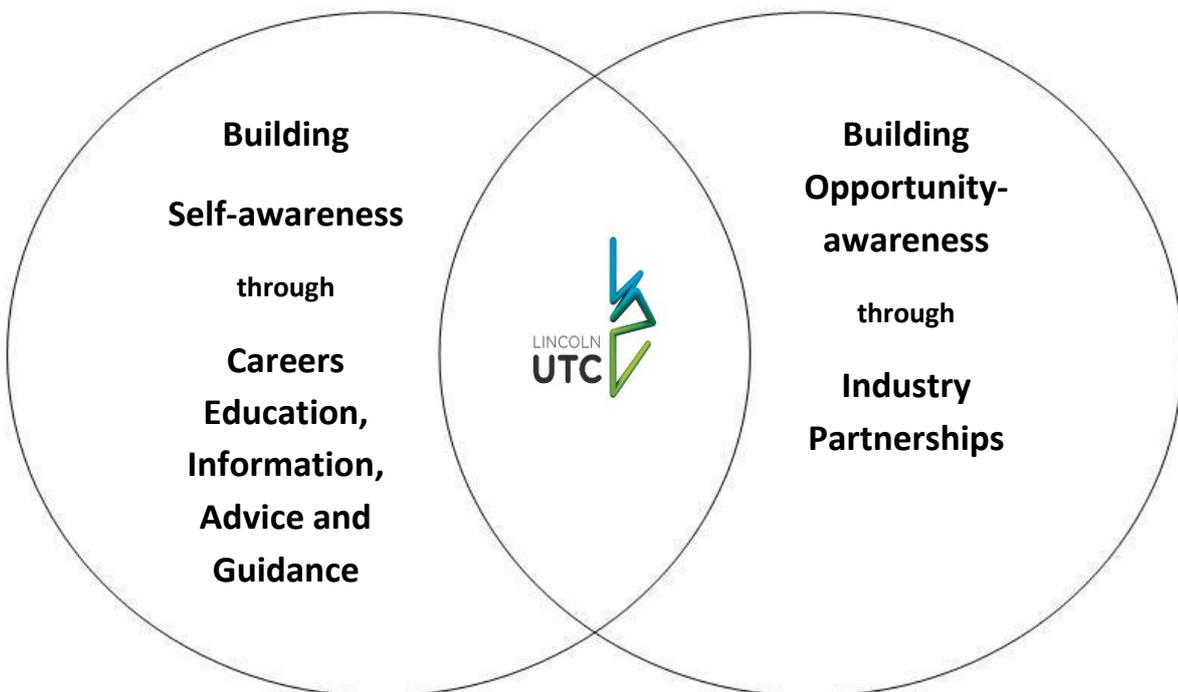


# Year 10 Careers Handbook



Author: Head of Careers (updated January 2016)

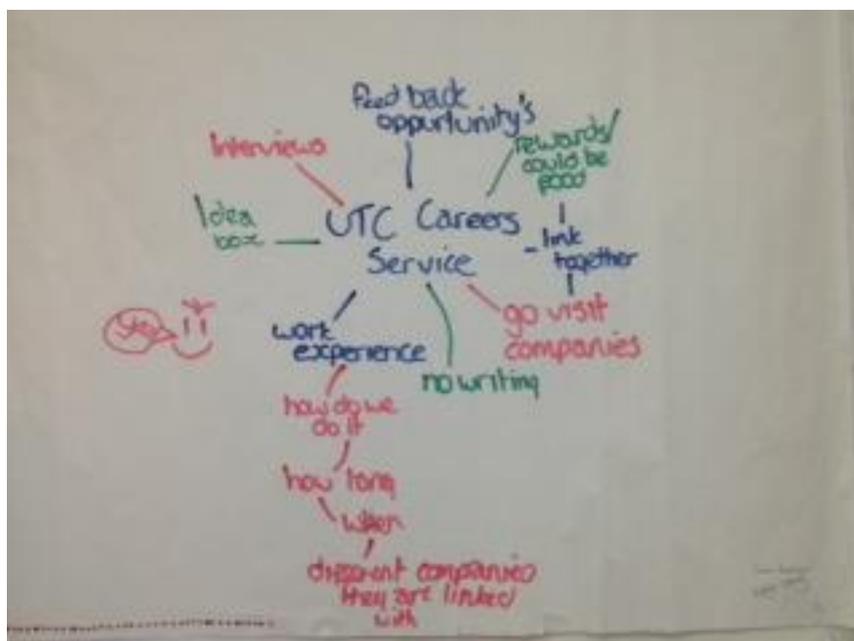


The Careers Service at Lincoln UTC aims to give each student the best possible career management skills to excel in today's changing labour market. This is achieved through a combination of:

- Structured career education through timetabled Innovation sessions
- Employer engagement activities in curriculum time where students can get advice from professionals
- Meaningful work experience
- Up-to-date, relevant careers information both online and through the Careers Library
- One-to-one individual interviews with a Careers Guidance Professional, where they can discuss their individual career exploration

Since September, the UTC Careers Service has been involved in setting up all of the above initiatives, in conversation with our students. More information about each aspect is in this handbook.

This process has included running sessions with all years around what the students' hopes and expectations for the UTC Careers Service involves and what should be included.



This is an example of one of the many pieces of work which came out of this consultation process.

As a result of these sessions, the following timeline for Year 10 is currently in operation:



# Y10 Curriculum Input to Easter:

Terms 1 & 2 (Sept- Dec 2015):

**Unit 1. Introduction to UTC  
Careers Service**

**Unit 2. Relating Job Research  
to Career Options and  
Aspirations**

**Unit 3. Transferable Skills**

Term 3 & 4 (Jan-March 2016):

**Unit 4. Work Experience  
preparation**

**Unit 5. Managing eLearning in  
the Context of Work  
Experience**



# Y10 Curriculum Input to Summer:

After Easter:

**Unit 4. WORK EXPERIENCE  
EVALUATION**

**WE Assembly preparation**

Term 5 & 6 (April- July 2016):

**Unit 6. Labour Market Information**

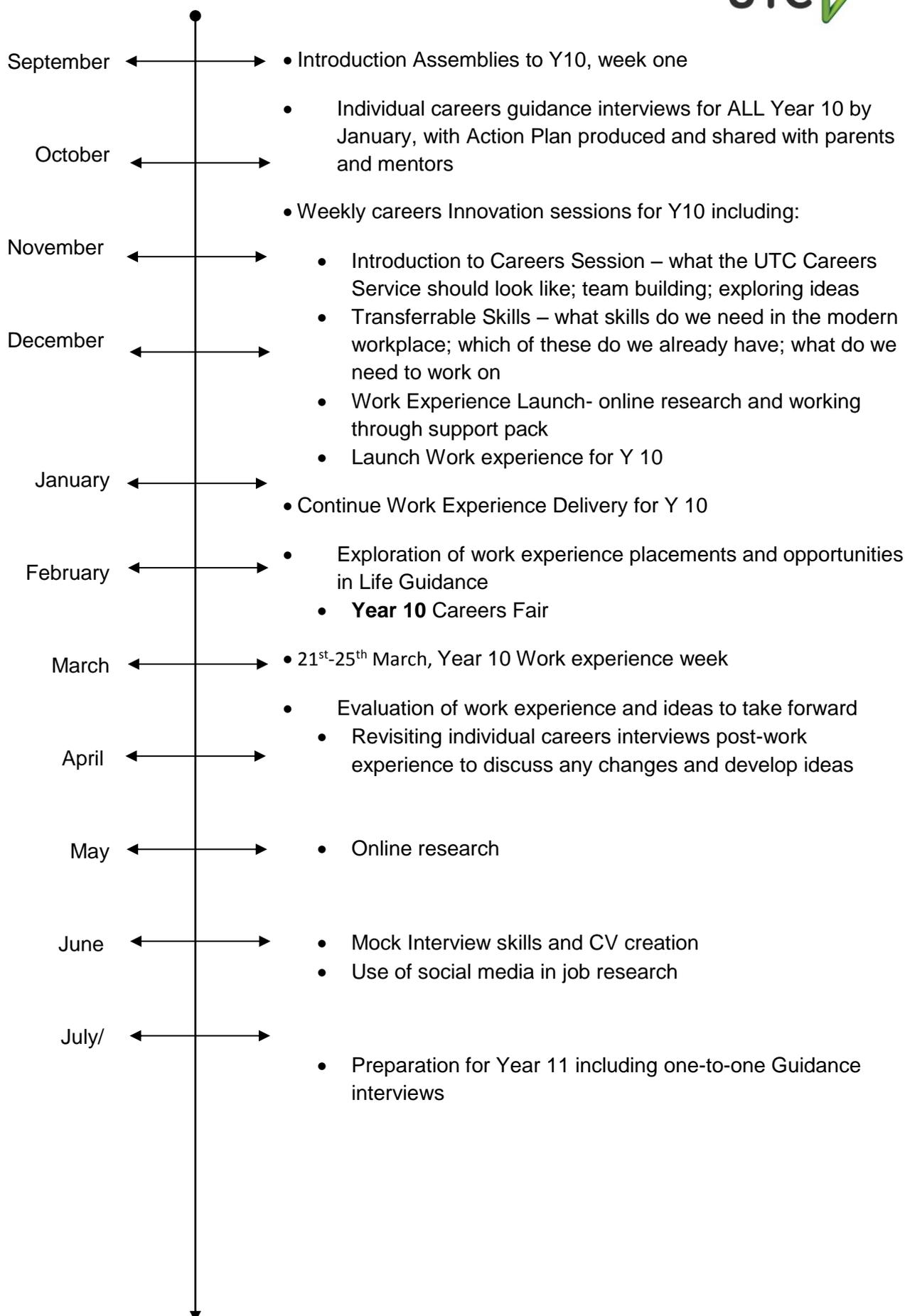
**Unit 7. Curriculum Vitae Writing**

**Unit 8. Mock Interviews**



# Careers Programme Timeline

## Careers 2016/17



This has included the following focus in Careers to Christmas:

YEAR/ TERM	TOPIC	OBJECTIVE	ACTIVITY
Year 10 / Autumn	Introduction to Careers	Team building and formulating the strategy for the UTC Careers Service	<ul style="list-style-type: none"> <li>• Introductory lesson on teambuilding skills and challenges</li> <li>• Mind Mapping of ideas, activities and concepts to be included in the UTC Careers Service</li> <li>• Time to discuss and create a statement of entitlement to careers at Lincoln UTC</li> <li>• Rehearse 1 minute presentation to be given in later session on all of the above</li> </ul>
Year 10 / Autumn	Careers Research	Reflecting on using the internet to generate and research careers ideas	<ul style="list-style-type: none"> <li>• Each student to complete the website worksheet</li> <li>• Time to discuss different careers and varieties within them in lesson</li> </ul>
Year 10 / Autumn	Personal Development	To grow in awareness of how transferrable skills are valued in the modern work place	<ul style="list-style-type: none"> <li>• Brainstorm what we mean by transferrable skills</li> <li>• Introduce post-it notes activity – students have to fill A1 posters with details of their examples of that transferrable skill e.g. Communication; Negotiation etc.</li> <li>• Group discussion about how these skills are used in the work place</li> <li>• Give confidence in the realisation they already have lot of these skills</li> <li>• Introduce work experience concept</li> </ul>
Year 10 / Autumn	Work Experience	Launch of Work Experience	<ul style="list-style-type: none"> <li>• Discuss expectations of work experience</li> <li>• Complete work experience support pack</li> <li>• Get support in finding a meaningful placement</li> </ul>
Year 10 / Autumn	Evaluation	Evaluate the UTC Careers Service	<ul style="list-style-type: none"> <li>• Feedback and evaluation session on the UTC Careers Service so far</li> </ul>
Year 10/ Spring Term to Easter	Work Experience Project	Prepare for, participate in and evaluate meaningful work experience placements	<ul style="list-style-type: none"> <li>• Structured and supported use of the Work Experience Support pack activities in lessons</li> <li>• What are your expectations of work experience? What are the UTC's expectations of you on work experience?</li> <li>• What research skills do you need to develop in order to find a meaningful work experience placement?</li> <li>• How can we evaluate the process of work experience after it has happened to reflect on it fully?</li> <li>• What activities do you need to undertake while on work experience to help structure it for you?</li> </ul>

From Christmas to Easter, your child will be involved in the Work Experience Project, culminating in their week long work experience placement the week before Easter (21<sup>st</sup>-24<sup>th</sup> March 2016). The Project List your child has been working on is below. Your child has had weekly dedicated Innovation sessions in Life Guidance to work through this list, with support from me and other teachers alongside this work as well as bespoke resources in the UTC shared drive. For Example, the presentations they will be asked to deliver before work experience week will contribute to their English course as part of the English GCSE Speaking and Listening component. Although this does not count towards their final grade, it is a great example of cross-curricular working and demonstrates the UTC's commitment to embedding employability skills within each subject:

		Date completed:	Teacher signature:
1.	Original formal letter to employer requesting work experience placement		
2.	Second original formal letter to employer confirming specific details of placement e.g initial visit? Uniform? Lunch arrangements? Travel? Etc.		
3.	Travel plan for work experience placement		
4.	Pre-placement research project on company		
5.	Pre-placement project presentation on company – 10 mins long using range of media on 9 <sup>th</sup> March		
6.	Completion of all pre-placement pages in EBP Work Experience book and Student Support Pack		
7.	Attend EBP Health and Safety Briefing on 16 <sup>th</sup> March		

In addition, all Work Experience employers will be asked to complete student references from the placement week, which are collated and will be shared with students as part of the evaluation planned first week back. They will also support the Summer term's work on CV writing, which will involve Barclays Lifeskills programme coming into the UTC to deliver feedback sessions on students' own CVs which they will create after work experience.



A big part of the year's work so far work has been on individual Careers Interviews, resulting in an individual Action Plan. The interview process is explained below and your child's action plan included at the end of the handbook. All Y10 students are offered an interview with Mrs Doughty and an external Careers Adviser from Nottingham Trent University as part of the Careers Service.

### **CAREER GUIDANCE INTERVIEW REFERRAL PROCESS**

#### **AIM**

The aim of a career guidance interview is to help students define what they want from their career or next goal and to give guidance on planning their next steps.

#### **WHO ARE THEY FOR?**

Guidance appointments are available to students of any year

#### **REFERRALS**

A number of people are able to refer students for career guidance interviews:

- Head of Department
- Mentor
- SEN Team
- Head of Careers
- Subject Teacher
- Parents
- Self-Referral

#### **REASONS FOR REFERRING**

- May require more information about a particular career or pathway
- Identification of achievable aspirations and pathways
- Increase knowledge and understanding of opportunities available to them
- Increase confidence and self-awareness
- Increase motivation and focus
- Raise aspirations
- Discuss underperformance
- Help with decision making skills
- Transition/Annual SEN Reviews

# What You Can Expect From Your Careers Interview

Don't worry if you have no definite career plans. We are here to encourage and support you while you are making decisions about your future. Depending on your needs, it is often helpful to have several interviews, so don't think of your careers interview as a 'one-off' event. It's more of the beginning of a conversation.

The interview is an opportunity for you to have a 40 minute informal discussion with a professionally qualified, experienced careers adviser. You decide what you would like to discuss with an adviser and will have the opportunity to negotiate and agree the structure of the interview.

A careers adviser can:

- Help you reflect on your experiences and how these relate to occupational choices
- Assist you to develop a realistic plan of action relating to career goals.
- Direct you to sources of information which can provide relevant help or information to inform your decisions
- Give feedback on your applications and make suggestions as to any improvements to content or structure

A careers adviser **cannot**:

- Tell you what to do or make decisions for you

The careers adviser will enter a brief summary of the points discussed at your interview onto a Careers Action Plan which you will be emailed a copy of.

## What do we expect from you?

Please aim to arrive promptly for your appointment time. If you cannot attend an interview, or will be late, please let Mrs Doughty know as soon as you can. You can send a message through the UTC Reception. Please report to the Careers Office on the Innovation corridor on arrival.

## How to Prepare For Your Careers Interview

To get the most from your time with your careers adviser we suggest you:

- Think about your situation and what is important to you. Write down the key issues you'd like to discuss
- Bring any supporting documentation with you i.e course details, job adverts, university information etc.
- Visit the School VLE for further information and signposting to additional resources.
- Read the wide range of free careers information available on the VLE or in the Careers Library situated in the Innovation corridor. Please take any booklets/brochures that are of interest.

## **After the interview**

We would really like to know whether you found your interview useful or not and the career adviser will check before you go whether they have covered everything you want. You can also tell us by completing an evaluation form that will be handed to you at the end of the interview and handing it in at Reception. We are interested in you and what happens next! Do keep in touch, remember you are free to have an appointment any time.

## **Benefits of guidance**

- increased motivation and self- confidence
- greater self-awareness
- identification of more achievable aspirations
- enhanced decision making skills
- increased awareness of opportunities

## **CAREER GUIDANCE INTERVIEW FOLLOW UP**

### **For Students:**

- Should be given their Career Action Plan, ideally at the end of the interview but no later than 7 days after their interview.
- Students should be asked for consent to share their Career Action Plan with teachers and/or parents.
- Students should action the points raised in the report in the timescales agreed within the interview
- Follow up interviews should be booked in advance by the student, using the Career Appointment Book in Reception.

### **Mentors:**

- Providing the student has provided consent for the report to be sent to teachers, the form tutor should receive a copy of the report within 7 days of the interview.
- Should discuss the actions and timescales with the student and offer support throughout the process.
- Should be made aware by the Interviewer of any student who failed to attend an interview.
- Should ask students to rearrange an appointment if they failed to attend and impose any necessary sanctions if they repeatedly fail to attend or avoid making an appointment.

### **Parents:**

- If student consent is given, parents will receive a copy of the career action plan no less than half a term after the interview has taken place
- Mrs Doughty is happy to discuss any aspects of the action plan so please get in touch
- Action plans are a working document and are expected to change over the student's career at the UTC
- Regular (termly) interviews are conducted with the students to check progress and discuss any changes in direction
- Full support is given with all aspects of career development at the UTC including work experience

Your child's individual action plan from this term is shown below. This will be updated over the course of the Summer Term with additional feedback from their Work Experience placement and their interview with an independent, impartial adviser from Nottingham Trent University.

If you would like to discuss any of the information in this handbook, please don't hesitate to contact me via the UTC.

*Aggi Doughty*

## Head of Careers and Industrial Partnerships



## Action Plan

<b>Name:</b>  <b>Address:</b>  <b>Tel:</b>	<b>Date of Interview:</b>  <b>Young Person Details:</b>  <b>Date of Birth:</b>  <b>Young Person email:</b>
<b>Career aim(s):</b>	
<b>Action to date:</b>	
<b>Education/ Training required to achieve career aim:</b>	
<b>Action- I will:</b>	<b>By:</b>
<b>My Adviser will:</b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b>By:</b>

**Signed (Young Person):**

**Adviser's Name: Mrs Doughty**

**Signed (Adviser): AHS Doughty**

