

## 3.9

### CAREERS AND HIGHER EDUCATION POLICY

#### General Statement

This policy has been adopted as a mark of the importance that the school places on education that will prepare students for the challenges of their future lives. It recognises that in a world of rapidly changing Higher Education and employment opportunities, students need to be given equally wide information, experience and understanding of these opportunities. It also recognises that they need to be given assistance in recognising their own abilities and aptitudes so that they can develop high and realistic aspirations for their own futures.

#### Aim

Through a programme of frequent and up to date advice every pupil is encouraged to explore the possibilities for their future education and employment and to set high but realistic targets for their future.

#### Monitoring and Review

The policy will be continually monitored by formal and informal feedback from pupils, staff, parents or outside agencies and may be reviewed or updated at any time. A further and particular monitoring process will be a statistical analysis of the destinations of pupils on leaving the school.

#### **Headmaster, Development Office (SJM), Head of Sixth Form (JDW) and Heads of Middle School (PJM, ACH).**

It is the responsibility of the Headmaster, SJM, JDW, PJM & ACH to establish the framework for Careers and Higher Education advice; to ensure that it develops in the school and to monitor and review its effectiveness. They will

- Ensure the place of Careers and Higher Education guidance within the structure of the school year.
- Ensure that adequate time is devoted to the delivery of such guidance.
- Ensure that advice given is up to date and that there is a regular liaison with providers of Higher Education (e.g. Universities and UCAS) and careers advice (e.g. the connexions service)
- Monitor and assess the quality and effectiveness of the Careers and Higher Education guidance.
- Review regularly the operation of this policy and propose changes where necessary.

The Headmaster, SJM, JDW, PJM and ACH are responsible for the practical implementation of the policy. They will

- Create the programme for Careers and Higher Education guidance.
- Be responsible for the delivery of much of the guidance through group meetings of students.

- Be responsible for arranging visits from guest speakers where appropriate to enhance the breadth of knowledge at Careers and Higher Education presentations.
- Oversee and inform the advice offered on an individual basis by Heads of Department, tutors and subject teachers.
- Ensure that s/he remains up to date with developments in Careers and Higher Education guidance and that such developments are cascaded down to Heads of Departments, tutors and subject teachers where appropriate.
- Ensure that pupils have the opportunity to visit Higher Education establishments and places of employment to further inform their decisions.
- Ensure that pupils are aware of the location of further sources of advice, be they written, electronic or human.
- Ensure that pupils possess the skills and knowledge to maximise the quality of their applications to Higher Education and employment in both written form and in terms of their personal presentation e.g. at interview.

### **Heads of Department**

Heads of Department should support the Headmaster, SJM, JDW, PJM and ACH in the delivery of Careers and Higher Education guidance and should in particular

- Remain up to date with developments in their subject areas in so far as it affects Higher Education and Careers guidance.
- Promote the Higher Education and Careers advantages of their subject while maintaining an unbiased perspective in the interests of each individual pupil.
- Ensure that information provided by the Headmaster, SJM, JDW, PJM and ACH is acted upon to support the guidance offered to pupils.
- In conjunction with subject teachers, ensure that all pupils can realistically assess their abilities and set high but attainable targets for Higher Education and employment.

### **Tutors**

Tutors should have regular conversations, both formal and informal, with their tutees that support the school's overall policy and programme of Careers and Higher Education advice. In particular, they should

- encourage their tutees to regularly consider the path their future may take and to ensure that targets are high but realistic
- promote good work habits and high academic aspirations so that any future targets can be realistically high.
- incorporate into the advice offered all up to date information passed on by the Headmaster, SJM, JDW, PJM and ACH.
- oversee the day to day process of applications for continued education or future employment.
- update the Headmaster, SJM, JDW, PJM and ACH on the progress of all such applications.

# **The Programme of Careers and Higher Education Advice at Eltham College**

**General** The PSHE programme contains a number of sessions on beginning to assess strengths and weaknesses in relation to future possible careers. In the later stages of the course it includes advice on making applications, producing C.V.'s and interview techniques.

**Year 9:** Presentation by Connexions on the changing job market.

Options Meeting in March incorporating a presentation on the philosophy of options for GCSE followed by individual discussions with staff.

**Year 10:** A four session course from the Head of Careers on making applications.

Morrisby Psychometric Tests and follow-up

**Year 11:** Options Meeting in March incorporating a presentation on the philosophy of A level options followed by individual discussions with staff.

The vast majority of our Year 11 stays on and of the few who leave most continue in education. Those students are advised on an individual basis as to where they should continue their studies and the one or two who wish to join employment are also offered individual careers advice.

## **Lower Sixth**

December: Centigrade University Coursefinder Questionnaire

January: Centigrade follow-up

Oxbridge presentation followed by individual discussions.

March: Higher Education presentations from Head of Sixth Form on location of resources, use of Open Days etc.

Higher Education Evening on the decision-making process, GAP, finances incorporating a Guest Speaker.

June: Higher Education presentations from Head of Sixth Form and Deputy Head on Electronic Applications, personal statements and interview techniques.

Academic review interview for all Lower Sixth Formers.

### **Upper Sixth**

September: Issuing of predicted grades.

Individual discussions with subject teachers, Heads of Department and Tutors.

GAP presentation in assembly.

Internal Deadline for UCAS forms from Medics, Dentists, Vets and Oxbridge candidates.

October: Internal Deadline for the rest of the UCAS forms.

Mock Interviews for Oxbridge candidates, Medics, Dentists, Vets and some others.

February: Advice on applying for Finance.

Advice on making final decisions.

The vast majority of Upper Sixth make an application to Higher Education. Of those who don't, most are simply deferring applications and are advised individually about GAP years. The odd one or two with no intention of going onto Higher Education are offered individual careers advice.

### **Careers Evenings**

In addition to the above, there is a rolling programme of Careers Evenings, two a year on a three year rotation. They are open to Year 10 to Upper Sixth and cover areas such as 'Jobs in the City', 'Medical Matters', Law, Engineering, the Media etc.

This whole programme is continually reviewed and updated.