

Date: 15 October 2014

Dear Parent/guardian,

Subject: Careers Education, Information, Advice & Guidance (CIAG)

Careers education and guidance at Walworth Academy is carried out through a combination of the PHSE programme, individual meetings, careers and post-18 preparation days and a lecture programme. We aim, through this IAG programme, to prepare our students for the responsibilities and opportunities that they will encounter in life and to aid them in making the right decisions for their futures.

Year 7

Students all reflect on Walworth Academy core values and how they relate to success and careers opportunities. They explore careers family trees by looking at what their parents and grandparents do/did in order to explore careers and 'job families' during deep learning week.

Students will be introduced to the '**Fastomato**' software, an online careers programme that allows the student to link interest to many different career opportunities.

Year 8

Students all work on their own Career Tree, looking at what their parents and grandparents do/did in order to explore careers and 'job families' during deep learning week. Year 8 also cover the topic 'Positive Contribution' in their PHSE sessions. Students will take part in various careers workshops and trips to leading universities to raise their aspirations.

Students will use the '**Fastomato**' software, an online careers programme that allows the student to link interest to many different career opportunities.

Year 9

Students cover the topic 'Planning for the Future' in their PHSE sessions. We will also hold a Careers Day in January which is aimed at exploring the students' own skills and interests, using the online KUDOS programme and at encouraging the students to find out about what is really involved in a whole range of employment areas. Students will also take part in various careers workshops and trips to leading universities to raise their aspirations.

Year 10

Students cover 'Education and Careers' in their PHSE sessions. In the spring they will learn CV and covering letter writing skills which will help them as they start to look for part-time work. Students will take part in various workshops to prepare them for work experience in the summer.

In the summer term, we will organise trips to leading universities to raise our students' aspirations.

Year 11

We start the year with a 'Subject Matters' talk given by local colleges, which covers subject choices at A Level. We are also organising trips to leading universities as a follow up action to students' questionnaires and chosen careers. This is followed by our Sixth Form Open Evening on 11th November 2014 and an opportunity to see our Careers Manager and subject leaders on a one-to-one basis. Any students who are deemed to need additional advice will be referred, by the school, to an external and independent Careers Adviser. We will organise trips to local colleges for vulnerable year 11 students and parents.

Year 12

Right from the start of the year we actively support the students in planning: planning for the future, personal presentation, the UCAS process of applying to university, developing the skills and attributes that employers are looking for, budgeting and university finance.

We believe work experience will set our students apart and we work with all of our pupils to secure ***at least*** one substantive professional work placement in the field of their choice to ensure they received specialist IAG from those already in business.

Students are supported by an on-going programme of visiting speakers throughout Year 12 from a range of Universities, Apprenticeship schemes, Graduate employers and motivational and inspiration professionals who have rich and varied experiences of the world of work.

All students will visit a University with us and we encourage students to attend open days in order to make the most informed decision for them.

Students begin writing their Personal Statements in Year 12 giving ample time for 1:1 meetings with the pastoral team to ensure the right range of aspirational, solid and safe university choices. We also hold a UCAS process and Finance for University presentation evening for parents.

Year 13

Students are well prepared for the UCAS process from the support they have received in Year 12. All receive further individual help with the application form and personal statements. Once offers start to come through we also help students in the final decision making process. The Sixth Form team is also on-hand on results day and afterwards to assist students with clearing and adjustment.

Help and advice is also offered throughout the Sixth Form with alternatives to university and information on apprenticeships, school leaver programmes and gap year opportunities is always available. University open days and 'taster sessions' are advertised by e-mail throughout the year to provide students with an insight into careers, professions and undergraduate courses. We support and encourage students to attend these Mock interviews are provided when necessary and past students are invited back to give advice to current Sixth Formers.

Yours sincerely,

Mr D. Agui

Vice Principal