

## Careers Entitlement Statement

The Careers department works to ensure that the needs of each individual student are addressed. That each student has the tools to make choices that will enable them to achieve their full potential and realise their own happiness. Our careers education programme is delivered to all students from Years 7 to 13 and is supported by a number of outside agencies including the ASK Apprenticeships Service (Work Pays), NHS Lincolnshire Talent Academy, a number of local and national businesses and range of Higher Education providers. Our aim is for all students to be aware of the opportunities available to them and foster good self-awareness so they can make their own well-informed decisions.

The overall aim of an effective Careers Education, Information, Advice and Guidance programme is to help pupils to:

- Understand themselves better and develop their capabilities
- Acquire the skills necessary for making realistic decisions
- Make choices about their own career paths, continuing education and training
- Be aware of education, training and career opportunities Post 16 and Post 18
- Manage transitions to new roles and situations

At Lincoln Minster School, all students will have:

- Access to a planned and structured careers education programme to help develop key skills around self-awareness and informed decision making
  - Access to up to date, impartial and comprehensive careers information covering education, technical and vocational training and career opportunities
  - Access to an individual impartial advice or guidance interview with a qualified Careers Adviser
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Through the delivery of Lincoln Minster School's CEIAG programme, each year students will:

### YEAR 7

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Take part in careers tutorials with the Head of Careers
- Gain a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations)
- Link their areas of academic interest to careers
- Have access to impartial careers information, advice or guidance in school through the Head of Careers or an independent careers adviser, by referral from their form tutor

- Have opportunities to hear from employers and employees to gain insights into the World of Work
- Have access to up-to-date careers information through the Unifrog platform

#### **YEAR 8**

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Take part in careers tutorials with the Head of Careers
- Build upon self-awareness and how it relates to the world of work
- Gain a greater understanding of the world of work and career opportunities
- Link their areas of academic interest to careers
- Have access to impartial careers information, advice or guidance in school through the Head of Careers or an independent careers adviser, by referral from their form tutor
- Have opportunities to hear from employers and employees to gain insights into the World of Work
- Learn about options available at Post-16, including technical and vocational routes
- Have access to up-to-date careers information through the Unifrog platform

#### **YEAR 9**

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Take part in careers tutorials with the Head of Careers
- Receive information, advice and guidance focusing on options and choices available to them at the end of Key Stage 3 and beyond
- Learn how to make effective career decisions
- Link their areas of academic interest to careers
- Receive a briefing/assembly by the Head of Careers on options choices
- Have the opportunity to meet with the Head of Careers at Year 9 Options consultation evening and parents' evening, to discuss their options and choices in greater details.
- Have access to impartial careers information, advice or guidance in school through the Head of Careers or an independent career adviser, by referral from their form tutor
- Have opportunities to hear from employers and employees to gain insights into the World of Work
- Learn about options available at Post-16, including technical and vocational routes
- Have access to up-to-date careers information through the Unifrog platform

#### **YEAR 10**

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work

- Take part in careers tutorials with the Head of Careers
- Have access to the Unifrog Careers platform to access Labour Market Information (LMI) and to record their experiences and achievements
- Link their areas of academic interest to careers
- Have the opportunity to meet with the Head of Careers at the Year 10 Parents' Evening to discuss work experience, options and careers in greater detail
- Have access to impartial one-to-one career support through the Head of Careers or an independent career adviser, by referral from their form tutor
- Have opportunities to hear from employers and employees to gain insights into the World of Work
- Experience a workplace and partake in a related workplace project
- Learn about options available at Post-16 and Post-18, including technical and vocational routes.

## **YEAR 11**

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Have access to the Unifrog Careers platform to access Labour Market Information (LMI) and to enhance their knowledge and understanding of researching different careers and post 16 choices using the internet
- Take part in a one-to-one career guidance interview with the Head of Careers or an independent career adviser
- Describe their skills, strengths, values and discuss their plans for the future
- Link their areas of academic interest to careers
- Have the opportunity to meet with the Head of Careers at the Year 11 Parents' Evening
- Have opportunities to hear from employers and employees to gain insights into the World of Work
- Learn about options available at Post-16 and Post-18, including technical and vocational routes
- Take part in a trip to a Higher Education Institution (HEI).

## **Sixth Form**

Throughout the Sixth Form, students will participate in a programme of Careers Education Information, Advice & Guidance activities integrated both into the Life Skills programme and delivered as discrete careers events. The aim of the careers programme is as follows:

- to develop self-awareness in order to identify their strengths, weaknesses, values and interests and relate these to the world of work and education
- to learn about different careers and opportunities

- to learn from labour market information about training, education and occupations beyond school
- to understand the links between their subjects and different career paths
- to make appropriate curricular and extra-curricular choices at each stage of their schooling, including personal guidance regarding post-16 and post-18 options
- to develop and practise CV, job application and interview skills, among other transition skills

To achieve this, students are entitled to receive careers sessions on a variety of career planning activities.

### **YEAR 12**

Careers sessions are in place for all Year 12 students throughout the year. Students will:

- Have access to one-to-one career interviews with the Head of Careers or an independent career adviser. Students will have their individual ideas explored whether it be degree courses, apprenticeships, employment or gap year opportunities; taking into account financial elements for all options
- Link their areas of academic interest to careers
- Be encouraged and supported to gain experience of the workplace both within their own holiday periods and during two designated 'Work Shadowing' days in the Trinity term. Students can make their own arrangements for work shadowing, which is an excellent tool for building independence, with support from the Head of Careers as required
- Take part in a 2-day Higher Education and School Leaver Conference which will prepare students for life beyond the Sixth Form. Students will receive specialist briefs from external providers and visit a university campus
- Receive an introduction to UCAS and be shown how to create a UCAS account
- Receive specialist support to write their UCAS personal statement
- Receive specialist briefs throughout the year from external agencies to provide support in a variety of areas
- Where appropriate, receive mock interviews.

### **YEAR 13**

Careers sessions are in place for all Year 13 students throughout the year. Students will:

- Continue to receive one-to-one interviews with the Head of Careers or an independent career adviser

- Receive specialist briefs from external agencies such as universities, gap year providers, employers or apprenticeship champions to ensure students are fully briefed on all their options
- Receive UCAS support and guidance to help students through the UCAS process
- Receive support with personal statement writing, CV creation and mock interviews as appropriate
- Where appropriate, share their 'application' experiences with younger students to share knowledge and lessons identified.

**Rebecca Wills, Head of Careers, September 2023**

*Review due September 2024*