



## What to expect in Sixth Form from Careers Education, Information, Advice and Guidance (CEIAG)

We expect Lady Manners School Sixth Form students to become independent managers of their own personal career development. Whatever intended post-18 pathway being considered, school supports students through careers related activities, information, events and personal support. The Sixth Form management and pastoral team supported by Sixth Form tutors, external organisations and speakers and the schools' Head of Careers and Employability, are all involved in designing and delivering this programme.

Time off timetable (maximum two days), is given for students to attend university open days, careers and skills fairs, university and apprenticeship interviews.

### 1. General Inputs

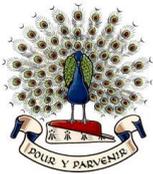
**Assemblies and meetings** focusing on higher education, degree and higher apprenticeships, volunteering and gap year opportunities.

**Careers and Work Experience webpages** and an associated page on the Virtual Learning Environment, MyVLE, dedicated to Sixth Form students. Through this page, students can access careers related programmes licensed by school to support career progression. These include:

- **Fast Tomato:** All students have or will create an account for this programme. The programme supports Higher Apprenticeship/Degree Apprenticeship choice as well as Higher Education choice as well as generating career ideas for students.
- **Careers Planner:** All students have or will create an account for this programme. Careers Planner brings together all of the online careers resources you will need to ensure you can access the information you need to start making decisions about your future.
- **E-Clips:** A comprehensive career information database containing information pages on all career areas. Users are signposted to further industry wide resources.

**Careers information noticeboards** including apprenticeship/volunteering opportunities. These are on display in the Sixth Form Common Room area.

**Independent and impartial careers guidance.** This is provided by the Head of Careers, a Level 6 qualified Careers Leader and Careers Professional, who works in Sixth Form one day per week.



## Lady Manners School Careers Department

### 2. Specific Year 12 Careers Inputs

#### February onwards

- A comprehensive 'Building on Success' programme delivered through form time. This includes: making applications for higher education - writing effective personal statements, using the UCAS search and application website, creating or updating curriculum vitae, making applications to degree and higher apprenticeship opportunities and student finance.
- Students are encouraged to re-visit careers interest guides in advance of researching future career and study opportunities. Sixth Form staff support students to draft individual personal statements in advance of UCAS applications. These are quality assured by Sixth Form staff.
- Applying to Oxbridge: focusing on interview preparation and includes specialist input.
- Higher and degree level apprenticeships assemblies: when and where to apply.
- National Citizenship assemblies and follow up: outlining the benefits of volunteering.

#### July

Work Experience week: All students are expected to attend a one week work experience placement in school time. Some students are also offered the opportunity to undertake extended work experience on a weekly basis as part of their core curriculum throughout the year.

#### July

Higher Education evening for students and parents.

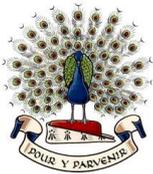
### 3. Specific Year 13 Careers Inputs

- Mock interviews are arranged for students applying for university courses or apprenticeship opportunities.
- CV review: Year 13 CVs (for students focusing on apprenticeship opportunities) are reviewed by the Head of Careers and external organisations.

### 4. Ongoing Careers related Inputs across both Year Groups

The programme is continually adapted as new opportunities arise. Some of these are delivered by external organisations such as universities and employers.

Students are frequently signposted to opportunities and events throughout their time in Sixth Form. Often these are targeted to students with specific vocational interests or who may be eligible for widening participation support.



## Lady Manners School Careers Department

### 5. Measuring the impact of the Careers Programme

The impact of careers related activities is assessed through:

- External scrutiny and inspection - as part of an Ofsted inspection, Local Authority pre- Ofsted Sixth Form inspection. Ofsted reports are in the public domain.
- Feedback from external providers and parents for school based events.
- Formal evaluation of block and extended work experience through employer feedback forms.
- The careers programme is mapped against a learning outcomes framework: [www.the CDI.net/Careers-Framework-2018](http://www.the CDI.net/Careers-Framework-2018)
- Student focus groups and reports to Governors.
- Scrutiny of post-18 destination data. For example the number of students accessing high quality sustainable learning destinations including higher and degree apprenticeships, Oxbridge and Russell Group universities. The performance of Lady Manners School in relation to local and national schools can be compared by accessing this link: [www.compare-school-performance.service.gov.uk/](http://www.compare-school-performance.service.gov.uk/)

For more information on any aspect of the programme, please contact, in the first instance, either

- Mr Evans, Head of Sixth Form: [sixthform@ladymanners.derbyshire.sch.uk](mailto:sixthform@ladymanners.derbyshire.sch.uk) or
- Mr Pacey, Careers Leader: [stephen.pacey@ladymanners.derbyshire.sch.uk](mailto:stephen.pacey@ladymanners.derbyshire.sch.uk)

September 2018