

# CAREERS

## 1. Policy Statement

*Bournemouth Collegiate School (BCS) is committed to providing appropriate careers guidance in line with our school's aims and ethos, we work to ensure our pupils are equipped to meet the challenges of the life ahead of them, so they are nurtured, motivated and inspired to realise their unique potential. This is an important element of the way in which pupils are prepared for the opportunities and responsibilities of later life. To this end, our pupils follow a structured Careers Guidance programme which is appropriate to the age and maturity of the pupils as they progress through the school.*

*The Careers Guidance Programme is delivered according to the procedures set out below and is supported and complemented by assemblies, lessons, work experience, external speakers and individual guidance sessions. The programme is designed to enable pupils to:*

- *'know themselves' and how their strengths, weaknesses and interests relate to the world of work*
- *gain information about training, education and occupations beyond school*
- *understand what the particular subject and/or experience requirements are for particular career paths*
- *make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses*
- *develop and practise CV, job application and interview skills*
- *gain an insight into the world of work through Work Experience*
- *draw on the career experiences of the wider school community including staff, parents and alumni*

*BCS is fully committed to ensuring that the application of this Careers policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.*

*This policy is applicable to all pupils in the senior school, including our boarders, and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.*

*In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:*

- *School Aims and Ethos*
- *Curriculum Policy*
- *PSHE and Citizenship Policy and Schemes of Work*

*This document is reviewed annually by Peter Harris or as events or legislation change requires. The next scheduled date for review is April 2012.*

*This policy applies to all members of our senior school community, including boarders.*

## **1. Key Personnel**

Deborah Scarrat from Connect SW is the external provider who partners with BCS in delivering certain aspects of the school's Careers programme. Further details may be obtained from the Vice Principal, Peter Harris.

## **Procedures**

In the Senior School, the core Careers Guidance Programme is delivered by teaching staff and external providers as part of the PSHE and Citizenship and in the Sixth Form, in the Enrichment programme.

The core Careers Guidance Programme is supplemented by an external provider, who conducts one to one interviews with pupils in Years 9, 11, 12 and 13 whereby they gain detailed information about training, education and occupations beyond school. Group sessions may also be given to Year 13 and Year 11 pupils. In these sessions, pupils receive advice regarding their next step, for example, Year 11 pupils are given the opportunity to talk through their proposed AS level choices to determine their suitability for further education. Also, one to one guidance and advice from both the external provider and subject teachers and tutors is available at the Year 9 options evening in the Spring Term. Therefore, our pupils receive individual sessions, designed to help them make appropriate curricular and extracurricular choices at each stage of their schooling. There is also the provision of a range of resources available from the external provider which includes access to the 'Kudos' website that provides descriptions of employment opportunities and also an online careers questionnaire.

## **ENRICHMENT**

As part of their Sixth Form Enrichment programme, pupils in Years 12 and 13 are guided by their tutors on how to get the most out of University Open Days and are trained in the skills needed to write their university application and to participate effectively in university (and job) interviews. An information evening ('Aim Higher') is held at BCS in the Spring Term of Year 12 to explain the UCAS process and provide useful practical information about higher education. In order to gain a further insight into the world of work, parents, staff, members of the local governing body and representatives from the wider community such as the RNLI, Samaritans, and the local MP give talks to the pupils. In Year 13, the pupils' tutor guides them through the UCAS system. The Principal, in conjunction with individual tutors and the Heads of Sixth Form, produces each pupils Higher Education reference. The majority of pupils are successful in gaining places at Universities.

## WORK EXPERIENCE

Work Experience opportunities are offered to all pupils in Year 10 to be conducted towards the end of the Spring Term and are encouraged for pupils in Year 12. Parents of Year 10 pupils receive a letter at the beginning of the academic year which outlines the work experience procedure. Shortly afterwards a second letter is sent out that requests information about any medical issues that may affect a pupils placement.

### **Before the placement**

During PSHE and Citizenship lessons in the Autumn Term pupils in Year 10 are briefed on the procedures and expectations of the work experience placement. In particular they are shown how to select places that interest them from the online database.

BCS subscribes to a large online work experience database provided by the Connect SW. Pupils are registered on this site and have a security PIN number to access it. Pupils can search through the website using various criteria to find a huge range of local placement opportunities.

Once they have identified a suitable placement pupils are briefed as to how to make contact, which may be either by phone, letter, application form or email. Some may also be called for interview. In line with the UCST Health and Safety procedures, Work Experience is organised with regard to the information set out in the HSE's 'Managing Health and Safety on Work Experience – A Guide for Organisers.

When the employer agrees to place the pupil the necessary paperwork is generated. Only when the pupil's green form with signatures of the pupil and the parents and the blue form with the employer signature, is returned to school, is the placement confirmed.

Connect SW conducts Health and Safety checks of all the employers listed and make sure that they have the necessary liability insurance and risk assessments. If an employer is not registered, pupils are to allow at least seven weeks for Connect SW to inspect/register the establishment and for the necessary administrative formalities to be completed.

### **During the placement**

During the period of work experience the pupil is required to complete the log section of the work experience booklet. A member of the school staff will visit the pupil during their time on work experience and complete a simple check list.

Pupils are briefed as to how they should conduct themselves on the placement, key issues include; punctuality, dress, politeness and above all being professional at all times. There may be some days when they only get a little bit of work to do, or the people they are working with are too busy to go through things with them – they must be patient. Pupils will not get paid for the hours that they do

but they should not be expected to buy any special clothing or equipment - this should be provided by the employer. Pupils will normally provide their own lunch and organise their own transport arrangements.

### **After the placement**

There will be a debrief session shortly after pupils are back in school. This will be an opportunity for pupils to share experiences and discuss what they have learnt from the experience. Pupils are also expected to write a letter of thanks to their employer. Log books should be completed and kept by pupils as a record that could be used as a reference in the future for personal statements or CVs.