

# A GUIDE TO CAREERS AND PROGRESSION AT CROFTON ACADEMY



- ✓ Guidance
- ✓ Counselling
- ✓ Coaching
- ✓ Care

When considering careers and post-16 progression choices, it is crucial that both pupils and parents are fully informed and supported. That is where our CEIAG programme comes in.

As part of our 5 year Values Programme, pupils across all year groups will learn about the options and choices that are available. They will consider their strengths, learn how to develop necessary skills and be able to be part of a range of experiences that will provide them with a solid foundation upon which to consider their futures – post-16 and beyond.

Work will take place in Values lessons to teach pupils how to accurately assess their qualities and skills and we will work with them to empower them to be able to present themselves well in interview situations. Also visitors to school and school trips will ensure that pupils have the opportunity to fully appreciate not only the choices that they have post-16, but also what the reality of these choices might be. We are also encouraging aspiration and recognition that resilience is key to ensuring that pupils have a 'toolkit' of necessary skills, qualities and qualifications to support them in achieving their goals.

## WHO CAN HELP?

**Sharon Lord** is our Values Co-ordinator and part of her role is to manage careers advice for Y9, Y10 and Y11. She is our **Careers Leader**. Contact Sharon at [sharon.lord@croftonacademy.org.uk](mailto:sharon.lord@croftonacademy.org.uk)

**Peter Beane** is our Lead Teacher of Values and part of his role is to manage careers advice for Y7 and Y8. Contact Pete at [peter.beane@croftonacademy.org.uk](mailto:peter.beane@croftonacademy.org.uk)

**Tracey Chapman** is our **Independent Careers Adviser**. Contact Tracey at [tracey.chapman@croftonacademy.org.uk](mailto:tracey.chapman@croftonacademy.org.uk)

Tracey works Tuesdays and Thursdays at Crofton Academy. Her role covers post-16 option consultation (including apprenticeships), career choice and qualification choice to help remove barriers to achievement. Pupils can ask for an appointment through their year group team, Sharon Lord (Y9-11), Pete Beane (Y7/8) or speak directly to Tracey. You can also email Tracey directly if you have any concerns linked specifically to post-16 choices.

**Kate Ashton** is SLT link for Values. Contact Kate at [kate.ashton@croftonacademy.org.uk](mailto:kate.ashton@croftonacademy.org.uk)

**Please take the time to look at the links that are available in the Careers Education, Impartial Advice and Guidance introductory page. We will update these throughout the year.**

## OUR CURRENT CEIAG PROGRAMME.

This is a live document and will be adapted throughout the year as new opportunities for our pupils arise.

<p><b>Term 1</b></p> <p>Y9 Values lessons: CEIAG focus – finding out about opportunities and preparation          Y11 Values lessons: CEIAG focus - making the right future choices – exploration of post-16 options and how this links to the future; preparation of personal statements  <b>3 October Skills Yorkshire trip: CEIAG link Y10/11 Choices@16 all Y11 pupils: 25th September</b>  <b>A range of assemblies linked to progression choices</b>  <b>Y9-11 CEIAG information and engagement event 23 October P5 &amp; 4pm-7pm</b></p>	<p><b>Term 2</b></p> <p>Y11 Values lessons: CEIAG focus - application process for post-16 progression (and beyond). Returning to lessons about the importance of resilience and organisation linked to positive mental health; critically think about the nuance of communication and how this can relate to their future.</p>
<p><b>Term 3</b></p> <p>Y8 Values lessons: Option choices support. E.g. reflect on decision-making thought processes to ensure a positive approach to future choices.          Y11 check applications.</p>	<p><b>Term 4</b></p>
<p><b>Term 5</b></p> <p>Y7 Values lessons: CEIAG introduction (<b>provisional – work with the Army</b>)          Y8 Values lessons: Enterprise (TBC) and the real world/money.</p>	<p><b>Term 6</b></p> <p>Y7/8/9 Values lessons linked to aspirations.          Y10 Values lessons: Aspiration: What might the future hold for me? Progression routes and preparation for mock interviews at the beginning of Y11. Also work recognising that logic and empathy contribute to strong personal performance; learn to reflect and re-charge.  <b>College Taster Days.</b>  <b>NB 1-5 July Careers – ‘The Day’</b></p>

Year 11 pupils will receive ‘Impartial Careers Education, Information, Advice and Guidance’ through their Values programme, leading up until Christmas, by which time for many students their post-16 applications will be completed. Indeed should a pupil be going to attend New College, applications must be done before Christmas (please see college website for specific details). During the 5 year programme at Crofton, will be introduced to the types of courses available to them post-16 and decision making skills will be discussed. Each local college will have been into their assemblies to launch their 2019 prospectus and apprenticeships will also have been represented. Eclips has also be purchased by school and you can use the link to investigate progression options.

Other useful websites are: <https://nationalcareersservice.direct.gov.uk> and [www.connexionswakefield.co.uk](http://www.connexionswakefield.co.uk)

## ONLINE APPLICATIONS

All our Year 11 pupils are asked to apply for their college or training provider place through the internet, using the on line prospectus UCAS progress. This site itself is extremely useful as it holds information on all the providers of post-16 qualifications in the area. Applications will initially be started in school, but can be finished at home, once the process has been explained and fully understood. (Pupils will be given passwords and usernames) The site can of course be used at home for information at any time without passwords.

## OPEN EVENINGS/DAYS AND INFORMATION EVENTS

All Year 11 will have been invited on taster days at local colleges when they were in Year 10. Continuing our aim to ensure that pupils are well informed, we will be inviting pupils to attend the Choices@16 event in September, where a number of colleges and training providers will be represented. Following on from this, all the local colleges have Open Evenings. The dates of these are on our web page college links. They generally start in October. This is when you can have a look around and speak to tutors and students, to get a better idea of what they have to offer and if it is the right place for your child. Such events are really valuable.

## WHAT QUALIFICATIONS ARE AVAILABLE?

Each qualification is recognised as a particular 'Level'. There is something for everybody. Colleges, 6th forms and training providers offer a range of courses at level 1, 2 and 3. [It is vital that you check the exact entry requirements for each course, for each provider. Some colleges require different subject grades for similar courses. You can check this out on websites, in prospectuses and at Open Evening events.](#)

Level 1 is the equivalent of GCSE grades 1-3 (previously G-D); Level 2 is the equivalent of GCSE grade 4/5 (previously C) and you need to have achieved 5 GCSEs at Grade 5 or above to progress to Level 3 course (A level or BTEC Extended Diploma). Some colleges also have Foundation Courses, where there are no formal entry requirements.

*The following is a guide and as providers can alter their provision, you must check out specific requirements and details of courses with each individual training provider:*

**A LEVELS (Level 3 qualification)** <https://www.gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-as-and-a-level-reform>

Pupils normally choose 3 subjects from a large range of subjects e.g. Art, Sociology and Law. They typically need to get 5 GCSEs at Grades B9-4 including English Language and maths. There are some subject specific requirements. These requirements are the ones currently being asked, but they could possibly change, so you must check out the requirements for each course with the training provider. A level students are assessed through examinations. The A Levels can lead to a place at university.

**BTEC Extended Diploma (Level 3 qualification)** [www.BTEC.co.uk](http://www.BTEC.co.uk) Pupils chose one course.

The subject areas tend to be work related such as Media or Public Services. They typically need to get 5 GCSEs at Grades 9-4 including English Language and maths. These requirements are the ones currently being asked, but they could possibly change for 2018 entry. BTEC Extended Diploma students are continually assessed through coursework – with fewer exams. A BTEC Extended Diploma can lead to a place at a university.

Currently, NEW College Pontefract offer BTEC Diplomas worth 2 A levels and BTEC Extended Certificates worth 1 A level, which can be studied in combination to a value of 3. You need to check out what other colleges offer.

## **Apprenticeships (Level 2 and 3 qualifications)**

The student usually works for an employer for 4 days a week and attend college on one day to get an NVQ (National Vocational Qualification). Some training providers find placements for pupils, but this is not guaranteed. Pupils wishing to do an apprenticeship will need an up to date CV and must be prepared to find a job themselves. Tracey can support pupils through this process. The advice is to apply for a college place as a back-up as an apprenticeship place is not guaranteed.

**Please see our website links to allow you to investigate further qualification options at the different training providers.**