

Gloria Filiorum Patres

Each day, discovery.



ELTHAM COLLEGE

**2e Career Learning and Higher  
Education Policy**

Last reviewed: June 2021

### Version Control Information

<b>Reason for amendment</b>	<b>Name</b>	<b>Date</b>	<b>Main changes</b>
Annual Review	Louise Badelow	7 <sup>th</sup> July 2020	Aligning policy with Gatsby Benchmarks and reflecting changes in provision.
Annual Review	Louise Badelow	28 <sup>th</sup> June 2021	Reference to “Beyond Eltham College” event for Year 11

## **1. General Statement**

This policy has been adopted as a mark of the importance that the school places on Career Learning and the preparedness of our students for their lives beyond Eltham College. It recognises that in a world of rapidly changing Higher Education and employment opportunities, students should have access to a coherent programme of activities that inform, inspire and motivate, helping them to understand themselves, and where different education and training choices could take them in the future.

## **2. Aim**

Through a coherent programme of Career Learning that adopts the eight Gatsby Benchmarks for good practice in schools, every student is encouraged to explore the possibilities for their future education and employment and to set high but realistic targets for their future.

## **3. Monitoring and Review**

The policy will be continually monitored by formal and informal feedback from students, staff, parents or outside agencies and may be reviewed or updated at any time. A further monitoring process will involve the statistical analysis of the post-18 destinations of our students.

## **4. Headmaster, Head of Careers (LOB), Head of Sixth Form (SGM) and Head of Middle School (LSW)**

It is the responsibility of the Headmaster, LOB, SGM and LSW to establish a framework for a stable Career Learning and Higher Education Programme and to ensure it is effectively delivered and reviewed. They will:

- Embed Career Learning and Higher Education guidance within the school curriculum, ensuring that it meets the needs of each student
- Ensure that adequate time is devoted to the delivery of the Career Learning Programme and HE guidance
- Allow students to learn from career and labour market information and make links between the curriculum and careers
- Offer advice that is timely, impartial and up to date
- Provide access to independent personal careers guidance
- Promote encounters with employers and employees and facilitate meaningful experiences in the workplace
- Facilitate regular encounters with further and higher education providers, e.g. universities and those promoting apprenticeship opportunities
- Monitor and assess the quality and impact of the Career Learning and Higher Education provision, utilising the Gatsby Benchmarks to do so
- Review the implementation and effectiveness of this policy and propose changes where necessary

## 5. Heads of Department

Heads of Department should support the Headmaster, LOB, SGM, and LSW in the delivery of the Career Learning and Higher Education Programme and should in particular:

- Remain up to date with developments in their subject areas in so far as it affects Higher and Further Education options and future career pathways
- Help students make links between their subject areas and the world of work
- Be impartial and student-centred in the advice and guidance they offer, signposting young people to additional sources of further information, rather than seeking to offer a definitive and/or prescriptive response. Our aim is that students should build their own knowledge about their future options
- Ensure the framework for our Career Learning and Higher Education Programme is understood by the department and acted upon to support our students at all stages of their career journey
- In conjunction with subject teachers, ensure that all students can realistically assess their abilities and set high but attainable targets for Higher Education and employment

## 6. Tutors

Tutors should engage in regular discussions, both formal and informal, with their tutees that support the school's overall policy and programme of Career Learning and Higher Education. Specifically, they should:

- Be aware of the framework for the Career Learning and Higher Education Programme and help support its implementation, recognising Tutors have a unique role to play in the personal development of their tutees
- Encourage tutees to engage with the resources provided, e.g. Morrisby, Unifrog etc. and actively engage with them to help build their portfolio of activities and interventions, as well as reflect on the skills and competencies acquired
- Promote good work habits and high academic aspirations so that future goals are ambitious but achievable
- Encourage tutees to regularly consider their future pathway and ensure they are on track to fulfil their ambitions
- Be impartial and student-centred in the advice and guidance they offer, signposting young people to additional sources of further information, rather than seeking to offer a definitive and/or prescriptive response. Our aim is that students should build their own knowledge about their future options
- Oversee and support the day-to-day processes associated with key aspects of the Career Learning and Higher Education Programme, including (but not limited to) Morrisby psychometric assessments, guidance interviews, work experience placements, recording interventions in Unifrog, UCAS applications, delivering relevant Career Learning and HE sessions as provided by LOB and SGM
- Provide updates as required on the progress of their tutees with regards to these activities

## 7. The Career Learning and Higher Education Programme at Eltham College

- General** Our innovative Career Learning and Higher Education Programme is designed to help young people learn about themselves, as well as the wide range of opportunities available to them. Our aim is to ensure students are independent thinkers, who can build their own knowledge about careers and make well-informed choices about their future, whatever path they choose. As such, in addition to the cohort specific programme outlined below, we offer a variety of career-related activities throughout the academic year. These sessions include talks from our alumni community who share their career journey with students, as well as themed and/or sector-specific events, such as those relating to Law, Medicine, Languages and International Women’s Day. As well as events in school, we actively engage with employers to take advantage of insight days and skills workshops, as well as organise visits to Higher Education Fairs and promote the importance of university visits to Year 11 students and Sixth Form.
- Years 7-8** The Wellbeing Programme comprises sessions designed to help younger students understand the nature of career and the range of opportunities available, as well as build self-awareness and challenge stereotypes. Additionally, they begin to recognise the importance of “fit”, i.e. how abilities and aspirations match ambition and reward.
- Year 9** By completing the Morrisby Aspirations online questionnaire, students begin their career journey by gaining an insight into where their future interests lie. They also start to build a profile that helps them understand their most suitable career interests, workstyle and work place preferences. Specific career suggestions are aligned with subject choices, supporting GCSE options choices. A decision-making workshop and Sixth Form talk on the topic *“The advice I would give my Year 9 self”* also form part of our options support programme, as does the Options Evening in January, where students can speak to teaching staff as well as the Head of Careers.
- Year 10** Students complete the full Morrisby Psychometric Assessment, the results of which provide a unique, personalised profile, including their relative strengths across a range of aptitudes such as verbal, numerical, abstract, spatial and mechanical. Their personality type is also defined and then the student's profile is analysed against more than 600 careers, with the closest matches highlighted for further investigation, utilising the extensive resources library available on the Morrisby website.
- Year 11** Students are registered with Unifrog, providing access to a wide range of resources including information relating to Higher and Further Education, Apprenticeship opportunities, career options and labour market information.
- Students benefit from a 30-minute one-to-one Careers Guidance Interview with an independent, impartial, qualified advisor. This is an opportunity to discuss the results of the Morrisby assessment, if they wish, but ultimately it

is a person-centred intervention whereby the agenda is set by the student. The interview results in a personalised action plan, articulated and agreed by the student, and shared in their Unifrog account.

Career Learning forms part of the Year 11 Wellbeing carousel of time-tabled activities and includes sessions from the Head of Careers and Head of Scholarship, as well as talk from a university and a presentation from an external provider and alumni about apprenticeship programmes.

The Options Evening in November incorporates a presentation on the philosophy of A level options, as well as a carousel of individual subject presentations with accompanying Q&A sessions. This is followed in January by an evening of individual discussions with teaching staff and the Head of Careers.

Upon completion of their GCSEs, all students are encouraged to engage in work experience to help gain an insight into the world of work, as well as build invaluable transferrable skills to support their post-18 applications. We also suggest that Year 11 students engage in university visits during the Summer, and we organise a trip to either the Oxford or Cambridge Open Day for those considering a future Oxbridge application. Students, including incoming Sixth Form, are also invited to participate in a "Beyond Eltham College" workshop, whereby external speakers cover topics such as effective Oxbridge preparation, overseas universities, the importance of work experience and CV writing.

Most of our Year 11 stay on, however for those who leave, impartial information, advice and guidance is available from teaching staff, as well as the Head of Careers.

## Lower Sixth

- September:** External students offered the Morrisby Psychometric Assessment  
External students registered with Unifrog  
University talk – Making the Most of Sixth Form  
Work Experience Programme Launch  
Launch and benefits of alumni platform – [www.Elthamians.Network](http://www.Elthamians.Network), including mentoring opportunities, advice on career and degree options, CV feedback and work experience placements  
CV Writing and LinkedIn Workshop
- January:** Launch of Oxbridge Programme
- February:** Applying for Oxbridge Conference  
30-minute, one-to-one Career Guidance Interviews for all students with a qualified, impartial, advisor. Personalised action plan agreed and shared in Unifrog
- March:** Oxford and Cambridge Student Conference

Higher Education Evening, including talks from a university, gap year organisation and apprenticeship provider

**May:** One/two-week work experience programme

**June:** Oxbridge preparation talks and workshops  
Oxbridge students matched with alumni mentors

### **Upper Sixth**

**September:** Progress meetings with Oxbridge applicants to review final draft of Personal Statement  
Admissions test preparation sessions begin  
Talks to Lower Sixth Form about how to make the most of Work Experience – valuable opportunity to reflect on the experience themselves

Internal Deadline for UCAS forms from Medics, Dentists, Vets and Oxbridge candidates

**October:** Internal Deadline for the rest of the UCAS forms

**November:** Oxbridge Admissions Tests  
Mock Interviews for Oxbridge candidates, Medics, Dentists, Vets

**December:** Oxbridge interview feedback sessions

The majority of Upper Sixth make an application to Higher Education, although we are now starting to see students successfully secure places on Higher and Degree Apprenticeship Programmes. Some students decide to defer their place at university or apply post qualification, taking a gap year in the meantime. All students, whether still at school or on a gap year are offered access to careers information, advice and guidance, as well as support with any subsequent university application.