

**Careers Education, Information, Advice and Guidance Booklet**

**2020 - 2021**

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**Overview of Careers Guidance**

The Government released new guidance for schools on careers guidance and information in March 2015.

The requirements for schools include:

* *All students are provided with access to independent careers guidance from Year 8 to Year 13*
* *Securing independent guidance that includes the full range of education and training options*

* *Advice from independent and external sources*
* *Students’ awareness of the requirement to remain in education or training until at least their 18th birthday*

**This booklet outlines many of the activities that form part of our Academy’s strategy for a comprehensive careers education, information, advice and guidance programme.**

**Introduction**

This booklet has been designed to help you prepare and plan for your career as you move through Hollis Academy and beyond. It gives details of some of the activities, resources and services that are available to assist you in this process.

*“The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle...” —Steve Jobs*

There are many activities that will have a careers relevance, in that they may help you to think about your future. These might include presentations or workshops delivered by employers, school trips and visits or topics within subject areas.

What is most important is that you are open to ideas and take up opportunities that enable you to develop your knowledge of yourself, recognise what you are good at, understand what might suit you, and acquire knowledge of what is available for you. There are many people within the Academy who can support you in this journey, make sure you use their knowledge and expertise to help you.

Research shows that career inspiration can strike at the most unlikely of times!



**Independent Advice and Guidance**

##

## Work Advisor, Support for Schools - Wendy Gosling

Impartial careers advice and guidance is provided for students at Hollis Academy by Wendy Gosling, a Durham and Tees Valley Jobcentre Work and Support for Schools Advisor.

Wendy has extensive experience of providing careers guidance to students in secondary schools. Wendy’s expertise includes advising on options within further education, job seeking, study programmes, traineeship and apprenticeship opportunities, applications to higher education, work placement and further study interviews and labour market information.

Wendy is available in the Academy two half days per half term. She delivers information, advice and guidance to students both on an individual level and in groups. All Year 9, 10 and 11 students are given the opportunity to work with Wendy on a 1-1 to develop their CVs, apply for work experience, apply for post-16 options and have an individual mock careers interview. Wendy delivers presentation to students, organises workshops which are delivered by employers and outside agencies, offers career drop-in sessions and is happy to attend Parents’ Evenings for Year 10 and 11.

**Year 7**

***Inspire Module***

The focus of Year 7 is very much about settling into secondary school. A big part of this learning journey is about understanding yourself, who you are, what you enjoy and your aims for the future. Self-awareness is a key component of careers education. In Year 7 students follow the Inspire module of the Careers Lab Framework.

**Inspire:**

**Autumn Term:**

Students will be asked to think about their interests and how they might relate to future careers.

**Spring Term:**

Students will reflect on their skills/qualities and types of jobs they might be suited to.



**Year 8**

***Aspire Module***

Year 8 students move onto the Aspire module of the Careers Lab Framework. This module will prepare students for choosing their Year 9 options to provide them with maximum opportunities for the future.

**Aspire:**

**Autumn Term:**

Students will develop a sense of control of their own career pathway and the range of options available.

**Spring Term:**

Students will understand how school subjects are linked to future career pathways and be encouraged to explore favoured career options.



**Year 9**

***Explore Module***

In Year 9 students start thinking about the world of work in more depth. The Explore module introduces students to career websites and informs them about the local labour market. Year 9 students will have the opportunity to attend Science Fairs and will experience workplace visits.

**Explore:**

**Autumn Term:**

Students will understand the day-to-day reality of working life and the types of roles that might suit them.

**Spring Term:**

Students will be able to identify a network of ‘encouragers’ and helpful resources available to them.



**Year 10**

***Action Module***

Students in Year 10 will be preparing for work experience. They will: participate in mock interviews, complete CVs and cover letters, attend Careers Fairs and Summer Opportunity Fairs organised by the Academy’s independent careers adviser, attend a series of career talks delivered by local colleges/employers. Year 10 students follow the Action module of Careers Lab Framework.

**Action:**

**Autumn Term:**

Students will understand how a candidate can promote strengths to an employer.

**Spring Term:**

Students will recognise how employers select candidates based on skills and experience.



**Year 11**

***Action Module***

Decisions about post-16 begin to be made in the Autumn term of Year 11 with applications for courses/employment due in before May. There are plenty of opportunities for students to find out about the full range of options that are available and on offer to ensure that students make the right choices.

**Action:**

**Autumn Term:**

A series of talks delivered by local colleges/employers.

Study programmes, Traineeships and Apprenticeship workshops delivered by Wendy Gosling based on specific occupational areas.

A Careers Fair is organised in the Autumn term of Year 11 and students and their parents are encouraged to attend.

**Spring Term:**

Individual Careers guidance appointment, mock interviews, and application support/reference writing for Post-16 options.

*A Summer Opportunities Fair is organised during the Summer Term. Students and their parents/carers are encouraged to attend.*

**Useful Information and Links**

**nationalcareersservice.direct.gov.uk** National Careers Service website has useful job profiles and help with CVs and applications

[**www.apprenticeships.gov.uk**](http://www.apprenticeships.gov.uk) Information about apprenticeships

[**www.careersbox.co.uk**](http://www.careersbox.co.uk) Short career films from those doing the job

[**www.icould.com**](http://www.icould.com) Careers advice, choices, ideas

[**www.myworldofwork.co.uk**](http://www.myworldofwork.co.uk) Careers and course advice

[**www.stepintothenhs.nhs.uk**](http://www.stepintothenhs.nhs.uk) NHS careers

[**www.construct.org.uk**](http://www.construct.org.uk) Construction careers

**Careers Advice and Drop-In**

 **Sessions**

* Confused about your options?
* Don’t know what to do when you leave school?
* Want information on a specific career?

Drop in and see Mr Wilson 13:30 – 14:15 every Friday.

**About Us**

## Who we are…

Hollis Academy caters for up to 85 students, all of whom have a statement of Special Educational Need in respect of SEMHD, (Social, Emotional, and Mental Health Difficulties).

Our aim is to ensure that all students thrive and achieve their very best in all aspects of school life regardless of any barriers to learning they may bring with them.

## Contact Us

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