



Woodkirk Academy

## CAREERS EDUCATION GUIDANCE

Careers work begins formally in Year 7 and is carried through Years 8, 9, 10 and 11. Bespoke provision is delivered to students in Years 12 and 13.

**In Year 7**, students complete a unit of work which looks at stereotypes in employment. They have the opportunity to discuss why some people believe some professions are more suited to one sex or the other. Students think about how schools and education can address these attitudes.

**In Year 8**, students follow a programme designed to prepare them for making decisions about their options and start by looking at the financial challenges, as a teenager and then as an adult. They then explore ways to save money and be more economical, and look at where to save money in different types of bank account and how to calculate their interest.

Students then move on to using Fast Tomato, a web based careers education programme, which allows them to input their career aspiration information, skills, characteristics and potential qualifications. Fast Tomato then uses this information to provide personalised career option advice. Students have an opportunity use this with guidance from teaching staff and careers advisers in school. The Fast Tomato programme is accessible to students at home and it can also be accessed throughout their time at Woodkirk Academy. Inputted data can also be edited as students' progress and change their career aspirations.

### Y8 Options

The options programme begins with introductions from lead teachers into each of the subjects students may be unfamiliar with. These are followed by discussions during form time, personal tutor time and at individual meetings over a 2 month period.

**In Year 10**, students will be introduced to Unifrog. This is a web based programme that introduces them to further education opportunities. Students can investigate college placements, university placements and apprenticeships at all levels. The students will work through a series of lessons which will help them investigate what they would like to do in their future. It helps them look at what qualifications, attributes and skills they will need to succeed.

Students who would like to come to the Sixth Form @ Woodkirk Academy will have the opportunity to 'be a Sixth Former' for two days. This will involve following a Sixth Form timetable which includes the subjects they would like to take and spending time in the Sixth Form area, as well as wearing the uniform and being allowed the same privileges.

There is also the opportunity for some students to go on work experience. The preparation for this involves a number of assemblies, which explains the process and encourages them to find work experience placements which will help inform their future careers. Students then have individual interviews with our Careers Adviser to help them choose where would be best to spend the week.

**In Year 11**, students have the opportunity to reflect on their Sixth Form experience and work experience to help guide them with their post 16 options. Students who are applying to the Sixth Form @ Woodkirk Academy are taken through their option choices, introduced to staff who will give them guidance about the courses and supported in completing the application form.

Those who want to apply to other establishments are supported in completing their application form by teaching staff and careers advisers in school. Some complete what they need to during lesson time, others have individual interviews to help them make their choices and the appropriate applications.

**In Year 12**, students follow the progression module is a HE and employment preparation programme. It is delivered in one hour a week lessons by experienced teaching staff. The first unit looks at work experience preparation, career planning and letters of application and CVs. These work experience lessons are further supported by our Careers Adviser who supports the students once a fortnight with a lesson where she helps them to find suitable work experience placements or the summer term.

Students then look at budgets and finance planning for different career pathways before preparing personal statements, going on a university visit and preparing for and experiencing a mock interview.

Y12 students also have a tutorial hour with a member of staff where they can use a web based careers programme called Unifrog to further explore their career options. This programme allows them to look specifically at different careers and courses and plan how to achieve the grades they will need as well as any other experiences which will be beneficial.

Students also have the opportunity to visit Huddersfield University, the UCAS HE convention and any other university open days that they think will be useful.

By the end of year 12 students who are clear about their next steps will have a suitable personal statement completed in preparation for their application in Y13.

**Throughout Year 13** personal tutors will review the students' application process to check they are meeting appropriate deadlines and that their references are written. Students who are applying to Oxbridge have a dedicated mentor and as do students applying for Medicine, Dentistry, Veterinary Science or Law. Students who are required to sit a pre-entry exam have particular guidance to support them through the process.

Any students who requires further support can make an appointment with our careers adviser for themselves or with their parents.