

Careers Programme 2020/21

The careers programme reflects the comprehensive information, advice and guidance offered for students to make informed decisions on study or training destinations that are right for them. At Richard Huish College, we celebrate the diversity of our student destinations and recognise that success must be measured by what is appropriate for the individual student.

Our Level 7 qualified Careers Officer is available to provide specialist careers advice and consultation to students. We arrange a number of careers events, and students will have the opportunity to liaise with variety of employers as well as universities and other institutions offering courses in higher education.

Covid-19 has led to a significant number of the events listed being moved online, postponed or cancelled. Impartial careers information, advice and guidance will be maintained through the formats that are permitted. The events and activities listed below that have, and could be in the future, compromised by Covid-19 restrictions are highlighted in italics.

Lower 6th Level 3 Courses

September/ October	<ul style="list-style-type: none">• Careers & Progression is introduced through the tutoring programme, students are advised on how to make an individual appointment• Initial post 18 plans logged• Employability skills audit logged• Students are encouraged to meet with the Careers & Progression Team before making changes to their study programme to confirm subject choices meet with progression plans – referred by progress tutor• Early leavers referred to the Careers Officer for impartial careers guidance• <i>Enrichment Fair – join a society relating to a subject/career of interest</i>• Disadvantaged learners are identified and names passed to Careers & Progression Team for differentiated guidance
November	<ul style="list-style-type: none">• Exeter scholars offered to L6 students• <i>Somerset Careers Fair 2020 – Virtual Event</i>
December	<ul style="list-style-type: none">• <i>Sutton Trust US and UNIQ promoted with suitable students</i>
January	<ul style="list-style-type: none">• <i>Enrich – suitable students invited to attend a meeting to outline the programme and enrol</i>

February	<ul style="list-style-type: none"> • <i>Enrich - Making a competitive application talk</i> • <i>Enrich – Q & A with ex students</i> • <i>UCAS National Apprenticeship Fair – Virtual Event</i> • <i>The Big Assembly – Virtual Event</i> • <i>The National Apprenticeship Show – Virtual Event</i>
March	<ul style="list-style-type: none"> • Whole cohort progression session, students explore: <ul style="list-style-type: none"> - Employment - Apprenticeships - UCAS application process - Gap Years - MOOCS Introduction - Unifrog sign up • <i>UCAS Discovery Days</i> • <i>Oxbridge Conference - online conference</i>
April	<ul style="list-style-type: none"> • Whole cohort finance talk – students explore: <ul style="list-style-type: none"> - Higher Education Finance - Work-based finance • <i>Taster Days at Universities</i> • <i>Book Open Day</i> • <i>Unibuddy</i> • <i>Which Way? HotSW Careers Fair – Virtual Event</i>
May	<ul style="list-style-type: none"> • EPQ offered to L6 students • Whole cohort session - personal statement/cover letter session
June	<ul style="list-style-type: none"> • Whole cohort session – UCAS Registration session/Mock application forms
July	<ul style="list-style-type: none"> • Students are encouraged to consider their plans over the Summer break

Upper 6th – Level 3 Courses

August	<ul style="list-style-type: none"> • Careers appointments available throughout Summer holidays for students to discuss plans in light of formal assessment results
September	<ul style="list-style-type: none"> • Internal Early UCAS Deadline
October	<ul style="list-style-type: none"> • UCAS Early Deadline • Admission Test Prep within academic departments
November/ December	<ul style="list-style-type: none"> • Higher/Degree apprenticeships vacancies circulated • Sit admission tests • UCAS standard internal deadline • <i>'Mockbridge' – mock interviews for students applying to Oxford or Cambridge</i> • <i>Somerset Careers Fair 2020 – Virtual Event</i>
January	<ul style="list-style-type: none"> • Students who have not submitted a UCAS form are revealed and written to and tutors are invited to share the students destination plans. Students/Parents are encouraged to book a Careers meeting • Standard UCAS Deadline • Whole Cohort Session – Unloc – Session 1 – Skills for Success
February	<ul style="list-style-type: none"> • Work with students seeking a work-based option in conjunction with the apprenticeship team • Student Finance application open – advice and guidance available • Whole Cohort Session - Unloc – Session 2 – Your personal brand • <i>UCAS National Apprenticeship Fair – Virtual Event</i> • <i>The Big Assembly – Virtual Event</i> • <i>The National Apprenticeship Show – Virtual Event</i>
March	<ul style="list-style-type: none"> • Whole Cohort Session – Unloc – Session 3 – CV Writing • Whole Cohort Session – Unloc – Session 4 – Going to interviews • Higher/Degree apprenticeships vacancy list circulated
April	<ul style="list-style-type: none"> • Whole Cohort Session – Students choose 1, 2 or 3 presentations to watch from: <ul style="list-style-type: none"> - UCAS – What Next? (Managing offers, Student Finance, tips from a recent graduate) - Apprenticeships and Employment

	<ul style="list-style-type: none"> - Gap Years • <i>Which Way? HotSW Careers Fair – Virtual Event</i>
May	<ul style="list-style-type: none"> • Intended destinations logged and careers guidance meetings offered
June	<ul style="list-style-type: none"> • Gap Year UCAS Registration – support for students applying in gap year
July	<ul style="list-style-type: none"> • Continue to offer careers guidance meetings
August	<ul style="list-style-type: none"> • Results Day – Careers Advice and Guidance available from now on.

Students following a Level 2 pathway

September/ October	<ul style="list-style-type: none"> • Careers & Progression introduced through tutoring programme, students advised on how to make an individual appointment • Induction period where all students are encouraged to meet with the Careers & Progression Team before making changes to their study programme • Early leavers referred to the Careers Officer for impartial careers guidance • Disadvantaged learners are identified and names passed to Careers & Progression Team for differentiated guidance 	
Nov	<ul style="list-style-type: none"> • <i>Somerset Careers Fair 2020 – Virtual Event</i> 	
Dec/March	<ul style="list-style-type: none"> • Whole cohort sessions to explore post 16 options 	
Jan	<ul style="list-style-type: none"> • One to one careers guidance meetings and support 	
Feb	<ul style="list-style-type: none"> • One to one careers guidance meetings and support • <i>UCAS National Apprenticeship Fair – Virtual Event</i> • <i>The Big Assembly – Virtual Event</i> • <i>The National Apprenticeship Show – Virtual Event</i> 	
March	<ul style="list-style-type: none"> • <i>Work experience placement</i> • One to one careers guidance meetings and support • Employability and Progression Workshops covering: 	

	<ul style="list-style-type: none"> • Progression options post 16 	
April	<ul style="list-style-type: none"> • One to one careers guidance meetings and support • Employability and Progression Workshops covering: <ul style="list-style-type: none"> - Skills for success - CV and job/apprenticeship applications support – supported by Apprenticeship Team • <i>Which Way? HotSW Careers Fair – Virtual Event</i> 	
May	<ul style="list-style-type: none"> • One to one careers guidance meetings and support • Employability and Progression Workshops covering: <ul style="list-style-type: none"> - Interview support 	

Year 11 support

- Prospective Year 11 students are directed to the ‘advice & guidance film’ at the point of application.
- The Careers & Progression Team are available for individual guidance with regard to students study programmes as part of the advice & guidance process.
- A Careers & Progression session is incorporated for all students attending ‘Welcome to Huish’ to deal with study programme decisions and promote progression.
- The Careers & Progression Team are available on enrolment for further decision regarding student’s study programmes in the light of GCSE results.

Gap Year support

- Students who chose to apply to University whilst on a Gap Year are encouraged to apply through Huish using the buzzword.
- Students can request references from their subject teachers and tutor in the Summer term of their Upper 6th year.
- Students can request a meeting with The Careers & Progression Team to discuss plans and options at University.
- The Careers & Progression team will perform the necessary quality checks to the UCAS form and send to UCAS.

Apprenticeships

- All Apprentice Learners are shown a video from the Careers & Progression Team which outlines the support available and how to access it.
- Students following an apprenticeship programme are invited to book an individual appointment with the Careers Officer particularly at key progression points and/or in the event of a placement breakdown.

Early Leavers

- In the event that a student leaves Huish before completion of their study programme, an automatic referral is made to the Careers & Progression Department and the student is offered impartial careers guidance to explore their progression options.
- If a student leaves without a firm destination and chooses not to access ongoing support from Careers & Progression then a referral is made to Somerset Works.

Review and Development

- The impact of the careers programme is measured in a number of different ways:
 - Destinations – the annual destinations report outlines the individual destinations of every leaver and is presented to governors for scrutiny.
 - Student Programme Questionnaires – An assessment of the Careers & Progression is carried out with students annually. Students views are reviewed by SMT and changes to the Careers Programme are implemented.
 - Student Voice – a sample of students meet with the Progression and LC Manager annually to feedback on their individual experience of Careers & Progression support.
 - The careers programme is reviewed annually and approved by SMT, employer representative, parent representative and student voice.

Date of next review

- July 2021

RICHARD JONES
PROGRESSION AND LC MANAGER