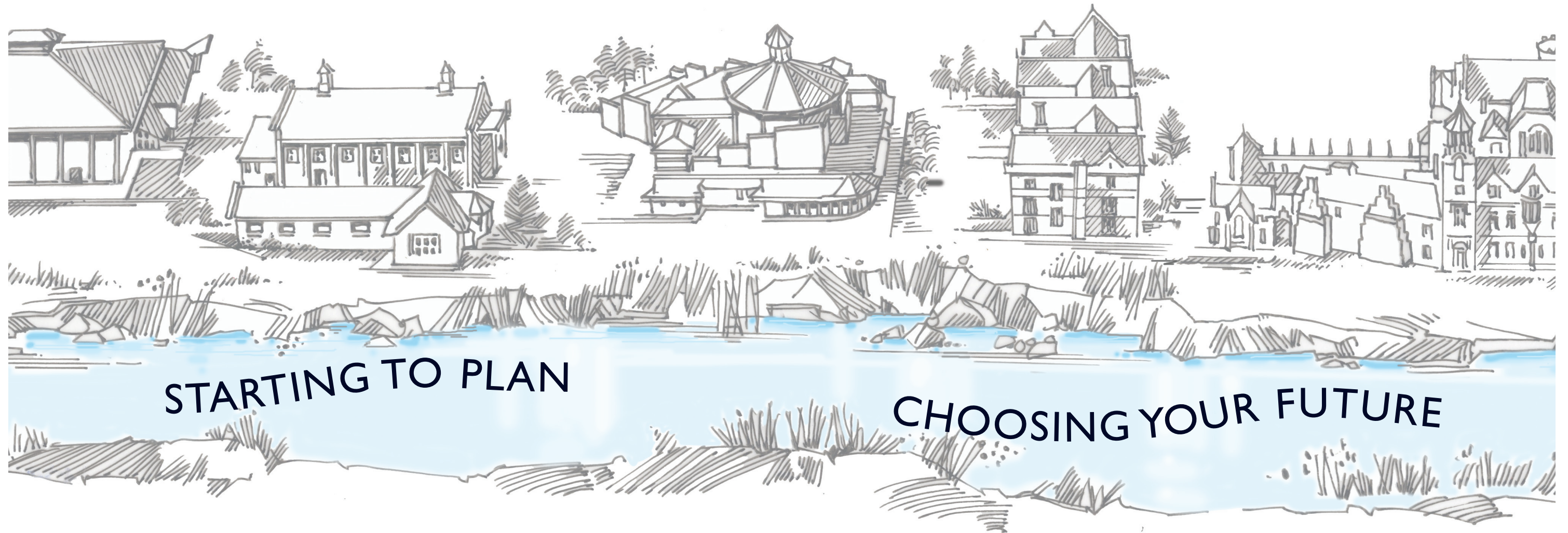


# THE CAREER JOURNEY



## SHELLS

- Parents & Pupil GCSE Choices Forum
- Introduction of Skills Framework



## FOURTH FORM

- Focus on possible HE / Career options
- Ongoing development of activities to identify skills and attributes on the Skills Framework

Fourth Form onwards:

Throughout the year, regular visits from Liaison Officers from the Army, RN/RM and RAF for 1:1 meetings with interested pupils

## FIFTH FORM

- Parents advised regarding COA Preview and Cambridge Profile option
- COA testing and meetings
- AS choices presentation at Parents' Forum
- Sixth Form Course Guide given to all pupils
- Work Placement information to parents
- Information and workshops on creating CV / online job applications







# FINALISING CHOICES BEYOND CANFORD

## MAKING DECISIONS

### LOWER SIXTH

- Information to parents and pupils regarding Careers Experience courses
- Parents of new L6 pupils advised regarding COA Preview and Cambridge Profile option
- COA testing and meetings for new pupils
- Centigrade Online Testing
- JP Morgan Open Doors event
- Gap Fair
- Careers Symposium
- UCAS Convention
- Information regarding university Taster Course Days
- Information to parents on university Open Days



- HE Research & Planning booklet distributed
- Organised visits to university Open Days UCAS talks on Personal Statements and Admissions by university admissions tutor followed by HE seminars
- CV/online application practice
- UCAS Apply opens - workshops to assist with registering, with guidance notes

### UPPER SIXTH

- Interview technique presentation by DUO then individual training by appointment
- Finalisation of UCAS applications
- Information to parents/pupils regarding Student Finance England
- Follow-up Duo interview training by appointment
- SFE information to pupils and parents
- Pupils to make firm/insurance choices with UCAS before deadline
- SFE deadline reminder
- Leavers' advice document regarding ongoing UCAS to pupils and parents
- Support on and post-Results Day re confirmation, clearing, adjustment etc



### OCs / LEAVERS

Full 'After Sales' Service - UCAS application support for new and re-applications, interview guidance, ongoing advice re. university courses / requirements





## THE CAREERS DEPARTMENT - WHAT WE DO

It is never too early to start thinking about the next step on your journey after Canford. The Careers Department offers a comprehensive service of support, and guidance, whatever path you choose to follow. Our aim is to equip you with the skills and knowledge to explore the wealth of career options open to you to make those important decisions.

Key areas of our service include:

- **providing** information, advice and guidance to help you make informed choices about life after Canford, whether in education, employment or career direction.
- **facilitating** an understanding of what to expect after Canford and providing you with the ability to recognise, articulate and evidence both academic and non-academic skills and attributes.
- **educating** you in the processes you will encounter during and after your school career: CV writing, job applications, interviews, assessment centres and psychometric testing.
- **helping** you access opportunities in an increasingly competitive environment in both Higher Education and also the world of employment.

Throughout your time at Canford we will help you to learn to recognise and develop some of the key skills that both universities and businesses regard as important, so you have the best possible chance to achieve your goals.

## MAIN RESOURCES

### CV and Application Writing

In Lower Sixth, the year group receives a session on the structure, format and content of a generic CV. All pupils are given examples of CV templates with advice on how to deal with on-line application forms. Drop-in surgeries are run at specific times each week, and staff give feedback. Tailored guidance is offered to those Sixth Formers applying to take part in the school's overseas Partnership projects.

### Interview Preparation

A professional external interview coaching and guidance company leads a session for Upper Sixth pupils which consists of filming mock interviews. Feedback is then provided on positives and negatives to consolidate your learning.

A more subject-based academic interview follow-up session is also provided for those who feel it would be beneficial, including Oxbridge and Medical School, Dentistry, Veterinary Science candidates. Other practice interviews on academic subjects are provided regularly by subject heads of department on request, as well as regular coaching sessions which are provided by the School's Careers Advisor.

### Alumni/Alumnae Mentoring Programme

We officially launched our Alumnae Mentoring Programme in 2012 with the aim of providing support and advice to Canford pupils interested in pursuing a career that the mentor had experience of. You can access an online network of OCs and email a potential mentor requesting information or advice about working in their sector, specific advice about applying to an organisation and the experience required, to providing work experience opportunities and a further contact. We see this programme as an essential tool in preparing Canfordians for life after school: it's where you will learn the importance of networking, building relationships and of getting some practical experience in a career area that you are interested in.

You will also be invited to Careers Networking Events (recent events have included those focussing on Medicine, Law, Finance & City and Entrepreneurs careers) with OCs and parents.

