

# Careers & UCAS Policy

Reviewed by SRB: May 2017

Next Review: May 2019



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## Principles

- The school community should have equal access, without any prejudice, to accurate, up-to-date and impartial information free from bias and stereotyping.
- Where possible advice is proactive and is always aimed at aiding individuals to lead happy, positive and productive lives.
- Pupils' personal and individual aspirations are a very important factor in forming guidance and are be treated with respect.
- Guidance is always tailored to the individual and is balanced between ambition and reality.
- Careers Education and Guidance underpins and runs through the whole curriculum.
- Careers advice where possible involves effective communication and discussion with parents and/or guardians.
- The notion of service embedded in the school ethos is embedded in all careers advice.

## Aims

Careers Education and Guidance should enable the following.

- Develop knowledge of self and to have a balanced view of their self-worth and potential.
- Reflect and build on their skills for lifelong learning and careers.
- Understand the role of an ethical approach in the world of work.
- Be aware of education, training and career opportunities locally, nationally and internationally.
- Make informed choices about education, training and career progression.
- Develop attitudes of self-reliance and responsibility for their own decisions now and in the future.
- Enable students to apply to UK and international universities, internships and apprenticeships and employment.

## UCAS applications

- These are overseen by the Head of Sixth Form who directs sixth form tutors. He is responsible for application delivery by set deadlines. National deadlines such as October 15<sup>th</sup> and January 15<sup>th</sup> are adhered to.
- It is the responsibility of the student to ensure that the UCAS forms are completed when required and in good time for a reference to be added.
- Form tutors advise tutees on personal statements and have access to UCAS forms.
- References are compiled by form tutors from subject staff input adding their own views on their tutee and will add the reference to the UCAS form.

- Predicted grades are realistic, based on data and form part of a discussion on suitable levels of application.
- UCAS advice is given at key points through the year to all stakeholders.
- Applications for universities beyond the United Kingdom are supported individually by the Head of Lifelong learning and Head of Sixth Form.

## **Delivery**

All members of the school community can meet the Careers Advisor at any agreed time and this will usually take place in the Careers Room which is located downstairs in the Mclsaac building.

Opportunities to develop life skills and self-awareness are an integral part of the Prep School Baccalaureate @ Ryde School programme for Year 7 and 8 as a way of embedding skills, character and attributes for a positive and productive life.

The delivery of formal careers advice is through weekly timetabled personal development periods in Year 9. Students in these sessions discuss and investigate personal qualities, discover their perspective on possible pathways and link their qualities to possible progression routes. They also explore the reasons, expectations and ways of applying for work.

In Year 10 the use of career questionnaires helps a tighter focus on possible futures. In Year 11 careers advice takes the form of year and tutor group sessions. All year 11 students will have an individual meeting with the Head of lifelong learning and this will be followed up by personalised advice and further meetings as necessary. In the 6<sup>th</sup> form all pupils have a weekly session which is either general or specific if applying for Engineering, Medicine or Oxbridge from January of the Lower 6<sup>th</sup> to December of the Upper 6<sup>th</sup>.

External speakers and advisory agencies are invited through the year in enrichment sessions. Careers advice is ongoing and is available by appointment to both students and parents.

We facilitate trips to universities and help students decide on their next move as does our Careers Fair and a visit to the UCAS Fair. Work shadowing, volunteering and other enrichment activities are also available through both timetabled and extra-curricular sessions.

As a student progresses through the Sixth Form we help and advise on important decisions on careers. Realistic and informed advice is based on the best path for each individual.

To this end we include information about these opportunities to all students without prejudice and with an ethical emphasis. We also run the IBCP in which this is implicit.

## **Resources**

As well as speakers visiting the school students are provided with opportunities to attend taster courses, open days, and careers and HE events.

We work with the many organisations in partnership to provide a broad range of real experiences for students.

Resources are regularly updated and currently include:

- Senior teacher – Stephen Baxter – Head of careers, skills and lifelong learning.
- Alumni, parents and staff with particular life and work experiences
- External careers advisors
- An annual careers fair in school.
- A dedicated Careers Room.
- Dedicated literature
- Computer programs on the school network
- Notice boards in the Careers Room and in subject areas.