

Careers Policy

This policy refers to Wellington Senior School

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Website	Yes

1. Policy Overview

The aim of the Careers department is to provide careers education, information, advice and guidance (CEIAG) to pupils to help them surface their career interests and identify the choices (academic and experience) that they will need to make to realise their career aspirations. We aim to meet the 8 Gatsby Benchmarks for good careers guidance.

These benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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

To achieve this the careers team and tutors will:

1. Assist students in surfacing their career interests
2. Assist students in mapping out the path to any particular career
3. Help students identify the choices they need to make to position them for their chosen career

The main focus of the Careers department is in helping students to find out what careers are right for them and what subject choices they need to make. As most of our Sixth Form students aspire to and succeed in moving on to full time university education, there is also a dedicated team of UCAS tutors to support students through this process.

In the Lower Sixth, through our Future Steps programme (see curriculum/A level booklet), students collectively receive preliminary advice regarding the process which is consolidated by a UCAS course in the Summer term.

In the Upper Sixth, each student is assigned a personal UCAS tutor who personally oversees their application.

Students wishing to apply to UCAS Conservatoires, overseas universities and other types of HE courses will be provided with personal guidance to assist them with the process.

The Future Steps programme also provides an introduction to employability skills and to non-university routes into careers, which are of increasing relevance given the Government's introduction of the Levy to fund apprenticeships, leading to a dramatic increase in Higher and Degree Level Apprenticeships.

2. Unifrog and Morrisby Careers

To help students explore their career interests we use a web-based careers advice and guidance packages called Unifrog (<https://www.unifrog.org/>) and Morrisby Career (<https://www.morrisby.com/>). Following some simple but powerful assessments, both careers platforms offer a wealth of career, course and subject information, coupled with independent advisor support, to inspire students and to help them make informed decisions about their future.

Using sophisticated psychometric assessments to highlight each person's interests, attitudes and motivations, Morrisby suggests individualised and personally tailored careers and courses. Students are given accurate and highly relevant career and subject information, including indications of the routes they may be able to take into the careers they are considering.

Students are introduced to Morrisby in Year 9 and will be encouraged to use the site to help them with subject choices for both GCSE and A Level. They will continue to use the tool through to Year 13 where it also has a wealth of support and guidance on university courses.

Unifrog is a complete destinations platform – a one-stop-shop for students across KS3, KS4 and KS5 regardless of their interests or academic ability. It is a place where students can compare every university course, apprenticeship and FE course in the UK as well as university in 30 other countries across the world.

The Unifrog platform helps the School manage and meet the eight Gatsby Benchmarks and provides the following:

- Information on every undergraduate university course option available in the UK
- Information on English taught undergraduate programmes available in Europe, the USA, Asia, Canada, Australasia and the Middle East.
- The tools to compare universities and degree options.
- The ability to make tailored searches according to personal interests and subject choices.
- A long list of Open Online Courses (MOOCs)
- Detailed information on every college at Oxford and Cambridge.
- Personality Profile and Interests Profile quizzes.
- Guidance videos, to include topics such as the Personal Statement, University Interviews, Oxbridge Applications and CV writing.
- A Locker feature which offers students the option to save items they may use later on in their university applications, like essays, videos and certificates.

- Information on Undergraduate and Summer Scholarship opportunities in the USA, UK, Canada and Europe.
- Additionally, the platform allows the Head of Careers and Tutors to monitor the student searches and give live feedback and tailored guidance, as they track their progress on the platform.
- Helping students to record and evidence their key activities and competencies and prepare their CVs and personal statements alongside the teacher reference, CEIAG interactions recording and destination tracking tools - all in line with the Gatsby Benchmarks.

3. Employability Competency Framework

Amongst the staff at school we have ex-industry HR specialists who have up to date experience of recruitment and selection. Based on their advice on how employers use competency-based recruitment and selection we have introduced students in Years 11-13 to the competency tracker within Unifrog, this allows students to reflect upon and build a portfolio of evidence against the competencies and skills that employers and universities look for, ready to use in applications.

As part of the Sixth Form Future Steps programme students are introduced to competency-based interviewing.

4. Alternatives to University

Although by far the majority of our students go straight on to university, there are now many alternatives to accessing graduate level careers. Some of the most prestigious employers recruit many people each year through Higher and Degree Level Apprenticeship programmes which start after completing A Levels/BTECs etc. Typically, these programmes will take students to at least foundation degree level and, in some cases, right through to Master's degree level. Such programmes are available with Rolls Royce, Glaxo-Smithkline, PWC, EDF, JP Morgan and many more.

There is a dedicated section on the Careers Firefly page for Apprenticeships including information on Apprenticeship Levels, where to search for apprenticeships and how to apply. The Head of Careers will support any students wishing to make an Apprenticeship application.

5. Career Mentors

Once students have some ideas about the kind of career they are interested in, students can request that the Head of Careers, UCAS Co-ordinator or Alumni Manager to check our database of career mentors to try and find someone who can give some advice on this career path. Our career mentors are Old Wellingtonians and current and former parents who volunteer their time to offer advice on what it is like to work in a particular field and how to get into it in the first place. Career mentoring has most often been used by Sixth Formers but is open to all and is positively encouraged from Year 11 upwards. Introductions are made via parents.

6. Oxbridge/MDV Support

Students wishing to apply to Oxford or Cambridge or for Medicine, Dentistry or Veterinary medicine (MDV) are offered support by dedicated members of staff throughout sixth form. The Head of Sixth Form runs the MDV programme which includes a 'MedVet Soc' for Year 11s on a Tuesday and Years' 12 & 13 on a Monday. The Oxbridge programme is run on Thursdays. Each student is allocated a subject mentor to support them through the UCAS process. Students are offered support with:

- Super-curricular activities
- Personal statements
- Admission tests
- Interviews

7. PSHEE

There is a careers element to each year's PSHEE programme in both the Lower School and the Upper School. Pupils are introduced to different aspects of the world of work at appropriate stages in their time at School, by their tutors or a careers specialist. This includes basic career surfacing along with an awareness of the world of work, early in their time at Wellington, and builds through psychometric profiling, consideration of options and delivery of more specific advice at a later stage.

8. Resources

As well as all the huge variety of online resources available through Morrisby and Unifrog we also hold a wide range of careers related books in the school library and in the Careers office. These range from giving an overview of a range of careers through to making job applications, preparing for psychometric tests and developing interview skills.

There are a number of publications available in the Careers office in the Duke's Study Centre, including those listed below.

There are multiple copies of some, which can be taken away:

- So, you want to go to Oxbridge?
- Get into Medical School
- How to write a brilliant C.V.
- Getting in to..... series
- Good University Guide
- You're Hired – Job Hunting Online
- The Personal Development Guide
- The Apprenticeship Guide
- A Guide to Uni Life

- Brochures on numerous other career options, e.g. medicine, healthcare science, nursing, GCHQ, architecture, surveying, engineering, Royal Navy, Royal Marines, accountancy (through ICAEW or AAT) etc.
- Various universities' and colleges' brochures and apprenticeship brochures

Students are also encouraged to drop by the Careers office or to make an appointment with Mrs Bailey on c.bailey@wellington-school.org.uk

9. Ongoing Events – What's on Offer

- 121 Careers guidance – All years
- Career Spotlight Talks – Year 12
- Future Steps Programme – Year 12
- Career Conversations – All years
- Employability Day – Year 11 and Year 13
- Careers Conference for Taunton area schools – Year 11 & Up
- Careers Dinner – Sixth Form
- Higher Level and Degree Apprenticeships Evening – Year 11 & Up
- National Apprenticeships Show – Sixth Form
- UCAS Convention – Sixth Form
- Department Events – e.g. OW/Parent talks, University Outreach, Workplace Visits – All Years

10. Careers Team

Head of Careers:	Clare Bailey	c.bailey@wellington-school.org.uk
UCAS Co-ordinator	Dan Millington	dm@wellington-school.org.uk
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