

Living in the Wider World

Careers Education



A Guide for Parents and Carers

Dear Parent/Guardian,

We want to help every student to develop high aspirations, consider a broad and ambitious range of careers, expand their horizons, embrace what the future has for them, and make a positive contribution to the world in which they will serve. Living in the Wider World is the Careers part of the PSHE curriculum.

This booklet details the Careers Education, Information, Advice and Guidance (CEIAG) programme that your child will experience during their time at school. At the end of the booklet you will find links to websites which you may find useful to support your child.

The programme consists of dedicated CEIAG lessons, subject specific career lessons, Deep Learning Days, activities such as GCSE options evening, post-16 transition day, visiting speakers and mock interviews, work experience, as well as visits to Work-places, Careers Fairs, Colleges and University.

We have a dedicated Careers Advisor from YC Hertfordshire who meets with Years 10 and 11 to prepare them for work experience and their post -16 plans.

Although dedicated CEIAG lessons are delivered through RSHE, other lessons across the whole school curriculum will regularly link the learning to their context within the wider world of work.

I hope you find this guide helpful.

Yours faithfully,

Sarah Slater
Careers Lead

Living in the Wider World

Careers Education at Batchwood School 2020



Year 7	Year 8	Year 9	Year 10	Year 11
An introduction to careers	Discovering my strengths & weaknesses	Which jobs? Choosing the right options for me	Post 16 and beyond- what are my options? Work experience	The Future, planning and being 'Job-ready'

Careers Education in Year 7

Our main priority in Year 7 is to help students with the transition from primary school to secondary school. Support is given, across the curriculum, by the whole staff team. We also give students many opportunities to grow in their teamwork skills, leadership skills, social skills and to develop their confidence through trips and visits. They will be introduced to the Start website in the Careers lesson. Students will then add to their profile at key times in their school journey leaving school at the end of Year 11 with a portfolio of evidence for future employers.

Year 7	Living in the Wider World			An Introduction to Careers	
Let's START - it's all about ME	'A day in the life of'	Identifying networks	Who does What?	Enterprise Activity	Industry visit/talk
Introducing the Progress File and START	Looking at a range of jobs	Looking at various 'families' of jobs	An introduction to an organisational structure	What can we find out from packaging?	A visitor from a local company or local company visit.

Careers Education in Year 8

During year 8 students will look at the skills and qualities needed for different types of jobs and will start to develop their own CV as well as the legal position of working under the age of 14. They will continue to develop their profile on the Start website.

Year 8		Living in the Wider World			What are my strengths and weaknesses?	
All about ME and my achievements	My ideal job	Dragon's Den	Finance in the World of Work	Guess my job	Industry visit/talk	
Updating the Progress File	What are skills and what are my skills?	What skills are needed to succeed?	What do I need? "Can I furnish my bedsit with £1000?"	Interview an older person to find out about their job	A visitor from a local company or local company visit.	

Careers Education in Year 9

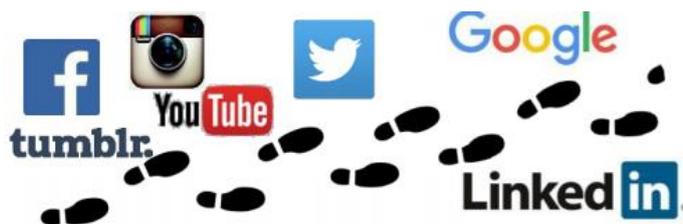
In Year 9 we look at a variety of careers related topics. We begin to take a more in depth look at what careers interest students and what they may need to do to enter their field of interest. This includes preparing and choosing Subject Options for Years 10 and 11.

Labour Market Information

Students look at the labour market in our local area and how this might affect their career choices. Students also research jobs related to the topics in which they are interested.

Online Reputation

Students are taught about the importance of maintaining a good online reputation. They explore what their digital tattoo is through social media and how this could influence their online reputation with future potential employers.



They will continue to develop their profile on the Start website.

Year 9		Living in the Wider World			Which jobs? Choosing the right options for me	
Options, which subjects?	Your Digital Footprint	Get that Job!	Finance in the World of Work	Apprenticeships College and University	FE Visits	
Preparing to choose GCSE options	What is it and why does it matter?	Transferrable Skills and Employability	Understanding a payslip	A look at the options. Which will suit me best?	Visits to Colleges and University to raise aspiration	

Careers Education in Year 10 and Year 11

In Year 10 students explore the world of work and look at choices for Work Experience in Year 11. We look at the Hertfordshire Skills Framework and what Employers value.

During the two years, students will meet employers through several curriculum-based activities both on and off-site. Visiting speakers from local companies and Alumni help students in forming their vision for post-16. All students will have meetings with our independent careers advisor who will also attend parents' evenings. Local Further Education opportunities will be explored including looking at Apprenticeships, College and University. Visits to a variety of places of Further Education will be made.

Year 10	Living in the Wider World			Post 16 and beyond what are my options?	
Careers Fair	CV writing	Hertfordshire Labour Information	Employability Skills	Work Experience	FE Visits
Being aware of possible choices	A start to CV writing, the contents and presentation	Students examine the latest local Labour Market	Student to assess their current skills and future employment	Preparing for a Week of Work Experience in Year 11	Visits to Colleges and University to raise aspiration

Year 11	Living in the Wider World			The Future, planning and being 'Job-ready'	
Exam Skills	Next Steps being job-ready	Personal Guidance Interviews	Work Experience	FE Visits	
Looking at revision techniques and coping with exams	Exploring different post-16 options. CV writing	1-1 interviews with YC Herts advisor	Week of Work Experience in January	Visits to Colleges and University to raise aspiration	

National Careers week 1-6 March 2021

During this week there will be a focus on Careers in assemblies and lessons. All subject teachers focus on opportunities within their field and there will be visits to experience different workplaces and a range of outside speakers from the wider world of work.

Extra-Curricular Activities

We believe that when it comes to writing application forms, any evidence of extracurricular activities is especially important. Commitment to a club, extra-curricular lessons or a voluntary project sets students apart as motivated, dedicated students who are willing to work in their own time.

The START Website

As part of our commitment to prepare students for a rapidly changing world, we are delighted to announce that we are using an innovative online resource called **Start**.

Start will help your child to connect with their future career potential, develop their employability and help them to explore future career and study options at school or at home.

How should my child use it?

We have asked students to create their own account for **Start** at school, but it is accessible anytime on computers and compatible mobile and tablet devices.

Your child will personalise their profile on **Start** with details about their skills, qualities, interests and work preferences. This provides a starting point for them to explore information matched to their personal preferences and interests. As they update their profile, **Start** will personalise this information, helping them to navigate the thousands of jobs, courses, providers and opportunities available. **Start** will help students to understand where they are on their journey and what's important as they make their choices at GCSE, post-16 and post-18.

We encourage you to use **Start** with your child at home. Encourage them to rate jobs, qualifications, colleges or universities so that we can see their preferences in order to support them better.

Parents can also use **Start** to find out more about jobs, training and study opportunities for yourself. Please do not log in using your child's user details and instead register yourself using the steps outlined below, creating your own username and password.

For more information on **Start** or the support available for your son or daughter, please contact The Careers Lead Sarah Slater.

How to Register: Parent Guide

Welcome to Start!

These instructions explain how to register for Start. To create your own username and password, please follow the simple steps below.



Go to www.startprofile.com and click **Register**



Enter your first name, surname, email address, postcode and gender

Tip: if you forget your username or password we will use the email address you provide to send you a reminder



Choose a memorable username and a secure password and click **Get Started**



Click **Login** and enter your username and password. Click **Login**

The first time you log in you will be required to complete the following:



Select **"I am a Parent and would like to use Start with my children."**

Other Useful Websites

<https://www.hopinto.co.uk/>

The Premier Gateway in Hertfordshire to explore Career Opportunities. All students, employers, residents wishing to upskill can HOP into all the resources they might need.

<https://www.hopinto.co.uk/explore-careers/resources/hertfordshire-skills-framework/>

The Hertfordshire Skills Framework – what Employers value

<https://www.hopinto.co.uk/questions/labour-market-information/>

Labour Market Information by areas of Hertfordshire

<https://www.ychertfordshire.org/>

YC Hertfordshire provides a wide range of support for young people

<https://www.careersandenterprise.co.uk/>

The Careers and Enterprise Company inspire and prepare young people for the fast-changing world of work

<https://nationalcareers.service.gov.uk/>

This is the Government's hub for careers advice providing information, advice, and guidance to help you make decisions on learning, training, drafting letters and writing your CV.

<https://www.startprofile.com/about-start/>

An introductory film about Start. Here you can investigate careers, watch videos, obtain advice and find out about employers and jobs.

<https://www.bbc.co.uk/bitesize/careers>

Whether you are deciding what to study, taking your exams, planning a career, or simply curious, we are here to explain the world of work, with advice from people who've found the right path for them.

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

The National Apprenticeship Service website providing general advice and information about apprenticeships.