

# CAREERS EDUCATION & GUIDANCE



At Forest High School, we aim to prepare our students for the opportunities, responsibilities and experiences of life. Careers education and guidance is an essential part of this process, so we ensure that students have access to a programme of careers education and guidance, as well as face to face guidance from an independent, professionally qualified careers adviser.

To support this programme, we have a range of resources available for students to access that are either online or accessible from our Careers Area in the library. If you would like an appointment with Mrs Adams, this can be arranged for you through Mrs Cinderey, our Careers Education Coordinator. Mrs Cinderey can be located opposite the school main reception area.

From Year 7 through to Year 11, students will participate in our Careers Education programme, that is delivered within their PSHE (Personal, Social and Health Education) lessons by specialist staff:

**By the time you get to the end of Year 7 you will have:**

- Had opportunities to reflect on your personal qualities and the way you relate to your peers
- Begun to identify your strengths and how you can make the best use of them
- Started finding out about different career areas and that might interest you in the future, through careers sessions in PSHE
- Had optional access to impartial information, advice and guidance from the school's Careers Advisor.

- Participated in Forest High Schools annual Aspirations Evening where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Developed an understanding of Enterprise and Entrepreneurs through sessions delivered in PSHE

### **By the time you get to the end of Year 8 you will have:**

- Built upon the self-development skills you worked on in Year 7
- Spent time 'as an adult' through playing 'The Real Game', where you will explore future lifestyle choices and learn about the realities of managing time and budgets and responding to external influences in a particular job role
- Started to develop your financial management skills, including budgeting and banking and learned about rights & responsibilities at work, discrimination and stereotyping.
- Used your developing knowledge of yourself and various career pathways to help you choose GCSE options.
- Participated in Forest High Schools annual Aspirations Evening where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Had optional access to impartial information, advice and guidance from the school's Careers Advisors

### **By the time you get to the end of Year 9 you will have:**

- Continued with your career exploration and self-development by taking part in careers sessions delivered through PSHE. Particular sessions will focus on developing transferable skills; choosing a career; recognising what is important to you in a career and rights and responsibilities at work. Use of the following websites will support the work undertaken within the PSHE programme:

<http://www.wowgloucestershire.co.uk/index.php>

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/bulletins/uklabourmarket/previousReleases>

- Undertaken work on Forest High Schools Options Booklet with your Tutor and complete careers software questionnaires to identify your skills and interests related to the world of work and explore career ideas that might interest you. Take part in the Careers Options Evening and Aspirations Evening to build on the options process that is covered within PSHE lessons.
- Had optional access to impartial information, advice and guidance from the school's Careers Advisors.

### **By the time you get to the end of Year 10 you will have:**

- Produced a CV and cover letter that focuses on your skills and qualities.
- Taken part in a Mock Interview with local employers where you will be interviewed on a letter and cv that you will have written as part of your preparation for work experience.
- Gained first-hand experience of the world of work by undertaking a fortnight of work experience, in a working environment, arranged by Forest High School. This will help you learn about employability skills and the job market.
- Had the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics.
- Participated in Forest High Schools annual Aspirations Evening where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.
- Received a written Action Plan as a result of your careers interview, outlining your future plans and action points needed to achieve these.
- Had additional optional access to impartial information, advice and guidance from the school's Careers Advisors.

### **By the time you get to the end of Year 11 you will have:**

- Had an individual careers guidance interview with the school's Careers Advisor as part of your entitlement to receive impartial information, advice and guidance.
- Attended a session with the Careers Advisor where you will review careers software and websites available in school, in order to help you make your decisions about Post-16 options.
- Had the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics including apprenticeships and post-16 FE colleges.
- Been made aware of all the Post-16 Choices available to you, through presentations in assembly; Year 11 Parents Evening and attending taster sessions on your potential 6th Form (or college) subject choices.
- Participated in Forest High Schools annual Aspirations Evening where you will have had the opportunity to meet with and talk to a number of local employers, businesses and organisations representing a range of industry sectors.

## Careers Guidance

Students have the opportunity to meet with a careers adviser if they are in particular need of support. At this time, they can talk about their ideas for the future, explore the range of options after they have finished their GCSEs and plan the steps to achieve their end goal. Students can expect advice and guidance that is personalised, comprehensive and impartial.

We aim to enable our Students to make informed choices about their future learning and career pathways. We also aim to provide students throughout Years 9 – 11 opportunities to visit a wide range of further and higher education establishments that allow FHS students to explore the post 16 educational opportunities available to them.

For more information or to make a one-to-one appointment for careers advice and guidance, please see Mrs Cinderey, Careers Education Coordinator.

## Forest High School Aspirations Evening



We are pleased to be working with a number of businesses and organisations in our region to offer our students the opportunity to attend an extensive careers event at Forest High School.

Every year, a host of businesses/sixth form providers/training providers will showcase careers, job information and post 16 courses to inform and support our students in making choices for their future pathways after education. We encourage all students to attend the event and all parents and carers are welcome to attend.

# Apprenticeships

Not everyone wants to go to college or sixth form after finishing their GCSEs. Apprenticeships are recognised schemes that introduce you to a particular trade, and provide you with a wage and training to help prepare you for a career.

Apprenticeships exist in industries from construction and engineering, to retail and media.

Apprentices train and work alongside experienced staff while studying for nationally recognised qualifications. They take between one and four years to complete.

There are over 100,000 employers offering Apprenticeships in more than 160,000 locations, and more than 200 different types of Apprenticeships available. The types of company offering an apprenticeship vary from BMW and EE, to smaller local companies.

It is also possible to do an Apprenticeship, and to go to University later in life. For further information on Apprenticeships you can speak to our Careers Advisor or visit these websites:

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

<https://www.gov.uk/apply-apprenticeship>



The National Careers Service

This provides information, advice and guidance to help students make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

How they can help students

The National Careers Service website aims to:

- help students with careers decisions and planning
- support students in reviewing their skills and abilities and develop new goals
- motivate students to implement their plan of action
- enable students to make the best use of high quality career related tools.

## Forest High School Careers Policy



Whatever the students' situation, whatever the barriers, the National Careers Service is there to help students overcome them and reach their potential.

The service also realises that jobs these days need more skills and qualifications. This means making the right decisions about students' learning and development is more important than ever. They are here to help them build on their strengths, improve their weaker areas, and help them find a job or career that suits their skills and personality.

To find out more please follow the link below:

<https://nationalcareersservice.direct.gov.uk/>