

## **Employability Learning and Careers Education, Information and Guidance Statement of Entitlement**

As a pupil at Lynch Hill Enterprise Academy, you are entitled to receive a programme of work related 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 both Key Stages you can expect to ...**

- access a planned programme relevant to your year group
- access a qualified impartial and independent careers adviser for personalised advice and guidance
- recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- have information about the world of work and how the labour market is changing
- be given information about further and higher education, training and apprenticeships and employment routes
- take part in activities which challenge stereotyping and raise your aspirations
- develop skills and qualities to improve your employability
- develop enterprise skills
- be well prepared for different transitions
- help to develop financial capability skills
- develop and strengthen your personal presentation skills for selection processes
- signposting to relevant up-to-date and impartial sources of careers information and advice
- not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

### **ALL STUDENTS WILL:**

#### **By the end of Key Stage 3:**

- begin to develop an awareness of your 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 via eCLIPS site
- set targets and review your progress through Academic Tutoring
- receive Careers information and on-going support from staff such as your Tutor
- take part in a Options Evening Event where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4
- have been given the opportunity to have a meeting with a qualified, independent and impartial careers guidance adviser.

**By the end of Key Stage 4:**

- be offered at least one individual appointment with a qualified, independent, impartial careers adviser
- devise an action plan towards your career goals
- have taken part in an enterprise activity
- have listened to talks on different careers
- 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 eCLIPS site
- be offered the opportunity to take part in taster days/ sessions
- have visited or spoken to representatives of further or higher education institutions, such as universities
- have opportunities to evaluate individual achievements e.g. Academic Tutoring and rewards assemblies
- be given the opportunity to take part in work experie

