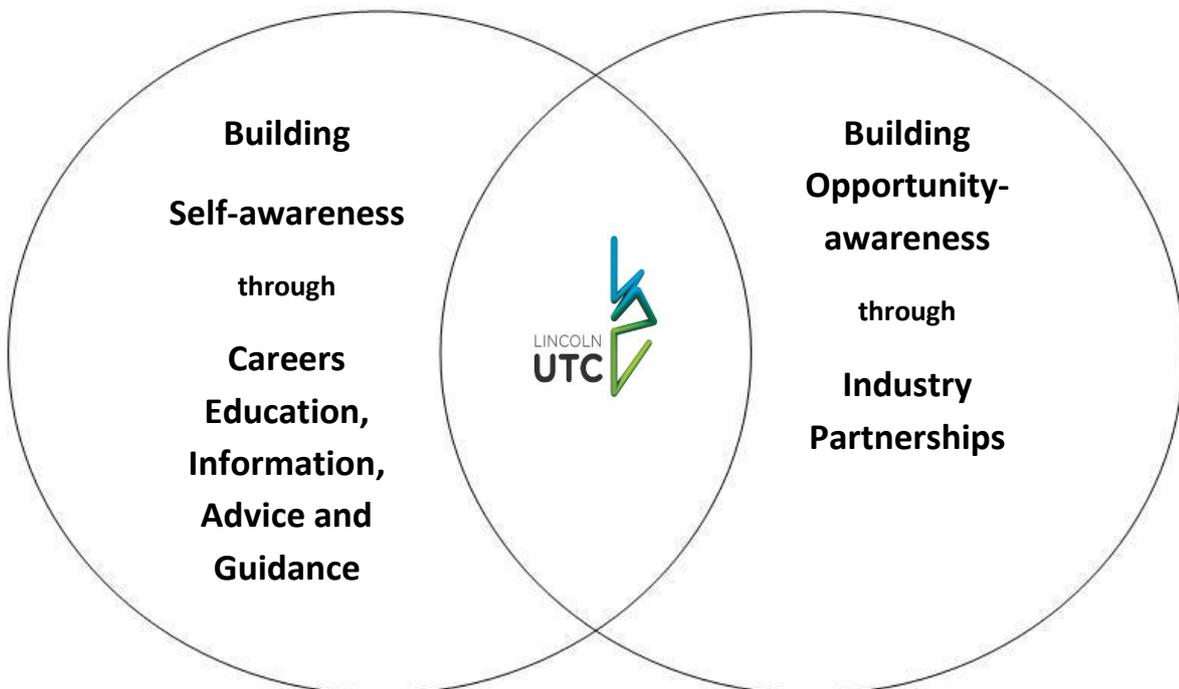


Year 12 Careers Handbook



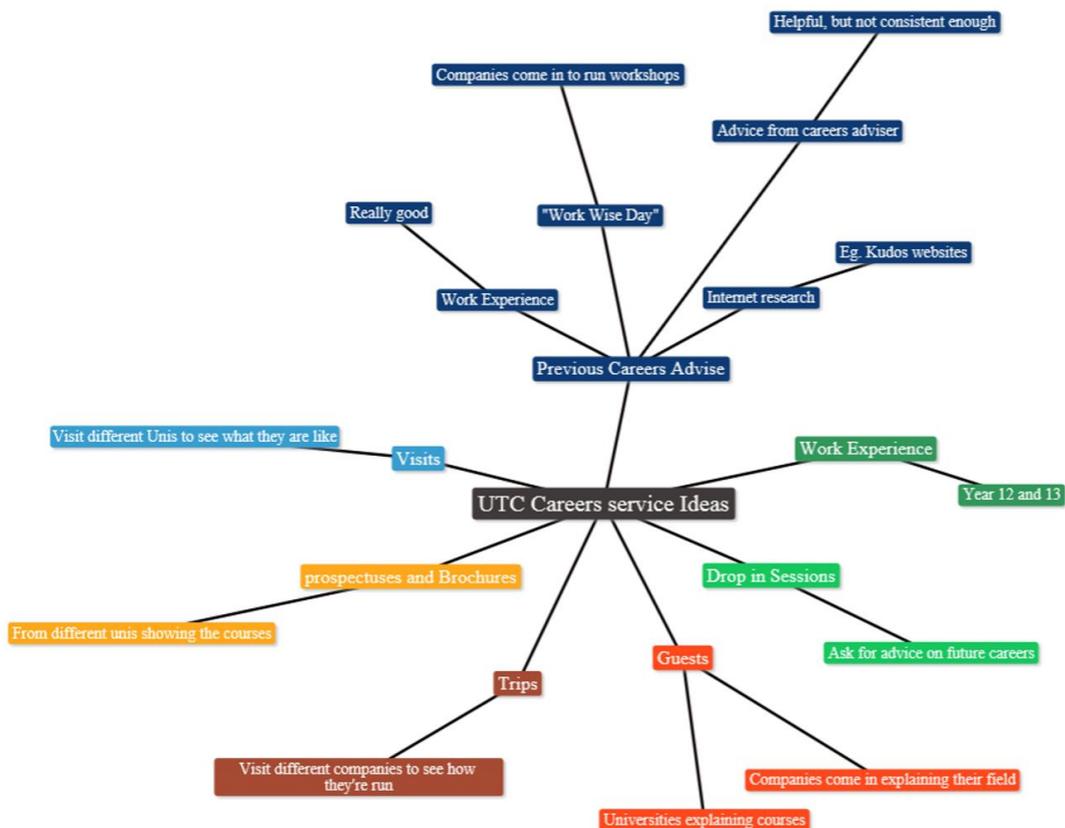


The Careers Service at Lincoln UTC aims to give each student the best possible career management skills to excel in today’s changing labour market. This is achieved through a combination of:

- Structured career education through timetabled Careers Lessons
- 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 student work which came out of this consultation process.

As a result of these sessions, the following timeline for Year 12 is currently in operation:



Y12 Curriculum Input to Easter:

Terms 1 & 2 (Sept- Dec):

**Unit 1. Introduction to Careers,
& Business Planning Preparation**

**Unit 2. Statement of
Entitlement to careers, CVs
and Social media research-
LinkedIn etc.**

Term 3 & 4 (Jan-March):

**Unit 3. External Speakers
Businesses,
National Apprenticeship
Service, UoL etc**

**Unit 4. Work experience
presentations**

**Unit 5. National
Apprenticeships Service**



Y12 Curriculum Input to Summer:

After Easter:

**Individual career presentations, Work
Experience research &
Post-18 Options Evening**

Term 5 & 6 (April-July):

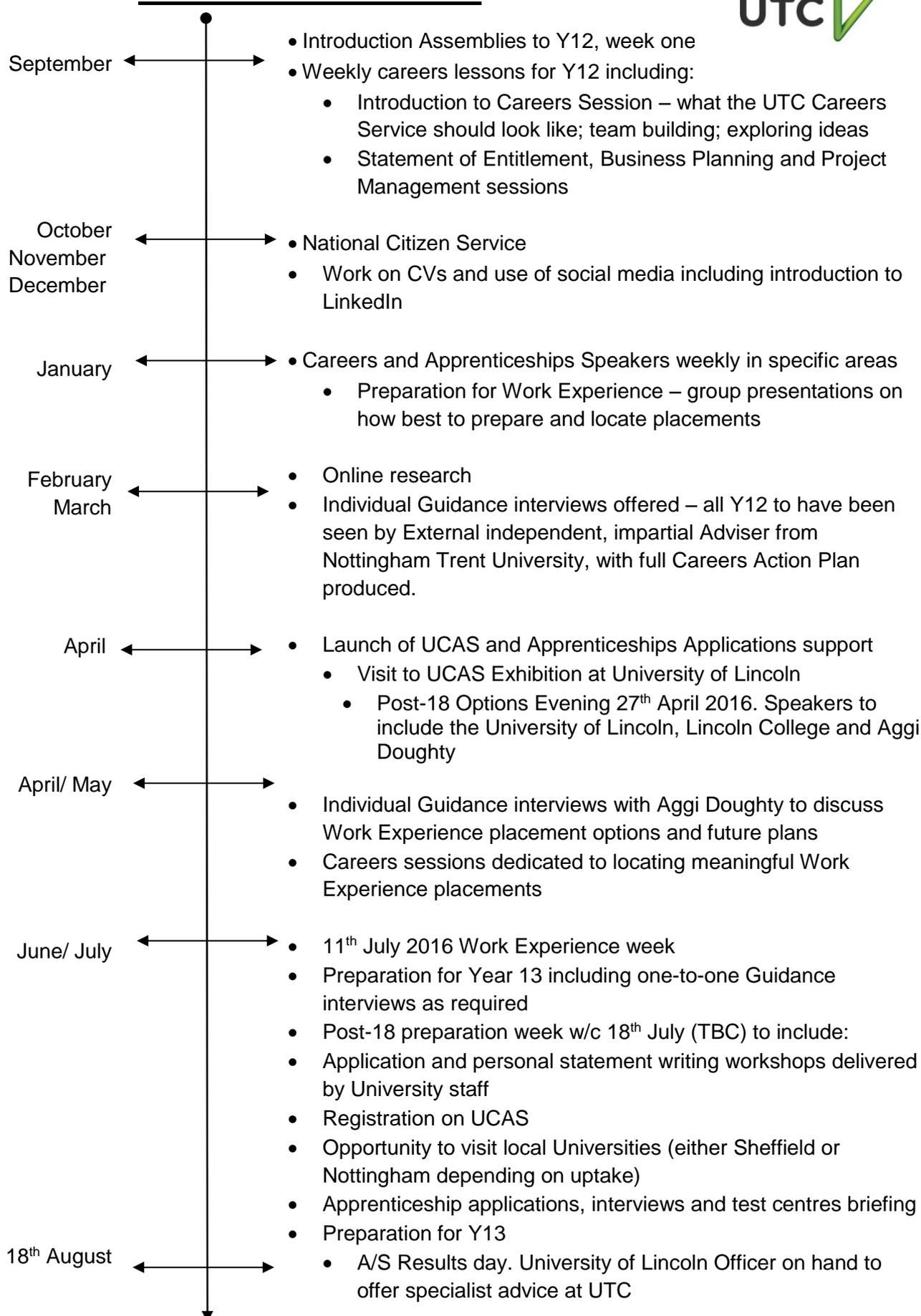
Unit 6. Work Experience Planning

**Unit 7. UCAS & Apprenticeships
Applications Preparation**

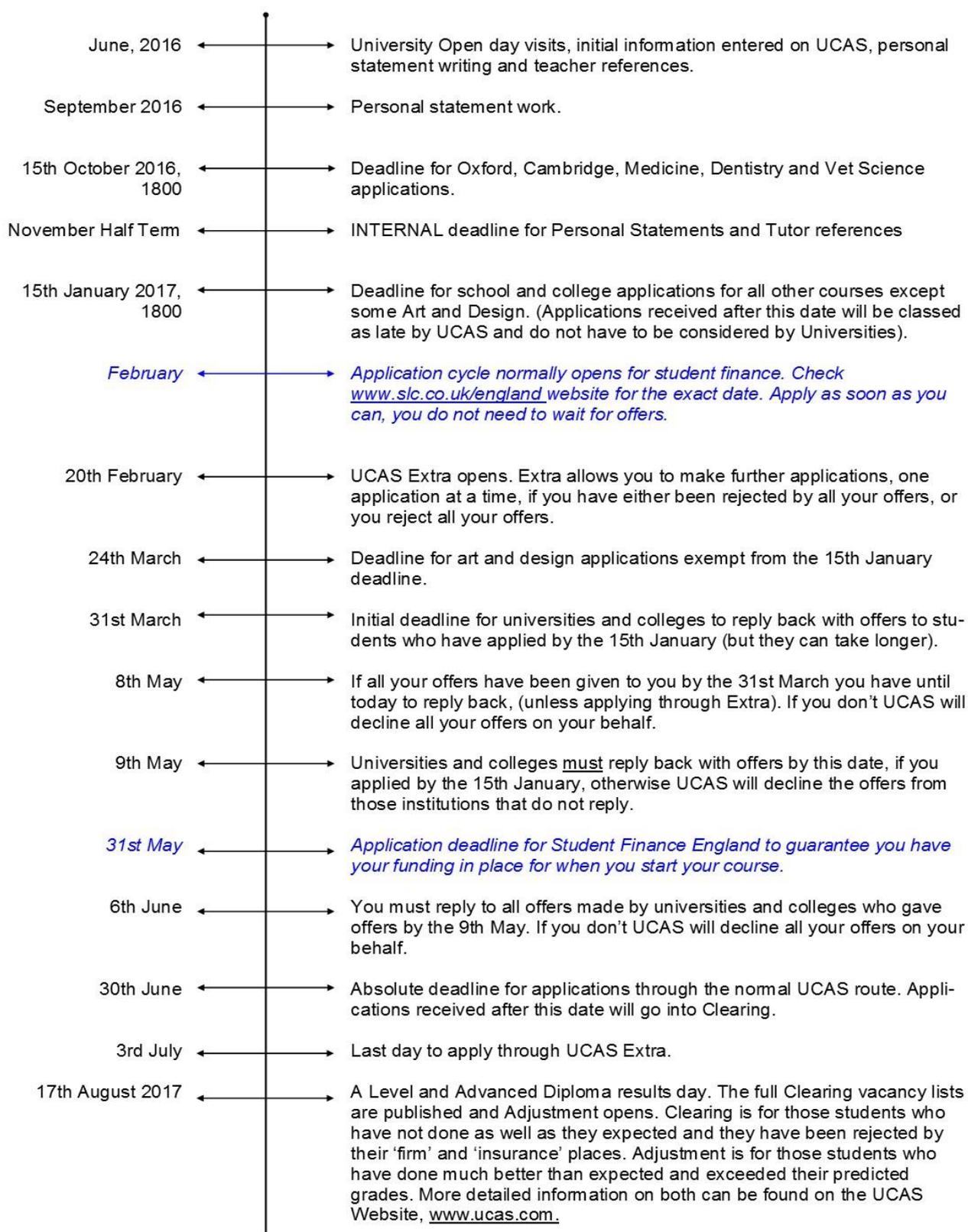
Y12 Careers Programme Timeline



Careers 2015/16



UCAS Timeline 2016/17



Apprenticeships

There is no prescribed process for applying for Apprenticeships as with University through UCAS. Each one has a different application process and timeline and there are hundreds of options!

To ensure your child has all the information to decide if an apprenticeship is right for them, and to begin looking in the right places, the UTC will be delivering several talks from apprenticeship providers to cover all of this vast and ever changing picture.

Research shows that just over 80% of school leavers make their key careers decisions in conjunction with their parents. However, in some circumstances there is a knowledge gap between parents' awareness of their children's options and what is available to students at the end of school or Sixth Form. The AllAboutSchoolLeavers.co.uk School & College Leaver Careers Market 2014 annual research report found that only 19.25% of parents are aware of school leaver programmes and only 12.83% had heard of a sponsored degree as an option available to their children. I have attached the 'Your Childs Options Explained' guide produced by allaboutschoollleavers.co.uk to this email for further more in depth information on this.

In the meantime, there are a number of useful websites you and your child can use to begin searching:

www.allaboutschoollleavers.co.uk – This is a useful guide to your child's options after leaving school and is focused on apprenticeships, school leaver programmes and sponsored degree routes

www.apprenticeships.gov.uk – This is the central government Apprenticeships website, and although it is fairly comprehensive, there is no obligation for employers to advertise on this site. Rolls Royce

www.ratemyapprenticeship.co.uk – This website has more useful information on: Apprenticeships; School Leaver Programmes; Sponsored Degree Programmes; Gap Year Programmes and Traineeships

www.notgoingyouni.com – This is a useful website and has lots of useful information on local, regional and National apprenticeship provision

<http://www.siemens.co.uk/careers/en/students/apprenticeships/our-apprenticeships.htm> - Information on Apprenticeships with Siemens. The closing date for applications is always 1st March, regardless of the day

<http://www.rolls-royce.com/careers/students-and-graduates/apprenticeships.aspx> - Information on Apprenticeships with Rolls Royce.

This only intends to provide a flavour of all the many and varied apprenticeship opportunities available in today's ever-changing labour market. The intention at Lincoln UTC is to provide a comprehensive service to enable students to make an informed decision about whether an apprentice route is right for them, and then to help find the right route. Despite Central Government promises, this process is still complex and diverse, with new changes being announced and implemented every day.

At the UTC we will always do our very best to provide up-to-the-minute information on opportunities available – but this comes with the warning that things often change and develop overnight with apprenticeship! Therefore we will work with you and your child to develop the necessary career management skills through Innovation to stay on top of this rapid change.



Post-18 Options Evening for Year 12 and Parents

INTRODUCTION

UCAS is the universities and colleges admissions service.

A **Pre-A Level application** is for a student who applies to university through UCAS in the Autumn term before taking their A Levels (i.e. apply in October 2015 for a university place in September 2016).

A **Post-A Level application** is for a student who applied to university through UCAS during a gap year in the Autumn term after taking her A Levels (i.e. apply in October 2016 for a university place in September 2017)

An **early deadline application** is one for Oxford or Cambridge Universities, or for medicine, veterinary or dentistry.

Each student may choose up to five different university courses to apply for it is sensible to choose similar courses at these universities as only one personal statement can be attached to the UCAS form. Only four of an individual's choices can be for Medicine, Veterinary or Dentistry.

CHOOSING A COURSE

With more than 55,000 courses on the UCAs website, choosing a course can be rather daunting! There are plenty of people to advise, especially Mrs Doughty as Head of Careers, Year 12 Mentors and subject teachers.

Crucial resources are the individual websites of each university, as well as the UCAS website (www.ucas.com). This contains a **course search** facility and an **entry profile**, detailing the likely A level offer for every single course. There are also a lot of useful links to other informative sites on Higher Education. There is also a section for **Parents** on the UCAS website to help guide you through the process (<https://www.ucas.com/ucas/undergraduate/getting-started/parents-and-guardians>).

Choosing a course should always be the first decision: choosing a destination before choosing a course is very strongly discouraged!

In terms of a range of courses, there are three main options:

Choosing a UTC subject, such as Engineering or Biology. You need to think whether you love the subject so much that you want to study it exclusively for three or four years. It takes a big commitment to study a single subject for tis length of time, no matter how much you love the subject at school. Talk to your teachers about the reality of what the subject is really like at university.

Choosing a new subject, such as Architecture or Forensic Science. One of the big tasks here can be finding out enough about the subject to make an informed decision. Do your research. Don't pick that subject on a whim. Visit the universities and talk to the faculty staff. Talk to other students currently studying that subject.

Choosing a vocational subject, such as Law or Medicine. This is an option if you already know what you want as a career and are aware of the highly competitive nature of admissions to such courses. Prepare your application carefully: the training of a doctor is a long and expensive business. The medical schools cannot afford to, and do not have to, take risks over who they offer places to. To have had experience of these courses before you apply is very important: often the dream and the reality are very different.

CHOOSING A UNIVERSITY

Make sure you go and visit: any university can look glossy and appealing on a website or in a prospectus. You need to see the reality. What is the library like? Where are the halls of residence? The campus may be great, but what about the nearby town/ city? Would you feel safe going out? What about the public transport links? What about the facilities for your extra-curricular activities? What bursaries and scholarships are on offer?

There are city-based universities, campus based universities, collegiate universities, universities with strong reputations in specialist areas and universities which offer more flexible courses. University prospectuses are available online and contain a wealth of information, as do alternative prospectuses produced by students.

A useful website for comparing a multitude of aspects of Higher Education is: www.unistats.gov.uk

RESEARCH

Entry requirements to different courses change year on year and, with over 55,000 courses on offer, it is simply impossible for us to keep a central record of the entry requirements for each course. This has to be each member of Year 12's responsibility and each entry profile must be analysed with a fine toothcomb. We are always available to go through your findings and check the implications are clear. Mrs Doughty has a wide range of resources in the Learning Resource Centre.

LINES OF COMMUNICATION

Year 12 will need to be in very close communication with their **Mentors** over UCAS matters; they will be the main cog in the UCAS process, checking the students' progress, advising on personal statements and looking to see that each individual is intending on applying to universities with a sensible range of entry requirements.

Subject Teachers will be helping students with personal statements and giving advice for students interested in their subject areas

Mrs Doughty (Head of Careers) is available for advice at any time.

GRADE REQUIREMENTS AND PREDICTED GRADES

The A level and BTEC grade requirements for each course should be given on the UCAS website and the individual university websites. These can either be grade based (e.g. ABB/ DDM) or tariff based (e.g. 320 points). The UCAS tariff has changed this year and operates on a complex system. The best way to find out what each qualification is worth, and at what grade, is to use the online UCAs calculator which is now live at:

www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/calculator

It is important to check tariff offers very carefully to see what qualifications each institution allows to be counted.

A* Grades can only be awarded at A2 level and candidates must achieve an A grade overall, with a minimum of 90% over their A2 modules. Universities such as Oxford, Cambridge, Warwick, Bath, UCL and Imperial already use A* grades in their offers and we wait with interest to see which institutions will use A* grades in their 2015 offers.

The **predicted grades** we put onto a UCAS form are generous and optimistic. However, there is no point in predictions being so optimistic that the offers received from universities are beyond that applicant's grasp. We do need to be realistic in terms of our optimism and students must understand that consistent very hard work is going to be needed to reach these predicted grades. So, everyone's decisions about courses need to be based on a realistic assessment without at any point discouraging students to aim for their absolute maximum potential. Preliminary predicted grades will be completed by the end of June; each member of Year 12 will get their predicted grades by the end of June. Predicted grades will be finalised in September, once students have received their AS or End of Year results. These final predicted grades will be a **Best Possible Grade** which will be the ones shown on the UCAS form, and a **Most Likely Grade**, which will allow everyone to choose a realistic range of courses.

It is so important that everyone's choice of five courses covers a sensible range. Depending on individual AS/ end of year results, that might be an aspirational course whose entry requirement is, for example, AAA, three safer choices at ABB and a safety net of BBC. This requires very careful research before submitting the application.

It's worth stressing at this point that for very competitive courses at very competitive universities, each applicant's **super-curriculum commitment** becomes increasingly important. What do you do outside the classroom to extend the subject you love? What makes your application stand out? Do you attend public lectures? What do you read? Do you enter any of the competitions on offer from different universities? There's a wealth of unexplored material waiting for you – we can point you in the right direction but it's your passion for the subject that will lead you there.

UCAS APPLY

UCAS Apply is the **online application system**; the cost of sending a UCAS form was £23 for 2016 entry. Each member of Year 12 must activate their log-in details during the UCAS days at the end of July.

The application form divides into sections, with each student completing their Personal Details, Additional Information, Choices, Education, Employment and Personal Statement.

The final section is the Reference: this is completed by the Mentor, who completes information from the subject teachers. Each reference, along with the predicted grades, is then finalised and pasted into the online application by Mrs Doughty. Completed UCAS forms are then checked and signed off by Dr Mackenzie before being finally sent to UCAS.

FURTHER INFORMATION

Full details of completing the online application form and writing the best personal statement will be distributed in the Summer term after exams.

STUDENT FINANCE

This is overseen by Student Finance England whose website is: www.sfengland.slc.co.uk

There are many useful links to scholarship programmes in: www.scholarship-search.org.uk

A FINAL WORD

This is a very exciting time for Year 12 and the time in which they will be making one of the most important decisions of their life. Please talk together at every opportunity about it, help your son or daughter to explore what they are really interested in and encourage them to seek as much advice as possible. Be reassured that we are all here to help at any stage of the process.

Careers Guidance Interviews

At Lincoln UTC, we use external Careers Advisers from Nottingham Trent University, in addition to Mrs Doughty Head of Careers, to offer a truly independent and impartial Careers Service to our students. A big part of the current term's work is on individual Careers Interviews, resulting in an individual Action Plan. The interview process is explained below. All Y12 students will have had a Careers Interview and a Career Action Plan by May Half term 2016. A sample Action Plan is included at the end of the report. From Easter 2016 all Y12 students will have a one-to-one Guidance interview with Mrs Doughty to review the actions from their external careers interview and make plans for work experience and future options. The action plans from these will be emailed out to the students and shared with parents if students agree to this.



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 or students who previously studied at Lincoln UTC.

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
- If in doubt Mrs Doughty will advise whether a career guidance or career advice is most appropriate

PROCESS FOR REFERRAL

1. Email Mrs Doughty with student details
2. Arrange for the student to make an appointment in the careers appointment diary held at Reception.
3. Students should read the information held in the appointment file so they understand what to expect from the interview
4. The referrer should confirm with the student that an appointment has been made.
5. On the morning of the appointment, Mrs Doughty will remind the student's mentor of the appointment and time.

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 an 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 the career adviser know as soon as you can. You can send a message through the School 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, and you can have as many appointments as you need.

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 before Easter is shown below. This will be updated over the course of the Summer Term with additional feedback around their Work Experience placement search and their interview with me.

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



Sample Action Plan

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

My Adviser will: •	By:
Signed (Young Person): Adviser's Name: Mrs Doughty Signed (Adviser): AHS Doughty	 <p>LINCOLN UTC</p>

AP 1 (09/06)