



## Careers Education at Harrogate Grammar School

**The aims of our Careers Guidance Programme for all students are:**

- ✓ To provide excellent careers guidance which helps to inspire students towards further study and should enable them to make informed decisions whenever choices are open to them
- ✓ To ensure that students know about the world of work and which skills they will need to succeed so they can find themselves in rewarding jobs which fit their skills

**We want all students to be able to develop themselves through careers, employability and enterprise education opportunities so they can develop the following skills:**

- ✓ Self-awareness – encourages students to realistically appraise their qualities and skills, roles and responsibilities, values and attitudes, needs and interests, aptitudes and achievements so they are better able to understand themselves, make informed choices and relate well to others
- ✓ Self-determination - boosts hope, optimism, adaptability and resilience. It empowers students to realise their aspirations and manage their careers
- ✓ Self-improvement – it encourages positive attitudes to lifelong learning and the skills of planning, review and reflection. Students understand what they have learned, what they need to learn next and how they learn best to enable them to develop their potential

### **Employability Skills**

We want students to understand the importance of having good employability skills as we know that along with good subject knowledge and technical understanding, employers often outline a set of skills that they want from an employee. These skills are what they believe will equip the employee to carry out their role to the best of their ability. Employability depends on your knowledge, skills and attitudes, how you use those assets, and how you present them to employers. We will be encouraging students to develop and reflect on these skills every year:

Communication and interpersonal skills	Team working
Problem solving skills	The ability to learn and adapt
Using your initiative and being self-motivated	Numeracy skills
Working under pressure and to deadlines	Valuing diversity and difference
Organisational skills	Negotiation skills

## **The Careers Journey at HGS – ‘Your Future, Your Choice’**

### **Year 7 and Year 8**

You will be completing lessons and activities which encourage you to develop your self-awareness and to find out more about your likes and dislikes, which subjects you particularly enjoy, what are your talents, interests and motivation. You will be using careers programmes in school to research career areas to find out more about the world of work and looking at aspects of work or careers you think you would prefer. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 9**

You will be planning your future subject choices and options and selecting your subjects for GCSE study in Year 10 and 11 so you need to start to thinking about your strengths, likes and dislikes and further study options. You will receive advice and guidance about the options process for selecting your GCSE subject choices through Big Picture lessons, the Year 9 Curriculum Choice Option Information iBook, Parents Consultation Evening, presentations and the opportunity to talk to subject staff at the Year 9 Options Evening and assemblies for Year 9 students explaining the process. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 10**

You will be starting your important GCSE courses and developing your self-awareness, finding out more about your likes and dislikes, which subjects do you particularly enjoy, what are you skilled at and the importance of developing interests and hobbies both inside and outside school. You will be encouraged to start to thinking about gaining wider skills in relation to what you want to do longer term as well as learning about different aspects of work by considering employment trends and opportunities using Labour Market Information. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

### **Year 11**

You will be completing the final year of your GCSE subjects and starting to plan for your Post-16 options. You will have the opportunity to complete an individual careers questionnaire and request an individual careers interview with a qualified careers adviser. The careers interview is a personalised discussion about your options and choices, study preferences, academic progress, employment ideas and trends, aspects of work, talents, skills and abilities. It provides you with access to independent, impartial information advice and guidance and you will be supported by an Action Plan which is created by you and the careers adviser agreeing on the next steps you need to take to help you plan and be successful. Year 11 complete a Careers Super Learning Day in the Autumn Term which involves speed networking with a number of employers for half of the day finding out about different job sectors, receiving advice about applying for jobs and interview techniques as well as working in groups to develop employability skills completing an Enterprise challenge. You will also have the opportunity to complete a two week Work Experience placement in the Summer Term after the GCSE exams. You and your parents/carers will also be invited to the annual HGS Careers Fair in the Autumn Term.

## Year 12 and Year 13

In Sixth Form, you will be offered advice and guidance to help you plan for your future. Whilst the majority of our students progress into Higher Education, increasingly more students are taking alternative routes into employment. You will be encouraged to explore all options and take responsibility for your decisions. You will be supported throughout by a team of experienced staff and any member of the Sixth Form team is available to meet with students and parents to discuss options at any stage. Students can also request an interview at any stage with a fully qualified independent external careers advisor. A number of activities provided during the year for students include:

- Progression Events – a comprehensive programme of activities, designed to prepare students for higher education, employment or apprenticeships
- Sixth Form Work Experience – all Year 12 students will be offered a placement during the Summer term
- Guest Speakers from a variety of employment sectors and HE institutions
- Visits to Universities
- Volunteering opportunities
- Package talks from leading professionals
- A Higher Education and Finance Information Evening
- Opportunity to attend the annual HGS Careers Fair
- Access to UNIFROG website. This is an award winning platform which helps students to make intelligent choices about their future while allowing teachers to track their progress

### Year 12

Term 1 – Autumn	Term 2 – Spring	Term 3 – Summer
<ul style="list-style-type: none"> <li>• Introduction to the Packages</li> <li>• Group guidance sessions</li> <li>• Employer talks by package</li> <li>• University visits</li> <li>• Introduction to Oxbridge</li> <li>• Volunteering and Enrichment activities</li> <li>• Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Higher Education</li> <li>• Information Evening</li> <li>• Introduction to HE research materials</li> <li>• Individual appointments exploring HE and employment</li> <li>• Package talks and Enrichment activities continue</li> </ul>	<ul style="list-style-type: none"> <li>• Attend university open days</li> <li>• Further University visits with school</li> <li>• Progression Days</li> <li>• IBM Big Interview Day</li> <li>• Work Experience</li> </ul>

### Year 13

Term 1 – Autumn	Term 2 – Spring	Term 3 – Summer
<ul style="list-style-type: none"> <li>• UCAS applications and support with personal statements</li> <li>• Individual appointments exploring HE and employment</li> <li>• Oxbridge and Medicine interview conference</li> <li>• Oxbridge and Medicine interview weekend</li> <li>• Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship and alternatives to university support programme</li> <li>• CV Workshop</li> <li>• Student Finance Evening</li> </ul>	<ul style="list-style-type: none"> <li>• Post results day support including clearing and employment advice</li> </ul>

## Planning your future subject choices and options

There are a number of careers websites which students can use both in school and at home to support their careers research. They will be introduced to these websites through assemblies and in Big Picture lessons for Years 7-11 and through Guidance lessons with tutors in the Sixth Form. Examples of websites are below:

**Plotr**            [www.plotr.co.uk](http://www.plotr.co.uk)

Features:

- Discover and explore exciting careers and different worlds of work
- Play the [Game](#) to discover careers that match your personality, interests and skills
- Explore careers matched to you and find out what you might be good at
- Hints and tips from employers

**Eclips**            [www.eclips-online.co.uk](http://www.eclips-online.co.uk)

Features:

- Search careers ideas in A-Z or job groups
- Specific job information
- Ideas linked to subjects and other general information
- Lifestyle information
- Career Wizard – select level of qualifications, work skills, favourite subjects, work settings, types of people and generate ideas to search

**icould**            [www.icould.com](http://www.icould.com)

Features:

- Real stories to inspire your career, get a first-hand view of jobs and ideas for your future
- Take the Buzz Quiz personality test to discover your strengths
- Search and watch videos to find links between school subjects and careers or to find out what it would be like if you are interested in a particular area of work
- To get advice about important life events such as options choices and employment after school

**Careersbox**    [www.careersbox.co.uk](http://www.careersbox.co.uk)

Features:

- Careersbox is a free online library of careers related film, news and information. As the preferred digital new media partner to the Institute of Career Guidance, the largest careers body in the UK, Careersbox aims to deliver the right information at the right time to careers advisers and job seekers

- A wide range of case study films show real people doing real jobs, giving viewers insights into careers across all sectors and helping them to find the right career

**National Careers Service**     [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

Features (the website is being reviewed however you can still):

- Find your dream job or search for a job you are interested in
- Find out information about hours you would work, starting salaries, what would the work be like, entry requirements and exam qualifications you would need, skills, interest and qualities they would expect you to have
- Get advice about writing CV's, completing application forms etc

**Unifrog**     [www.unifrog.org](http://www.unifrog.org)

Features:

- Unifrog brings into one place every university course, apprenticeship, and college course in the UK, as well as other opportunities, such as School Leaver Programmes, MOOCs and every college at Oxford and Cambridge
- The platform makes it easy for students to record what they are good at and write their CVs and Personal Statements. Teachers can give their students feedback, and write references

### **How can I find more information or ask for help?**

- All students are encouraged to use the Careers Library which is in the LRC and is open from 8.30am to 5.00pm. There is a comprehensive range of careers information and resources available and they are welcome to use the resources at break, lunchtime or after school
- There is a drop-in session at lunchtime in the Careers Office in the LRC on a Wednesday if students have any questions or would like to speak to Mrs Tunstall who is our Careers Adviser. Students along with their parents can request a careers interview by contacting Mrs Tunstall via email [atunstall@harrogategrammar.co.uk](mailto:atunstall@harrogategrammar.co.uk)
- The Careers and Personal Development Faculty section of the school website has links to helpful websites and resources
- Students and parents can also check the school Bulletin (emailed weekly) for further information and updates about career events and important deadlines
- You can attend the annual Harrogate Grammar School Careers Fair held in November which offers students and parents the opportunity to speak to a wide range of people from different job sectors along with local business and employers, businesses, representatives from public services, further and higher education stands. Last year we had over 80 stands at the Careers Fair and over 500 students and parents hopefully benefitted from the opportunity to attend and find out more information
- Information about careers events and opportunities for apprenticeships in the local areas, for example, will be emailed to all students in the relevant years

## **Can you support our Careers Programme?**

We are always looking for parents, alumni, employers and businesses to support our careers programme in a variety of ways. It could be through volunteering to talk to our students, to offer work experience placements, to come and be on a stand at the Careers Fair. We are also looking for employers who would be considering our Employer Mentoring Scheme for some of our students. Please get in touch if you would like further information.

## **The Quality in Careers Standard Award achieved in 2017**

Harrogate Grammar School was very proud to have been selected as one of 18 schools in North Yorkshire to participate in the 'Putting the learner first – progression for success' 2015-2017 pilot scheme supporting schools hoping to secure the nationally recognised Quality in Careers Standard award and in July 2017 Harrogate Grammar School was awarded the nationally recognised award. By securing this award the school demonstrated an outstanding commitment to provide impartial, independent careers education, information, advice and guidance for all students and was complimented about how the school works with students to improve their awareness of opportunities, raise their aspirations, to prepare them for the world of work and to ensure they achieve their full potential. The award is one of the highest accolades a school can receive for excellence in this area of work and is very proud to be a Quality in Careers Standard Award holder.

### **Who to contact if you require further information about Careers at HGS:**

**Mr T Milburn** – SLT Lead for Careers

**Mr N Renton** – Head of Sixth Form

**Mrs J Hinkins** – Personal Development Coordinator, Careers Leader, Careers Fair Coordinator and Year 11 Work Experience Coordinator

**Mrs A Tunstall** – Independent Careers Adviser

**Mrs B Warren** – Year 12 Work Experience Coordinator

**Mr I Rainbow** – Enterprise Adviser

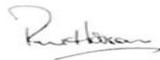
Please contact Mrs J Hinkins ([jfh@harrogategrammar.co.uk](mailto:jfh@harrogategrammar.co.uk)) in the first instance if you have any questions about Careers education at HGS.



## The Quality in Careers Standard >>>>

This is to certify that  
**Harrogate Grammar School**  
has achieved the national quality award  
for its careers education, information, advice  
and guidance provision.

The award is for a period of 3 years,  
expiring on **18<sup>th</sup> July 2020**



Paul Hobson, CEO

CSW Group trading as Investor in Careers  
Awarded on **18<sup>th</sup> July 2017** by *Investor in Careers*



as a Licensed Awarding Body  
for the Quality in Careers Standard