careers Entitlement

As a student at Brentside High School, you are entitled to receive a programme of work and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect:

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- to be motivated and inspired to aim high, regardless of who you are (i.e. regardless of your social, economic, gender, religious or ethnic background).

By the end of Key Stage 3 (Year 8), all students will:

- begin to develop an awareness of individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals
- be able to access careers resources via the library, ULAS (an on-line careers platform) and links from the school website
- be set targets and review progress through Target Setting and Target Review Days
- receive careers information and participate in Options Evening where they can access information about different curriculum areas and the implications of studying specific subjects at Key Stage 4 (Years 9-11).
- have the opportunity to meet with a qualified, independent and impartial Careers Adviser
- participate in an enterprise event as part of Applied Learning Day

By the end of Key Stage 4, all students will:

- experience careers education, focused on personal development, knowledge and awareness of current labour market information, educational pathways and employability skills through tutor group time
- participate in mock interviews and reflect on feedback
- be offered at least one individual appointment with a qualified, independent, impartial careers adviser
- be set targets and review progress through Target Setting and Target Review Days
- devise an action plan towards career goals
- have participated in workshops focusing on employability skills
- have been given the opportunity to speak to representatives from various sectors of the world of work

- have developed financial capability skills
- have produced and reviewed a curriculum vitae
- have written a formal letter, e.g. covering letter
- been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- develop presentation and interview skills
- be able to access careers information and resources via platforms such as ULAS and the school website
- have visited or spoken to representatives of further or higher education institutions, such as universities
- have opportunities to evaluate individual achievements e.g. Target Review Day, rewards assemblies

By the end of Key Stage 5 all students will:

- be offered at least one individual appointment with a qualified, independent, impartial Careers Adviser
- participate in an enrichment and tutorial programme focused on personal development
- have had the opportunity to set targets and review progress through Target Setting and Target Review Day and ongoing support from tutor and subject teachers
- develop independent research skills
- have taken part in Year 12 Futures Day
- have had the opportunity to meet university representatives
- have had the opportunity to meet apprenticeship providers
- have been given the opportunity to visit at least one university
- have been given the opportunity to undertake work experience
- have received a regular bulletin, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- understand the UCAS process and be able to research different universities and courses using online resources
- have information and support with financial planning for university, work and training
- write a personal statement for a UCAS, apprenticeship or job application
- have been mentored through the university application process or supported with apprenticeship, job or training applications
- have access to information on how to apply for internships, sponsorships or gap year placements
- be given the opportunity to take part in enterprise and challenge activities
- developed employability skills through the completion of the Extended Project Qualification