

Overview of Key Elements of Grey Court Careers and Employability Programme

Year Group	Provision
Year 7	<p>The principles of good Careers education are embedded in the school's induction programme for all new students arriving at Grey Court school. Students receive a thorough induction which supports their transition from primary school to secondary school. A part of this is to begin a programme of self-development in which students can discover more about themselves; their strengths and weaknesses. They can discover what inspires and motivates them to be successful and begin to plan their future careers ahead. Students begin to develop a personal profile on which they can build using the START Careers programme. Students complete an aspirations survey in Year 7. Students are also encouraged to think about future careers aspirations by producing a 'Dream job' poster and encouraged to reflect on their transition through PDW sessions. They will also have an employer encounter during National Careers week.</p>
Year 8	<p>Students revisit Careers and employability and through the Gradu8 (which involves enterprise and careers learning) programme begin to investigate and explore different career and business opportunities. Part of Gradu8 includes an enterprise activity as a major theme of Gradu8 is developing enterprise skills and resilience. They will also visit the START Careers programme to further investigate their career ideas.</p>
Year 9	<p>During this year students focus on their choices at Key stage 4. In the PDW focus morning the students develop their skills in decision making and use their skills to find different Careers information in preparation for their options choices.</p> <p>Students receive a presentation by an external company about their options and decision making. Furthermore an Activities day is devoted to a 'Careers and Options' which includes a careers networking day with a large variety of volunteers from business, industry and a workshop on financial awareness with the CAB.</p>
Year 10	<p>Students receive guidance on beginning their Key stage 4 from the Phase leader and tutors and then later in the year in the summer they have the opportunity to take part in an enterprise activities as well as visits to universities such as Oxford, Cambridge, Sussex and Kingston and other aspirational careers visits such as St. Thomas's Medical School.</p> <p>Some students on vocational courses or with particular needs are also identified to take part in work experience in the summer of Year 10 whilst the remainder will complete their placements in Year 12.</p> <p>Students also have the opportunity to take part in a public speaking workshop organised by Jack Petchey called the Speak Out challenge.</p> <p>Students also receive input on employability skills such as interviews through our mock interviews day and also in writing CVs, letters of applications for work and college.</p> <p>Students start to think about their post 16 options which might include staying on at Grey Court's Sixth Form; applying to one of the many local Colleges or School Sixth forms or doing an apprenticeship.</p> <p>Also in the summer of Year 10, the school runs Careers Employability and Enterprise Week which addresses many of the key careers and employability skills including mock interviews, talks from a local FE provider, apprenticeship providers or employers, visits to a work place and University visit.</p> <p>Year 10s with an EHCP receive support from Achieving for Children (AfC) who provide impartial one to one careers guidance meeting.</p>
Year 11	<p>By Year 11 students will be making decisions about Further Education or Apprenticeships. Early in the term there is a career fair for all Key stage 4 and Year 12 students and students are encouraged to attend a number of open evenings to make an informed choice and Grey Court organise a careers fair in school in October where local FE and HE providers</p>

	<p>and volunteers from industry will come and speak to students and parents to give them a range of advice and guidance. Some students will attend events such as the 'World of Work Roadshow' later in the year.</p> <p>As part of the Careers and employability programme all students will be offered an individual careers interview as well as an interview with a senior member of staff and their tutor through the Academic Tutor day.</p> <p>All students will complete a Personal Statement to support future applications and to go in their Record of Achievement Folders.</p> <p>There are also opportunities to visit local colleges such as Richmond and Kingston College as well as take part in an apprenticeship roadshow.</p> <p>Students not applying to Grey Court Sixth form receive advice and support on their applications to college and apprenticeships. For those higher attaining students a Year 11 group to Cambridge University for residential in the summer.</p> <p>Year 11s with an EHCP receive support from Achieving for Children (AfC) who provide impartial a one to one careers guidance meeting.</p>
Year 12	<p>All students remaining at Grey Court Sixth form will receive a programme of induction where they will take part in workshops at a University such as Surrey or Royal Holloway. They will also receive an action plan from 6th form staff based on their A level choices. As a part of the Year 12 programme they will be introduced to the UCAS process and begin their UCAS applications with a clear expectation and focus on continued education at university. They were look at other opportunities open to students such as apprenticeships, internships, gap years and other careers vocational opportunities in business and industry.</p> <p>All students will use Unifrog which is a university and apprenticeship finder tool. Students will also use Unifrog to draft personal statements.</p> <p>The school will seek to guide and support the students through providing a variety of mentors and coaches through the school's external partnerships and alumni.</p> <p>Work experience is launched in October with a series of activities to support students in finding a placement. In December we run an event called 'Friends and Founders' which is a careers networking event where students can talk to people from a range of professions and potentially gain a work experience. In preparation for this event all students are asked to prepare a CV to be looked at by the guests. We support students with organising placements and do a pre-brief and de-brief. Work experience happens in July and is a key part of developing student's employability skills.</p> <p>We work with Future First and have run employability workshops specialising in how to present yourselves and interview skills in conjunction with IGD (Institute of Grocers Distribution) for year 12s. In June/early July we have work experience preparation which has included a mock interviews day for all year 12s with Goldman Sachs.</p> <p>We have designated staff member supporting with applications for Oxbridge and Medical school. We work with St Paul's School who provide outreach support with Oxbridge and Medicine.</p> <p>The School will hold a Careers Fair for Year 12 in the Autumn Term.</p> <p>A range of career workshops will take place during Year 12 to facilitate the students' decision-making process and applications to university. The students will each have a personal mentor who will provide detailed guidance and support so students can research their possible options, post Grey Court.</p> <p>A programme of financial awareness education will be provided, alongside other life skills. Students participate in University visits and the school has a link with Roehampton University offering a reduced point offer and have linked in with Kingston, Kings College, St Mary's and Royal Holloway to name a few. All students are invited to the UCAS Fair to meet with a range of HE institutions.</p>

	<p>Throughout the sixth form students will complete GEAR (Grey Court Education and Achievement Record). This will log all activities undertaken by a student outside the classroom which demonstrate independent thinking, social responsibility, leadership skills and trust placed in the young person by others. Some aspects will be supported and structured by the school and others independently researched and achieved.</p> <p>NCS come in to promote their summer programmes of activities 'The Challenge' which develops their skills and resilience and is good for their UCAS application.</p> <p>Careers and HE interviews with the Careers Adviser or Higher Education Officer.</p> <p>Year 12 Parents HE and student finance information evening.</p>
Year 13	<p>Students will be mentored through the UCAS application process. Students to do a final review of UCAS application prior to submission. Students applying through UCAS will receive help and support from their mentors in completing their application forms.</p> <p>All students will continue to use Unifrog, a university and apprenticeship finder tool.</p> <p>Students applying for work or other Higher Education routes will be supported and advised appropriately.</p> <p>Invited to the World of Work road show in March to talk to local and national providers.</p> <p>Students applying for employment at 18+ or considering Higher apprenticeship or other vocational pathways will receive advice and guidance</p> <p>A continued series of events and workshops providing 'life skills and social responsibility' as well as employability will be offered in conjunction with academic support.</p> <p>Careers and HE interviews with the Careers Adviser or Higher Education Officer.</p> <p>A range of providers come in to promote apprenticeships such as Investec, Uptree and students are encouraged to attend apprenticeship events such as the World of Work roadshow and other ad hoc events.</p> <p>Year 13s with SEN support or EHCP receive support from Achieving for Children (AfC) who provide impartial a one to one careers guidance meeting.</p>