

## Summary of William Brookes School Careers Programme

Careers Lead	Mr S Beard <a href="mailto:sbeard@williambrookes.com">sbeard@williambrookes.com</a> 01952 728900
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### September 2021-July 2022

Careers Education is an integral part of Personal, Social and Health Education and tutor periods. William Brookes School has its own dedicated Careers Advisor; Melanie Lawrence (Post grad dip QCG) Melanie is in school one day per week, (usually Mondays).

Appointments are available during lesson times and there is a 'drop-in' facility at break time, lunch time and after school. The Careers Room is based near to the school library

William Brookes School provides careers education and opportunities for all students. The programme includes:

**Year 7:** A number of assemblies and presentations which help students to start thinking about their future, including a STEM workshop in the induction period. There is also a specific unit in the year 7 Enterprise unit on employability skills and a 'What is work?' unit in PSHE.

**Year 8:** Alongside the year 8 Enterprise unit on creating a social enterprise there are a number of assemblies linked to the world of work. Year 8 also attend a university visit to gain an insight into higher education and have the option of attending the November Careers Fair.

**Year 9:** This is a key year for our careers plan as we help pupils make their subject option choices later in the year. There are a number of assemblies related to this and all of year 9 also attend a Careers Awareness Day in November with workshops run by local employers and education providers. This also links to the Careers Fair held on the same day that all year 9 attend. There are also specific units in PSHE and Enterprise linked to careers and employability.

**Year 10:** A careers focus in PSHE lessons, in the spring term helps to develop application and interview skills. In these sessions guidance given on job sectors, relevant careers websites, how to look for and apply for jobs, college/Sixth Form places, CV/Cover letter writing. There will be careers talks in assembly and they will be invited to our Careers Fair. Melanie starts Careers Interviews with students in the summer term 2019.

**Year 11:** All year 11 students will either arrange and attend a one-week (virtual) Work Experience Placement or will visit a workplace specifically designed to give an insight into working life. Students are supported in applying for local colleges, apprenticeships and places at 6th form. There is a Sixth Form Information Evening for students and parents and a PSHE lesson dedicated to money skills and employability. All of year 11 will attend our Careers Fair where local colleges, training providers, universities and employers will be present. Any students who have not yet met with Mel will do so in the first two terms of the year.

All students applying to Sixth Form will have a meeting with the Head of Sixth Form or senior member of staff to discuss subject choices and career aspirations.

There are also targeted and specific events that some of our students will attend such as the Telford Apprenticeship Show in March.

**Year 12 & 13:** All year 12 and 13 students have specific PSHE units on careers and university applications through their PSHE lessons. There are talks delivered by Universities, training and apprenticeship providers and local employers. Students are supported carefully if they choose to apply to University. Guidance is given in PSHE and also in mentoring sessions on personal statement writing, choosing courses, university life and student finance. Year 13 students will also have a careers interview with Mel at some point over the year. All year 12 students attend a universities trip in Birmingham and all of year 12 are invited to arrange a work experience placement in the summer term. Year 12 and 13 are also invited to attend our Careers Fair.

### Careers Interviews

If you would like an appointment, please see ask your tutor and they will pass a message to Mel. Alternatively, please email [M.lawrence@williambrookes.com](mailto:M.lawrence@williambrookes.com). You can follow Melanie on twitter at [@melcareers](https://twitter.com/melcareers) for up to date local and national careers information.