

Careers Policy

This policy refers to Wellington Senior School

| | |
|---------------------|--------------------------------|
| Head | Alex Battison |
| Author | Clare Bailey – Head of Careers |
| Date Reviewed | January 2025 |
| Date of Next Review | January 2026 |
| 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 Eight 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 correct for them and what subject choices they need to make.

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 's UCAS process is overseen by their tutor with support and guidance given by the Head of Sixth Form, the Head of Careers & UCAS Co-ordinator and the Oxbridge Co-ordinator (where applicable).

Students wishing to apply to apprenticeships, 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 introduces employability skills and 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

To help students explore their career interests we use a web-based careers advice and guidance package called Unifrog (<https://www.unifrog.org/>). Following some simple but powerful assessments, the platform offers 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.

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

Competency-based recruitment and selection is introduced to students in Years 11-13 including how to use 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 both local and national companies.

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.

We offer a trip to the National Apprenticeship Show South West every year to Sixth Form students.

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 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 Years 10-13 on a weekly basis. The Oxbridge programme is run also run weekly by the Oxbridge Co-ordinator. Each student can be

allocated a subject mentor to support them through the UCAS process if they wish. 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 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

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 & other Resources – What's on Offer

- 1-1 Careers guidance – Available to all year groups
- Career Spotlight Talks – Year 12
- Future Steps Programme – Year 12
- Careers Conference for Taunton Area Independent Schools – Year 11
- National Apprenticeships Show – Sixth Form
- UCAS Convention – Sixth Form
- Department Events – e.g. OW/Parent talks, University Outreach, Workplace Visits – All Years
- National Apprenticeship Week – All years
- National Careers Week – All years
- Green Careers Week – All years
- British Science Week- All years
- Careers Channels on Teams – Years 9-13
- Careers PSHEE – All years

10. Careers Team

| | | |
|---|-----------------|---|
| Head of Careers: | Clare Bailey | <u>c.bailey@wellington-school.org.uk</u> |
| Oxbridge Co-ordinator | Lisa Hayward | <u>l.hayward@wellington-school.org.uk</u> |
| Head of Sixth Form and MDV Co-ordinator | Lucy MacAlister | <u>l.macalister@wellington-school.org.uk</u> |