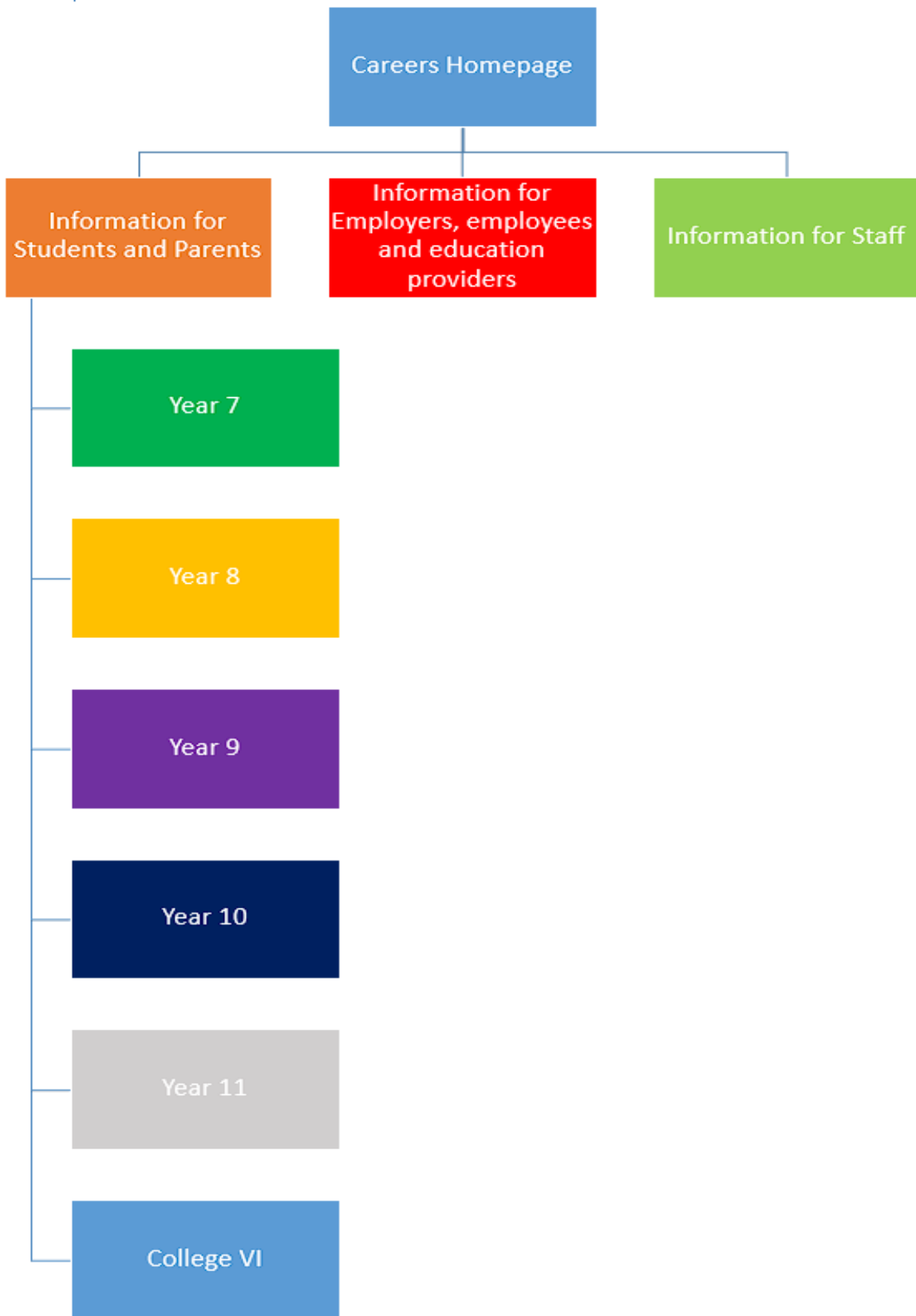


Site Map



Careers Education, Information, Advice and Guidance

Careers Leader: Caroline Knox

Contact: cknox@cws.foliotrust.uk

Information for students and parents/carers

Student Entitlement of CEIAG

Coombe Wood Students are entitled to:

- A programme of Careers Education that gives chances to cultivate and apply knowledge, understanding and skills necessary to make realistic careers decisions.
- Guidance from Tutors, an impartial Careers Advisor, external business partners, education providers and/or members of the Senior Leadership Team as part of their Post 18 and Post 16 applications and Year 9 options.
- Access to the physical and online careers library with comprehensive and up to date information about opportunities in Education, Training and Employment.
- Support for the process of preparing effective CV's, learning interview presentation skills and individual action planning.
- The opportunity to experience the world of work.
- The opportunity to visit workplaces
- The opportunity to meet with employers and employees
- Subject time to show how the curriculum they are studying is linked to careers
- Computerised careers guidance through the www.startprofile.com website which provides job ideas and careers information, employability, what to study, where to learn, and advice on the best combination of subjects for different careers

This ensures we are providing inspiration and innovative experiences within and beyond the classroom and we are delivering successful outcomes and positive futures for all of our students in line with Coombe Wood's development plan.

The choices you make during your time at Coombe Wood will have an impact on your future career choices and happiness. So it makes sense to start thinking about your future as soon as possible.

To prepare for life after you leave Coombe Wood, there are questions you should be thinking about and the answers you give will likely shape the GCSE subjects you choose, and what routes you wish to take post-16, whether it's A Levels at Coombe Wood Sixth Form, vocational qualifications such as T Levels or vocational at a local college or an Apprenticeship.

Some of the questions you should be thinking about:

1. What are you most interested in? What do you like doing?
2. What are you best at? What skills do you have?
3. What types of careers interest you? What do they involve? What skills and qualifications do they require?
4. What can you do to find out more about careers that interest you?
5. What can you do whilst at school to make future employers more likely to hire you?
6. What help you can expect whilst at Coombe Wood?

Start Profile Careers Platform

Coombe Wood uses the Start Profile careers platform to help you get the best out of our Careers Programme. You can create an account on the website which you can use to track your career activities. Start Profile offers:

Explore: This section acts as a database with hundreds of different employers, industries, and jobs across a range of sectors and education pathways also. You can find out about day to day duties, pay, hours, qualifications and routes into the profession, skills, qualities, interests and work preferences best suited for the role. There's also top tips and related jobs. It's an excellent resource regardless of whether you know what you want to do, or you're still exploring.

What to Study: Whether you are in year 9 thinking about GCSE choices, Year 11 thinking about Post-16 education choices or Year 12 and 13 thinking about Post-18 choices, the what to study area has information guiding you on what your options are and how best to make the choices.

My Locker: This area helps you with CV and personal statement writing skills that employers look for. It also gets you to think about your interests, goals, strengths, skills, experiences and if you've gained any yet, your qualifications.

Develop: Use this section to learn about the importance of personal development and find opportunities to improve yourself and your skills.

Apprenticeships

Coombe Wood's Careers Programme will provide you with an understanding of apprenticeships and advice on how to explore the opportunities they offer.

An apprenticeship is a real job with training which would allow you to earn while you learn, whilst gaining a nationally recognised qualification. Apprenticeships take between one and five years to complete and are available in thousands of occupations across hundreds of industries ranging from construction and trades to manufacturing and engineering through to IT and the creative and digital sectors.

All apprenticeships will include elements of on the job and off the job training leading to industry recognised qualifications. Some apprenticeships will require an assessment at the end of the programme to assess your ability and competence in the job role.

Apprenticeships are available to anyone over the age of 16 however there are different entry requirements depending on the sector and job.

Apprenticeships fall under 4 different levels:

Intermediate – often found in areas such as electrician, plumber etc. where you must start with the basics.

Advanced – Equivalent to 2 A Level passes

Higher – Equivalent to a foundation degree

Degree – equivalent to a Bachelor's or master's degree

Year 7

Students are invited to attend the annual careers fair – a school run event, where local businesses, employers, apprenticeship providers and a wide range of professionals are available to talk to students and their parents about their profession. Further and higher education providers attend this event also, giving more information on educational pathway choices.

We ask parents or carers to get involved in Take Your Child to Work Day. This involves:

- Prior to the day, in Evolve, students will be prepared for Take Your Child to Work Day
- During the day, students have tasks to complete, as well as some flexibility to get involved in tasks specific to the business they're experiencing.
- Following the day, in Evolve, students have time to reflect on the Take Your Child to Work Day and view the work students produced during their day at work and reflect on labour market information students generate.

Students will receive a careers lesson linked to subjects during our annual Careers Week

Students attend a BAE systems roadshow making them aware of STEAM careers – the topic and area of STEAM changes from year to year.

Year 8

Students are invited to attend the annual careers fair – a school run event, where local businesses, employers, apprenticeship providers and a wide range of professionals are available to talk to students and their parents about their profession. Further and higher education providers attend this event also, giving more information on educational pathway choices.

Students receive a careers lesson linked to subjects during National Careers Week

Students attend a BAE systems roadshow making them aware of STEAM careers – the topic and area of STEAM changes from year to year.

Students will begin interactions with a range of further or higher education institutions. These engagements will allow them to understand the full range of learning opportunities to them as they progress in their academic journey. These interactions encompass both academic and vocational pathways and will supplement the encounters with similar educational institutions that take place during the Careers Fair.

Year 9

Students are invited to attend the annual careers fair – a school run event, where local businesses, employers, apprenticeship providers and a wide range of professionals are available to talk to students and their parents about their profession. Further and higher education providers attend this event also, giving more information on educational pathway choices.

Once students have celebrated their 14th birthday, they can engage in various workplace experiences during their holidays via the Speakers for Schools website. Parental consent is required for participation. Please email with me with your child's full name and Tutor Group, and a sentence to say you give consent for them to take part: cknox@cws.foliotrust.uk

Students can explore 'On Demand' and 'Start Now' experiences for ages 13+ on SpringPod's website, offering subject spotlights and workplace insights. Courses range in the number of hours it takes to reach completion and gain a certificate, but these are great opportunities for holidays.

Students and parents are invited to attend an options evening where they can talk to teachers about course content as well as the types of careers their subjects can link to.

Students receive a careers lesson linked to subjects during National Careers Week

Year 10

During students' Core Computing lessons, they will be taught how to and given time to write a CV, and a Cover Letter that is tailored to an Apprenticeship listing of their choice.

During Tutor Time, students develop an understanding of soft skills and their importance in the workplace and develop interview techniques and practice in preparation for their mock interview with a real industry professional.

After student's submit their CV's and Cover Letters, they'll partake in a mock interview day where they can attend in either smart business attire or full school uniform. Students are provided with written feedback from local business people who interview as part of their day-to-day job roles. The CV's and Cover Letters created in Core Computing will be used as part of this event.

Students are invited to attend the annual careers fair – a school run event, where local businesses, employers, apprenticeship providers and a wide range of professionals are available to talk to students and their parents about their

profession. Several further and higher education providers attend this event also, giving further information on educational pathway choices.

Students can engage in various workplace experiences during their holidays via the Speakers for Schools website. Parental consent is required for participation. Please email with me with your child's name and Tutor Group, and a sentence to say you give consent for them to take part: cknox@cws.foliotrust.uk

Students can explore 'On Demand' and 'Start Now' experiences for ages 13+ on SpringPod's website, offering subject spotlights and workplace insights. Courses range in the number of hours it takes to reach completion and gain a certificate, but these are great opportunities for holidays.

Students will attend an assembly about Apprenticeships.

Students are given the opportunity to attend a local college for a Taster Day to understand what a vocational pathway Post-16 is like.

Year 11

Students receive one to one career guidance with our impartial Careers Advisor. With students, an action plan is put together helping year 11's to achieve their goals. Students who are on the learning support register are given priority for careers interviews.

All year 11 students will be tracked so we can easily identify those students at risk of becoming NEET and also those students who do not know how to apply for different courses. An electronic record is kept and students receive targeted support from our careers advisors. The Careers Leader works together with the careers advisor and Headteacher to ensure those students at risk of not achieving the grades needed for Coombe Wood's Sixth Form have a second option to fall back on.

Students are invited to attend the annual careers fair – a school run event, where local businesses, employers, apprenticeship providers and a wide range of professionals, are available to talk to students and their parents about their profession. Further and higher education providers attend this event also, giving more information on educational pathway choices.

Students will be given the opportunity to experience a Taster Day in Coombe Wood's Sixth Form to understand what an academic pathway that focuses mostly on A Levels at Post-16 is like.

We integrate Careers Education, Information, Advice, and Guidance into Tutor Time, ensuring students have access to comprehensive, unbiased information about their Post-16 options. This includes the promotion of open events and distribution of relevant literature.

We hold a sixth form open evening for year 11 students and parents interested in attending Coombe Wood Sixth Form

In addition, to ensure we provide impartial and informative CEIAG we advertise to students during Tutor Time college and sixth form open evenings and invite FE providers deliver assemblies in school.

Students can engage in various workplace experiences during their holidays via the Speakers for Schools website. Parental consent is required for participation. Please email with me with your child's name and Tutor Group, and a sentence to say you give consent for them to take part: cknox@cws.foliotrust.uk

Students can explore 'On Demand' and 'Start Now' experiences for ages 13+ on SpringPod's website, offering subject spotlights and workplace insights. Courses range in the number of hours it takes to reach completion and gain a certificate, but these are great opportunities for holidays.

Sixth Form

Students can request a one-to-one career guidance meeting with our independent, impartial Careers Advisors from Educational Development Trust.

Students have access to the 'Community College VI' Google Classroom where we post a range of opportunities. This range from virtual and in person work experience, conferences, jobs, apprenticeships, scholarships and other programmes that are careers related.

Students are invited to attend the annual careers fair – a school run event, where local businesses, employers, apprenticeship providers and a wide range of professionals, are available to talk to students and their parents about their profession. Several further and higher education providers attend this event also, giving further information on educational pathway choices.

Students are encouraged to apply for work experience opportunities through Speakers for Schools

In Year 12, students are provided with a dedicated work experience week and support is given in the run up to this.

In Year 12, students receive a Careers and UCAS week where they can meet with industry professionals, gap year companies and universities. Students also receive help with UCAS personal statement writing and visit a university.

In Year 12, students who did not take part in the NCS programme the previous summer attend an assembly delivered by NCS and are encouraged to sign up,

providing them with volunteering work experience in their local community across the following summer.

Students will have the opportunity to meet with industry professionals. This could be in small groups for CV and interview advice through to larger talks about careers in specific industries.

Information for employers, employees and education providers

We are always actively looking to secure partnerships, work experience placements and talks to broaden our students' understanding of the opportunities available to them. We believe that it is essential that all of our students have meaningful exposure to businesses and employers in order to enhance their understanding of potential career routes when leaving school. We therefore run a range of events throughout the academic year which we need volunteers from either local education providers and/or local businesses these events include, but are not limited to:

- Careers Fair
- Year 10 Mock Interviews
- Small group, meet the pro talks
- Assemblies about Apprenticeships and education pathways
- Workplace visits
- Work Experience placements
- Twice weekly talks for sixth form students built around 'enrichment'
- And we are open to other possibilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers section of the library which is available to all students at lunch and break times.

If you would like to find out more about these events or would be interested in volunteering your time, please contact Caroline Knox: cknox@cws.foliotrust.uk. In your email, please state which event or events you could help out with.

Information for Staff

Resources for staff by subject and year group where applicable

Description	Link
Database of jobs, detailing salary, hours, if it will grow or decline, qualifications needed to enter the profession, day to day duties etc.	Start – Careers Information (startprofile.com)
Bank of videos where professionals talk about their jobs	home - icould
Platform that will link you to professionals who will come in to do a range of activities with our students. Very good platform and it gets us many volunteers for Mock Interviews and Careers Fairs.	Home - Inspiring The Future
Subject specific and general careers resources	Careers - BBC Bitesize
Bank of videos that covers a 'job of the week' for the last 101 weeks as well as skills needed in the workplace.	FOR SCHOOLS MYPATH Careers (mypathcareersuk.com)
Wide range of resources for delivering Careers focused lessons across many subjects	Teaching resources My World of Work
Inspirational films and accompanying planned lessons about real people doing real jobs.	Schools - See It Be It

Year 7 specific

Description	Link
Resources have been created by curriculum subject experts to engage students as practically as possible in fully resourced classroom-based packs which teachers can use to showcase the application of curriculum topics to real job roles. Art & Design, Computing, DT, English, French, Geography, History, Maths, Music, P.E. and Science	Causeway and STAR Academies - Year 7 Curriculum Resources CEC Resource Directory (careersandenterprise.co.uk)

Year 9 Specific

Description	Link
These resources have been created by curriculum subject experts to engage students as practically as possible in fully resourced classroom-based packs which teachers can use to showcase the application of curriculum topics to real job roles. Art & Design, Computing, DT, English, Geography, History, Maths, Music, P.E. Science and Spanish	Causeway and STAR Academies - Year 9 Curriculum Resources CEC Resource Directory (careersandenterprise.co.uk)

KS4 Specific

Description	Link
These resources have been created by curriculum subject experts to engage students as practically as possible in fully resourced classroom-based packs which teachers can use to showcase the application of curriculum topics to real job roles. Art & Design, Biology, Chemistry, DT, English Language and Literature, French, Geography, History, Maths Physics and R.E.	Causeway and STAR Academies - GCSE Curriculum Resources CEC Resource Directory (careersandenterprise.co.uk)

Maths

Description	Link
Bank of videos which explain why students learn what they do, e.g. algebra, ratios, trigonometry, and links these to careers.	Maths, Why Bother? MYPATH Careers Resources (mypathcareersuk.com)
Overview of the finance and insurance industry	Start (startprofile.com)
Occupations linked to maths	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Maths CEC Resource Directory (careersandenterprise.co.uk)
Lesson plans and associated resources for how Maths is needed at Pinewood film studios (different Y7, Y8, Y9 and Y10 resources)	AET and Pinewood: Careers in Maths Resource CEC Resource Directory (careersandenterprise.co.uk)

Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)
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English

Description	Link
Bank of videos which explain why students learn what they do, e.g. drafting poetry, sentences, grammar, and links these to careers.	English, Why Bother? My Site (mypathcareersuk.com)
Occupations linked to English Language	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: English CEC Resource Directory (careersandenterprise.co.uk)
Lesson plans and associated resources for how English is needed at Tesco (different Y7, Y8, Y9 and Y10 resources)	AET and Tesco: Careers in English resources CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

Science

Description	Link
Bank of videos which explain why students learn what they do, e.g.,	Science, Why Bother? - MYPATH (mypathcareersuk.com)

Bioenergetics, Chemical changes, Forces and links these to careers.	
Overview of the Professional, Scientific and Technical industry	Start (startprofile.com)
Overview of the Human Health and Social Work industry	Start (startprofile.com)
Occupations linked to Biology	Start - Occupations related to ... (startprofile.com)
Occupations linked to Chemistry	Start - Occupations related to ... (startprofile.com)
Occupations linked to medicine and dentistry	Start - Occupations related to ... (startprofile.com)
KS3 and 4 resources for teachers, KS3 competition, videos, real life stories, Careers A-Z of over 350 Careers,	Step into the NHS KS2, KS3 and KS4 careers resources for schools
Teacher and Classroom resources	My Learning My Future: Science CEC Resource Directory (careersandenterprise.co.uk)
The Global STEM Awards scheme rewards students for completing STEM activities and provides a framework to encourage higher levels of engagement in learning. Alongside completing their STEM activities children are asked to think globally and find out about careers linked to the activity.	Global STEM Awards CEC Resource Directory (careersandenterprise.co.uk)
Teacher and Classroom resources (Biology)	My Learning My Future: Biology CEC Resource Directory (careersandenterprise.co.uk)
Teacher and Classroom resources (Chemistry)	My Learning My Future: Chemistry CEC Resource Directory (careersandenterprise.co.uk)
Teacher and Classroom resources (Physics)	My Learning My Future: Physics CEC Resource Directory (careersandenterprise.co.uk)

Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)
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Geography

Description	Link
Overview of the water and waste industry	Start (startprofile.com)
Occupations linked to Geography	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Geography CEC Resource Directory (careersandenterprise.co.uk)
Lesson plans and associated resources for how Geography is needed at the National Trust (different Y7, Y8, Y9 and Y10 resources)	AET and The National Trust: Careers in Geography resource CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

History

Description	Link
Occupations linked to History	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: History CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)
Resources for teachers, students, video, activity, toolkit etc.	Careers resources for schools National Museums Scotland (nms.ac.uk)

MFL

Description	Link
Occupations linked to MFL	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources for Years 7, 8, 9 and 10	AET and EKFB: Careers in MFL (French) resource CEC Resource Directory (careersandenterprise.co.uk)
Teacher and Classroom resources	My Learning My Future: MFL/ Languages CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

R.E.

Description	Link
Teacher and Classroom resources	My Learning My Future: Religious Studies CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

PSHCEE

At the top of this document is a list of links suitable for all subjects. Many of these go over soft skills needed in the workplace and this may be most beneficial during NCW.

Computing

Description	Link
Overview of the Information and Communication Industry	Start (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Computer Science/IT CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

Design Technology

Description	Link
Occupations linked to Design	Start - Occupations related to ... (startprofile.com)
Occupations linked to Engineering and Technology	Start - Occupations related to ... (startprofile.com)
Occupations linked to Food Production	Start - Occupations related to ... (startprofile.com)
Occupations related to Mechanical	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Design Technology CEC Resource Directory (careersandenterprise.co.uk)
Teacher and Classroom resources (Graphics)	My Learning My Future: Graphics CEC Resource Directory (careersandenterprise.co.uk)
Teacher and Classroom resources (Product Design)	My Learning My Future: Product Design CEC Resource Directory (careersandenterprise.co.uk)
These resources have been created by curriculum subject experts from Academies Enterprise Trust through collaboration with EKFB to engage and support students in learning by placing teaching points in the context of the world of work	The Co-op Academy Trust Resource for Design Technology CEC Resource Directory (careersandenterprise.co.uk)

Art

Description	Link
Overview of the Arts, Entertainment and Recreation industries	Start (startprofile.com)
Occupations linked to Art	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Art and Design CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

Music

Description	Link
Overview of the Arts, Entertainment and Recreation industries	Start (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Music CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)
Large Music Education Directory	Education & Careers Resources - UK Music

Drama

Description	Link
Overview of the Arts, Entertainment and Recreation industries	Start (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Drama CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

Health Related Fitness & PE

Description	Link
Overview of the Arts, Entertainment and Recreation industries	Start (startprofile.com)
Teacher and Classroom resources	My Learning My Future: PE CEC Resource Directory (careersandenterprise.co.uk)
Career Ready is a not-for-profit social mobility charity. Complete the form at this link and you'll be redirected to the resources straight away.	Quick access to our free resources (tfaforms.com)

Media

Description	Link
Occupations related to the Media	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Media Studies CEC Resource Directory (careersandenterprise.co.uk)
Lesson plan and associated resources in collaboration with Pinewood Studios for Year 10 students.	AET and Pinewood Year 10 resource CEC Resource Directory (careersandenterprise.co.uk)

Business Studies

Description	Link
Teacher and Classroom resources	My Learning My Future: Business Studies CEC Resource Directory (careersandenterprise.co.uk)

Economics

Description	Link
Occupations linked to Economics and Accounting	Start - Occupations related to ... (startprofile.com)

Sociology

Description	Link
Occupations linked to Sociology and Anthropology	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Sociology CEC Resource Directory (careersandenterprise.co.uk)

Psychology

Description	Link
Occupations linked to Psychology	Start - Occupations related to ... (startprofile.com)
Occupations linked to therapy and counseling	Start - Occupations related to ... (startprofile.com)
Teacher and Classroom resources	My Learning My Future: Psychology CEC Resource Directory (careersandenterprise.co.uk)

Photography

Description	Link
Overview of the Arts, Entertainment and Recreation industries	Start (startprofile.com)

Politics

Description	Link
Occupations linked to Law and Government	Start - Occupations related to ... (startprofile.com)

Health and Social Care

Description	Link
Teacher and Classroom resources	My Learning My Future: Health and Social Care CEC Resource Directory (careersandenterprise.co.uk)
KS3 and 4 resources for teachers, KS3 competition, videos, real life stories, Careers A-Z of over 350 Careers,	Step into the NHS KS2, KS3 and KS4 careers resources for schools