



WELLINGTON SCHOOL, AYR

CAREERS POLICY

SESSION 2009 – 2010

Introduction

Wellington School aims to provide a coherent Careers Education structure which allows pupils to make informed, considered choices at all stages in their education and ensures that, by their final year, they are suitably prepared and qualified for the career of their choice.

The provision of a careers programme is embedded within the curriculum. The two elements of careers education and careers advice combine to offer pupils as detailed and as all encompassing an experience as possible.

Careers education at present is provided through the medium of a careers course being delivered by Mrs Murray to S2 pupils. The knowledge thus acquired will aid them in making their subject choices at the end of the second year.

Careers advice is offered through the Futurewise Programme which helps pupils identify their aptitudes, skill and qualities. The programme is delivered by ISCO and all participants undertaking profiling sessions are given individual interviews during S4.

In addition pupils in S4 and S5 have an individual interview with their Form Tutor and/or the Head of Fifth and Sixth Years prior to selecting their courses for S5 and S6.

In S6 all pupils attend an information presentation on the UCAS system which is used when applying to University.

The annual Higher Education Fair gives pupils (from S2 to S6) and their parents the opportunity to speak to representatives from the Universities and Colleges. Additionally, every second year, members of various professions and the services attend the Fair and pupils are given the chance to discuss their future plans and so gain an insight into possible career paths.

The Wellington School Work Experience Programme fully complements our careers programme and aims to offer pupils in S4 an introduction to working life by giving them the opportunity to work in a local business. Pupils experience a short but continuous spell in a working environment, gaining first hand knowledge of certain types of jobs.

The placement itself is the culmination of weeks of preparatory work in class, during which time pupils are challenged to think about their own strengths and development areas and to think carefully about their placement choices. Pupils are expected to take the lead in securing a relevant placement but will receive support from school staff throughout the process. A thorough evaluation of the process is carried out upon completion of the placement week.

Work Experience is a valuable learning experience for all young people, regardless of ability and aspiration: most young people will enter employment during their adult life and meaningful work experience can help influence their career direction and make informed career choices. It also helps pupils to take responsibility and exercise initiative, allows them to learn new skills and apply their academic learning in a practical context, improves their self-esteem and confidence, and often improves their attendance. A relevant work experience also adds value to a young person's application for entry to university or college.

CAREERS EDUCATION

S2 Careers Programme

June	Introduction to Careers Education	- Why it is important at this stage - Making a connection between now and the future
	Careers Workbook	What kind of person am I? Health Interests Abilities Personality
		Relates to specific job families

August – December	The Real Game -	Programme designed to give pupils an insight into the work of work. It illustrates the importance of adaptability and introduces the concept of transferable skills. Pupils learn how schoolwork relates to occupational choices and therefore to lifestyle and income. Working as part of a team, they learn to budget both time and money.
------------------------------	-----------------	--

January – March	Learning to use a prospectus Decision making Options Careers research using a variety of resources including the Careers Library and the internet. (Careers Workbook)	
----------------------------	--	--

April – May	Presentation to class on favourite job – to include:	School qualifications Degree/college course What the job involves Working environment Opportunities Career path Why it appeals
------------------------	--	--

Pupils will be given an opportunity to research, in more detail, a specific job which appeals to them. They will then make a presentation to the class.

The final lesson is a review of the year: what pupils feel they have learned and whether or not they have changed their minds about the career(s) which might interest them. They will look back at the career by the chose at the beginning of June and consider – if it has changed, why might that be?

Careers Advice: S4 and S5

FUTUREWISE

In S4, all pupils are given the opportunity, and strongly encouraged, to join Futurewise. This is a comprehensive careers advice, guidance and planning service designed to help pupils make informed decisions about, among other things, choosing Higher subjects, selecting a course at university and researching potential careers. It is run by the Independent Schools Careers Organisation.

In the first instance, Futurewise provides a psychometric profile report which highlights a pupil's vocational aptitudes and abilities. This is followed by a feedback session on the profile. A one to one careers guidance interview then takes place where the results are discussed in detail and possible career options for the future are highlighted. These interviews are carried out by a representative from the Independent Schools Careers Organisation. Subsequently, pupils have access to: their own personal web space; careers and higher education research resources; and an email and telephone information helpline. A second one to one interview can be arranged during 5th or 6th Year should it be required, and the service is available to the pupils up to the age of 23.

Careers Advice Interviews

In the spring term in Fourth year pupils make their option choices for Fifth year. Each pupil has an individual interview with their Form Tutor. The Head of Fifth and Sixth year attends a number of those interviews. Pupils are encouraged to seek advice if they are in any doubt concerning their subject choices. Form tutors are also offered advice concerning pupils' subject choices and will consult with the Head of Fifth and Sixth Year over any issues that arise. Any difficulties or problems can thus hopefully be resolved at an early stage.

It is essential that pupils who have particular careers in mind embark on the correct subject options. Pupils who have no fixed ideas for the future should be encouraged to leave their options as wide as possible.

During fifth year pupils who remain uncertain about their career paths for the future have the opportunity to undertake an individual interview with an independent careers' advisor from ISCO.

The Star Programme

The STAR programme enables S5 pupils to gain experience in CV writing, applying for jobs and preparing for/undergoing interviews. This Programme serves as an excellent preparation for S6 and beyond. In S6 most pupils will apply to university or college and also for full or part-time jobs. In these situations a well produced CV/application form and a good performance at interview will be essential. The more the pupils do in S5 the more they will have to talk about in a 'real' application.

In the programme participants will apply for the post of 'Head of Year' and the applications will be analysed by real recruitment consultants.

The successful applicants will attend a group assessment and thereafter a short list will attend a final interview process. At each stage feedback will be offered and this will prove valuable for any future applications or interviews.

At any stage during 5th Year pupils can seek advice on Careers from Mrs McMahon or Mrs Murray.

Careers Advice: S6

In the Spring Term Fifth Year pupils make their option choices for Sixth Year. Each pupil has an individual interview with their Form Tutor. The Head of Fifth and Sixth Year attends a number of these interviews. Pupils are encouraged to seek advice if they are in doubt concerning their subject choices. Form Tutors are also offered advice concerning subject choices and will consult with the Head of Fifth and Sixth Year over issues that arise. Any difficulties or problems can thus be hopefully resolved at an early stage.

It is important that pupils who have a specific career in mind embark on the correct subject options. Pupils who have no fixed idea for the future should be encouraged to leave their options as wide as possible until a decision has to be made.

Pupils who plan to undertake particular courses such as :

Accountancy	Business Courses	Dentistry	Engineering
Law	Medicine	Physiotherapy	Primary Teaching
Radiography	Veterinary Medicine		

must undertake relevant work experience prior to the start of the new session.

UCAS Applications

In August all pupils intending to apply to university attend a presentation on UCAS procedures. This will cover a range of topics including choice of courses, UCAS tariff, selection of universities, completing the application form and writing personal statements. A question and answer session will follow the presentation. Thereafter a folder of relevant materials will be provided for each pupil to assist them with their application.

During September each applicant will have an individual interview with Mrs McMahon to determine their choice of course and will subsequently receive support in completing their personal statements during Life Skills classes.

Each application will be checked before it is submitted and Mrs McMahon will track the progress of each application through the system.

From January, of each session, pupils will fill in UCAS update forms on a monthly basis to identify the state of progress of their applications. In April the final acceptance of all offers will be checked.

The Higher Education Fair

The Higher Education Fair is now an annual event in the school calendar and takes place in March of each year. Universities and colleges from across Scotland are invited to attend together with representatives from the Armed Services and the Independent Schools Careers Organisation.

Throughout the school day, pupils from S2 – S6, together with senior pupils from local secondary schools, are given an opportunity to attend. They have, therefore, access to the most current information regarding entry qualifications and new courses and can ask questions of the representatives in attendance.

The benefits of the Higher Education Fair are far reaching: it provides the stimulus for pupils to start considering their future at a young age; it ensures that they are in possession of the facts with regard to subjects requirements for their chosen university or college course at an early stage; and it allows senior pupils access to experts who can answer any questions they may have regarding current entry requirements and courses.

Mrs L McMahon, Assistant Head, Year Head S5/S6
Mrs M Murray, Careers Advisor