



## Careers Advice & Guidance

### Summary

It is important that all students are fully supported and guided through the process of planning their futures. With an independent careers professional and a programme of education, information, advice and guidance for all students from Years 10 -13 we believe our students are well prepared for their futures. All staff at Crewe UTC play an active role in preparing them. We have a full programme of careers education that is delivered through PSHCE, special events, enrichment programmes, visits, trips and assemblies and also within individual departments and through Focus & Reflection time.

### All students will:

- Develop a deeper understanding of themselves, their abilities and affinities
- Gain a greater knowledge of the range of opportunities open to them
- Take part in work related activities in and out of school
- Understand the labour market and the requirements and expectations of employers
- Learn to make decisions wisely about their future
- Be fully prepared to manage change and be fully supported through key transition periods
- Learn how to improve their own employability: how to find work, how to get work and how to progress their careers

We are very proud of our extensive and very strong links with our employer partners and sponsors. These employers work very closely with students through work placements, visits, talks, employer projects, interview preparation, careers fairs, and work related learning events. In addition to the comprehensive programme of support we also involve ourselves in competitions and activities that support students to be ambitious in their plans for future careers, including the Network Rail Fast Trackers project.

All students can meet with the Careers Adviser for individual advice about options, future choices, UCAS planning and applications, CV clinics, interview preparation, apprenticeship applications, and any other guidance they need. There is no restriction as to how many 1:1 guidance appointments they can have over their time in the school. We also welcome parents to contact us for any advice or guidance they require.

All students at the UTC develop a folder of evidence of their professional and academic growth during their time with us and are expected to evidence the key competencies of:

- Curiosity & imagination
- Enquiry and analysis
- Problem Solving & Resilience
- Self-Management & Organisation
- Teamwork & Collaboration
- Technological confidence & Technical Skills
- Creativity & Ingenuity

### **Key Contacts**

|                             |              |   |
|-----------------------------|--------------|---|
| Key Stage 4 (Years 10 & 11) | Kevin Graham | Assistant Principal                                   |
| Key Stage 5 (Years 12 & 13) | Rebecca Whim | Assistant Principal                                   |
| Changing Education          | John Knight  | Independent Careers Adviser<br>(Available on Mondays) |

### **Careers Programme**

#### **Year 10**

During Year 10 all students take part in a 5 day work experience working with employers from a range of sectors. An important part of that process is for students to find their own work experience placement – this gives them a valuable insight into the process of contacting employers using speculative letters and telephone calls and by submitting their CVs. Students complete a reflective journal and presentation to evaluate the experience.

Preparation for Employment – Over a series of PSHCE lessons students will learn how to write an effective CV and cover letter and develop the skills required for successful selection and interview through applying for a work experience placement with one of our employer partners.

#### **Year 11**

Preparation for Progression – Students undergo a programme of education, information and guidance to help them make the vital decisions about their future. It covers the full range of routes into their future including sixth form, FE College, and apprenticeships. This is supported by 1:1 careers interviews and a progression interview with a member of the Senior Leadership Team. All students have the opportunity to attend sample lessons in 6<sup>th</sup> form. This gives all the students a chance to find out what it is like to study particular subjects at A level and Level 3 Technical level.

## **Sixth Form**

*Enrichment:* All students in Year 12 have an enrichment afternoon once a week. As part of this programme they attend presentations from our employer partners to look at career routes and opportunities within that particular sector of engineering.

Through the PSHCE programme careers education and future aspirations are covered to ensure that students fully understand all their progression routes and the variety of paths into these. They learn about apprenticeships at both degree and level 3 and have sessions on writing CVs, developing interview skills, personality types and the purpose of psychometric testing in the job selection procedure. Alongside this, students can also attend workshops focusing on universities and degree courses including effective shortlisting, writing a personal statement, surviving a university interview and money management as well as how to cook on a budget and live away from home.

All students will be supported in interview preparation and will have the opportunity to attend a mock interview with one of our employer partners. This will include feedback of their strengths and areas for development.

*Bentley mentoring Scheme:* During Year 12, students are given the opportunity to apply for the mentoring scheme led by employers from Bentley. This involves writing a letter of application and pen portrait as well as being interviewed as part of the selection process. Mentors support Individuals with their career ambitions and aspirations and provide advice and guidance on being ready for life after 6<sup>th</sup> form.

During Year 12 all students take part in a 5 day work experience working with employers from a range of sectors. An important part of that process is for students to find their own work experience placement – this gives them a valuable insight into the process of contacting employers using speculative letters and telephone calls and by submitting their CVs. A number of them will also undergo a formal interview as part of the selection process.

*UCAS application process:* We help prepare students for their applications to university. Students are fully supported during the whole process of choosing their course, finding their 5 choices of university, completing their application and personal statement as well as being fully prepared for portfolio submission and interviews, as appropriate.

*Alternatives to University:* Once the application process for UCAS is finished at the end of November of Year 13 the focus very much changes to supporting those in their applications to the competitive apprenticeship and school leaver programmes increasingly available. We have had students gain places in highly competitive and very prestigious schemes that will lead to very successful careers. Students complete nationally recognised qualifications, including degrees, fully paid for by the employer.

*Extended work placement and super-curricular opportunities:* On Fridays Year 13 students have the opportunity to complete an extended work placement with one of our employer partners or use the day to develop their experiences to support their applications to university and or apprenticeships.

### **Useful websites**

[goconstruct.org](http://goconstruct.org)

[prospects.ac.uk](http://prospects.ac.uk)

[futuremorph.org](http://futuremorph.org)

[stepintothenhs.nhs](http://stepintothenhs.nhs)