



Careers policy

Introduction

This policy outlines our approach to Careers Education, Information and Guidance within the senior school and Sixth Form at The Ladies' College.

In conjunction with this policy, please also see:

- Equal Opportunities policy
- PSHCE policy

Vision and Values

We aim to deliver an inclusive, effective and stable careers programme, helping our students to build a vision for their life after college. We aim to provide the information and support they need to develop employability skills that will enable them to thrive in the workplace. To achieve this, we strive to provide the necessary career guidance, to ensure they are fully equipped with the tools they need to make informed decisions about important education and life choices.

The Gatsby Benchmarks

In order to provide a high-quality careers programme, we seek to implement the eight Gatsby benchmarks of Good Careers Guidance. These are:

1. A stable careers' programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Statutory Requirements and Expectations

Providing impartial careers guidance is required by the 2011 Education Act and 2018 Statutory Guidance for UK State Schools. Whilst independent schools are not obligated to follow the requirements, we aim to use this as a guide to inform best practice.

Careers is taught without bias and in line with legal responsibilities such as those contained within the Equality Act (2010).

Management and Delivery

All students from Remove to Upper Sixth take part in a careers programme. For Remove to Upper Five, careers forms part of the PSHCE curriculum and is taught for approximately one-half term each year. Remove and Lower Four lessons are 30 minutes and Upper Four to Upper Five lessons are one hour. An overview of the PSHCE curriculum is shown in appendix 1.

The Ladies' College Sixth Form provide a comprehensive Careers programme for both Lower Sixth and Upper Sixth students. Students have lessons on a rotational basis with both year groups having approximately 14 lessons split across the academic year.

The following content is covered in each year group:

Remove	Lower Four	Upper Four	Lower Five	Upper Five
Introduction to Unifrog Skills for careers Link between values and careers Identifying career aspirations	Goal Setting Identifying skills and interests Equality of opportunity (challenging career stereotypes)	Identifying strengths, interests, qualities and ambition Recognising and building skills for employment The journey to your career Making GCSE Choices	Social media and personal brand Reflecting on interests and working environment preferences Virtual work experience	Range of post 16 options Making the right subject choices CVs The Ladies' College A Level options process

Lower Sixth	Upper Sixth
Gap Years Apprenticeships People skills and Enterprise CV's Going to University University abroad Introduction to UCAS Attending a Higher Education Fair Resources available in College University open days	Current Climate for Universities and Careers 1:1 review with students UCAS applications Submitting UCAS Track and Offers on UCAS Bursaries Preparing for an interview and how to answer Interview questions 1:1 review with students Preparing for University/workplace Results day Clearing through UCAS Other available options on results day

Roles and Responsibilities

Head of PSHCE and Careers

- Responsible for planning the careers programme as part of the PSHCE curriculum for Remove to Upper Five.
- Providing resources and supporting colleagues within the PSHCE department to deliver the programme.
- Co-ordinating trips to The Careers and Skills Show for Upper 4 and Upper 5.
- Facilitating optional Morrisby Careers profiling and follow up interviews with a visiting careers consultant.

Head of Sixth Form Careers and UCAS Co-Ordinator

- Responsible for planning the careers programme for Lower Sixth and Upper Sixth students
- Providing resources and supporting colleagues to write UCAS subject reports
- Providing resources and supporting Sixth Form Tutors and other colleagues to write UCAS and workplace references
- Co-ordinating trips to The Careers and Skills Show in Lower Sixth.
- Facilitating Oxbridge Interview practice
- Facilitating Medics MMI practice
- Facilitating the Oxbridge and Medics parents workshops/evening
- Facilitating the Higher Education event for Lower Sixth parents
- Responsible for planning and co-ordinating the Higher Education event for Lower Sixth

- Responsible for ensuring students complete UCAS applications
- Responsible for assisting students with any International University applications
- Responsible for assisting students with job applications
- Responsible for the weekly Careers bulletin – which contains information about university events/subject talks etc. As well as local company events and any on- island jobs available.
- To facilitate the preparation of lists of university choices, offers and decisions at appropriate intervals and display these on SharePoint through the UCAS tile
- Assist the Principal when A-level results are published.

Assist students on A-level results day Head of Sixth Form

- Responsible for Work Experience in Lower Sixth
- Responsible for Management Shadowing in Lower Sixth

Events and Opportunities

Morrisby Careers profiling and a follow up interview with a careers consultant is offered to students in Upper Five.

Students in Upper Four and Upper Five attend the Careers and Skills Show run by Careers Guernsey. The show enables students to encounter employers and employees from various local companies.

Students in Upper Five have a full taster day experiencing life and classes in the Sixth Form.

The Ladies' College Sixth Form runs in partnership with Elizabeth College to allow students to access further information on various careers with students selecting to attend at least 3 out of the 7 talks on: Law, Medicine, Engineering, PR, States of Guernsey, Accountancy and IT. Lower Sixth students also have a bespoke UCAS day in the middle of June, students not looking to apply to university have separate workshops with local companies.

The Ladies' College also works with Careers Guernsey to allow students to attend a bespoke Sixth Form networking event in December, as well as the traditional Careers show in April. In March students have a day off Timetable to allow them to gain an insight into different Universities – students have the opportunity to attend lectures as well as ask universities questions – in 2020 and 2021 these events were run virtually! When travel allows students have the option to do a day trip to experience Southampton and Winchester Universities, traditionally this was run during alternative curriculum week in June.

All students in Upper Sixth have the option to sign up for interview practice through the speed date interviews event which is run in November. Oxbridge candidates are provided with at least

two mock interviews, normally one internally and one externally. Medics are provided with the opportunity to attend MMI's practice, organised alongside the Head of Science.

In March, parents in Lower Sixth are invited to attend a Higher Education event, where the UCAS application process is explained, this was run virtually in 2020 and 2021. In March parents and students of Upper Five and Sixth Form are invited to attend an Oxbridge and Medics evening, run by the Director of Studies and Head of Science.

The Ladies' College has a partnership with Winchester University, where students are offered extra assistance and support if they choose to go to Winchester. The University also supports the school by offering talks about University/UCAS, such as on UCAS day and the Higher Education event. Winchester University also support students with their personal statements, offering them a 1:1 session twice a year.

Deloitte attend on an annual basis to provide CV workshops for Lower Sixth Students.

All students have access to the Unifrog platform which provides resources for researching university choices and other pathways, including foreign Universities; it has a well-stocked Universities Library with the latest information on institutions and courses; provision of expert CV, personal statement and interview training to all Year 12 pupils; as well as other essential areas of support.

Work Experience

In June, all Lower Sixth take part in a one-week work experience visit. Visits are passed through the local Wexbox scheme, organised by Michele Clark from the Education Careers Department. The work placements are checked for health and safety purposes and a job description is available on the web site. A teacher will visit the student during her placement and will discuss the placement with her and also with her mentor. The teacher and mentor references may be used when students apply for a university place or local employment.

Management Shadowing

Each year, students in Lower Sixth are given the opportunity to shadow a senior manager for a period of up to one week in either the Lent half term, Easter or summer vacation. This opportunity gives students a chance to identify the skills required to become successful managers of the future and gives them an insight into the world of business. A spokesperson from the Institute of Directors provides a presentation about the benefits of the scheme at the beginning of the Lent term. All participants are expected to make a short oral presentation about their experience to a panel of judges. They must also attend the awards night, when the overall winners will give their presentations in front of managers, family, and participating students. This is also an opportunity to thank their managers for the opportunity to shadow them.

Appendix 1

Each year, girls will cover the following topics:

 Health and well-being
 Relationships (RSE)
 Living in the wider world

Below is an overview of our programme of study from Remove to Upper Five:

	Remove	Lower Four	Upper Four	Lower Five	Upper Five
Michaelmas 1	Transition and Bullying	Mental health and links to physical health	Safe and unsafe social groups, Risks associated with alcohol and drug use	Mental health and emotional well-being	Next Steps (Careers), post 16 options E-safety (age related access)
Michaelmas 2	Skills for careers (run, hide, tell)	Careers, goal setting and challenging stereotypes	E-safety (identifying harmful content) Building skills for employment, GCSE choices	The impact of financial decisions (run, hide, tell)	Mental health and emotional well being Domestic abuse
Lent 1	Drugs, tobacco, puberty, parenthood, basic first aid	Healthy relationships, consent (FGM), teen pregnancy, gender identity, sexual orientation, diverse families)	Sexual health, consent and the law, domestic abuse, child sexual exploitation and grooming	Healthy relationships, coercive control, contraception, unintended pregnancy, STIs	Family Life
Lent 2	Identity, diversity, LGBTQ+ E-safety (online pressures)	Equality, diversity and protected characteristics	Road safety Healthy lifestyles and body image	Addressing extremism and radicalisation Blood, stem cell and organ donation	Cancer awareness, sexual health, pornography, gender and sexuality, Managing unwanted attention
Trinity 1	Healthy and unhealthy relationships Self-worth/self-esteem	E-safety (benefits and risks of health apps)	Diverse relationships, relationship expectations, risks of sharing sexual images	E-Safety (impact of sites on well-being) Risks and consequences of drug use, vaping	
Trinity 2	Financial decision making	Drugs, alcohol and tobacco awareness, basic first aid	Local Government (The States of Guernsey)	The world of work and online presence	