



## Careers Guidance Policy – Maranatha Christian School

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At MCS we see the education of our students in the broader context of the plan for their lives that God has for them. It is therefore essential that what they experience in school gives them a range of useful information regarding possible future career/occupation paths and develops in them the maturity to consider their own strengths and abilities. “Careers guidance” is understood in this document to be the full range of activity delivered under the eight Gatsby Benchmarks.

### Aims

- To prepare students for the opportunities and challenges of life in the workplace
- To provide students with the information they need to make decisions about their life plan beyond school



- To enable students to assess their personal abilities and the kinds of occupation with which those abilities fit well
- To give students the opportunity to experience the world of the work-place through a carefully chosen and managed Work Experience placement.
- To deliver the full range of activity delivered under the eight Gatsby Benchmarks which are:
  1. A STABLE CAREERS PROGRAMME
  2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION
  3. ADDRESSING THE NEEDS OF EACH PUPIL
  4. LINKING CURRICULUM LEARNING TO CAREERS
  5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES
  6. EXPERIENCES OF WORKPLACES
  7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION
  8. PERSONAL GUIDANCE

#### **Practice**

- **We follow the Plan your Future Careers planner for 11-14s for KS3. Figure 1**
- **We follow the Shape your Future Careers planner for 14-16s for KS4. Figure 2**



Figure 1

## Careers planner for 11-14s

<b>Age 11-12</b>	<b>Autumn</b> Careers introduction	<b>What's a career?</b> Discover the careers information area in your school
		<b>What are the jobs of the future?</b> Predict the jobs that will exist and the skills you'll need
		<b>What's your dream job?</b> Match your classmates to their top job
	<b>Spring</b> Your future career	<b>What makes you tick?</b> Analyse your strengths and weaknesses
		<b>Have you got the skills you need?</b> Complete a skills health check
		<b>Careers: how can you find out more?</b> Start researching future jobs
	<b>Summer</b> Raising aspirations	<b>Do you want to go to uni?</b> Discover your options after sixth form
		<b>Could you be an apprentice?</b> Uncover the facts about apprenticeships
		<b>What can you learn this summer?</b> Plan how to make the most of your holidays
<b>Age 12-13</b>	<b>Autumn</b> Your future career	<b>What have others decided?</b> Explore real-life career stories
		<b>Can a celeb help with your career plans?</b> Discover what they did before they were famous
		<b>How do you find a job?</b> Try your hand at decoding job adverts
	<b>Spring</b> Build your skills	<b>How can you showcase your strengths?</b> Write down activities that have helped you grow your skills
		<b>What are your values?</b> Play the <i>Values game</i> to find out more
		<b>What are transferable skills?</b> Discover where else your skills can be applied
	<b>Summer</b> Raising aspirations	<b>What is education all about?</b> Discuss the value of learning
		<b>What difference would a degree make?</b> Discover how a degree could benefit you
		<b>What could you study at uni?</b> Find out the different courses available
<b>Age 13-14</b>	<b>Autumn</b> Subject choices	<b>How do you work out what subjects to study?</b> Discover the factors that can help you decide
		<b>What subjects do you need for certain careers?</b> Explore the impact of subject choices
		<b>Have you opened a bank account?</b> Learn how to compare banks
	<b>Spring</b> Foundations for the future	<b>How can you prepare for exam success?</b> Revision tips to help you do your best
		<b>How can you make the most of your money?</b> Find out how to make your money go further
		<b>Save or spend?</b> Create a budget and manage your money
	<b>Summer</b> Raising aspirations	<b>What next after 16?</b> Start thinking about what you will study next
		<b>What do you know about uni?</b> Sort the truths from the myths
		<b>Are you ready to explore a uni?</b> What to look for on a uni visit



Figure 2

## Careers planner for 14-16s

<b>Age 14-15</b>	<b>Autumn</b> Longer term plans	<b>What will you do after sixth form?</b> Think ahead and discover your options
		<b>What are higher and degree apprenticeships?</b> Find out what apprenticeships are all about
		<b>What does university cost?</b> Discover how uni can be affordable
	<b>Spring</b> Making informed choices	<b>What next after 16?</b> Find out about your qualification options post-16
		<b>What will it be like at sixth form?</b> Explore what it will be like
		<b>How important are your qualifications?</b> Prepare yourself to get the best grades
	<b>Summer</b> How to get ahead	<b>How can you land your dream career?</b> Come up with three top tips
		<b>What makes a good CV?</b> Start building your own CV
		<b>How can you make the most of your summer?</b> Build your employability skills

<b>Age 15-16</b>	<b>Autumn</b> Making informed choices	<b>How will you choose your qualifications next year?</b> Consider the reasons underlying your choices
		<b>What about vocational qualifications?</b> Find out more about BTECs
		<b>How can you save money?</b> Learn some money-saving tips
	<b>Spring</b> Fulfilling your dreams	<b>What happens on exam results day?</b> Find out what to expect
		<b>How can you study successfully?</b> Create a study advice display
		<b>What's the best way to revise?</b> Get ready for your exams
	<b>Summer</b> Getting work experience	<b>Why is work experience so important?</b> Find out the difference work experience can make
		<b>Why volunteer?</b> Explore how summer volunteering can make a difference
		<b>What will you do this summer?</b> Prepare your CV ready to make the most of the holidays

- Secondary students are encouraged/advised to engage with independent professional careers advisor in order to identify their strengths and abilities, and to give them an understanding of the range of options available to them as future careers or occupations.
- The outcome of these interviews will be discussed by the student's teacher with his or her parents, and suitable work experience opportunities will be identified with the parents required to set this up.
- Secondary students will be pointed to college open days to consider their options.
- Professionals may be invited to give talks on their field of work.