



St Peter's School
CAREERS DEPARTMENT

Third, Fourth and Fifth Form
Parent and Pupil Handbook
2023-2024

Careers and Higher Education (HE) at St Peter's School

Careers and Higher Education (HE) provision at St Peter's School is led and coordinated by a dedicated Careers Department, which offers a range of opportunities to benefit each pupil. The structured programme is delivered by Careers staff and supported by tutors, teachers, external professional companies, guest speakers and Old Peterites. The breadth of the Careers offering at the school enables all pupils to benefit from a proactive and individually focused programme of activities, advice and guidance to successfully prepare them for the next stage of their lives.

Aims of the Careers and Higher Education Department:

- To provide pupils with advice and guidance to help make informed choices about their future and feel prepared to make decisions
- To ensure that pupils are inspired, engaged with and energised about their future
- To offer information, support and guidance on a range of post-school options, that is relevant, correct and up-to-date
- To develop all pupils' employability skills to set them up for success
- To offer a welcoming Department that pupils feel comfortable in approaching for help and advice

Through the Careers and HE programme, each pupil at St Peter's School is equipped with:

- Knowledge on a range of options after St Peter's and the confidence to make the right choices for them
- An understanding of the skills and qualifications required to succeed in their chosen pathway
- Interpersonal, communication and interview skills to help them thrive in the workplace and in higher education
- Confidence to search for and apply for a job or higher education course
- Experience in the workplace and opportunities to meet professionals in industry to support decision making

Awards, Qualifications and Memberships:

- The Head of Careers and HE, Mrs Joy Loftus, holds a degree in psychology and a QCF Diploma in Careers Guidance and Development. She is a registered professional with the Careers Development Institute (CDI) and holds a MOE coaching qualification.
- Mrs Kaeli Wishart, Careers and Higher Education Adviser, holds a degree in Service Sector Management and a QCF Diploma in Careers Information and Advice.
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Careers and Higher Education Programme

Each year group at St Peter's School has a programme of tailored, age-appropriate activities organised by the Careers and HE Department, including:

- A structured programme of **Personal Social & Health Education (PSHE) Careers lessons**. PSHE careers lessons allow St Peter's pupils to benefit from a structured and age-appropriate programme of activities and discussions with their tutor, along with larger, assembly-style presentations with an external speaker or member of the Careers Department. These lessons are delivered through the Lessons for Life and St Peter's Enrichment Programmes.
- A programme of **information evenings and insight talks**. These offer pupils and parents guidance into application processes, career opportunities and higher education courses and are held at various points throughout the year. These talks are delivered by external organisations such as universities and apprenticeship providers, as well as OPs who talk about their journey following St Peter's.
- Individual, **one-to-one advice and guidance**. The Department has an open-door policy to all pupils and parents. Staff in the Department can offer tailored advice and guidance on anything from writing a CV to organising a gap year and applying to university. Both Mrs Loftus and Mrs Wishart are members of the Careers Development Institute and are able to offer personalised advice to all pupils.

Setting you up for Success - Employability Skills

Employability skills is an umbrella term for the skills and competencies that can be learnt and developed outside academic study, which will "set you up for success" in finding and applying for a job and thriving in the workplace. These skills are just as important as academic skills.

The Careers Department aims to develop these skills in all pupils, through the activities and lessons that are offered during each year. Most employers like to see the following skills:

Interpersonal Skills

Being able to get along and work with other people effectively

Communication Skills

Being able to communicate to a wide range of people in person, on the phone and in writing

Presentation Skills

Being able to give presentations confidently in front of other people and get effectively your message across

Teamwork Skills

Be able to work well in a team with different types of people, to get a job done

Leadership Skills

Have the ability to lead and direct others well, in order to achieve a goal

Time Management and Organisational Skills

Be able to manage your own time well and stay organised whilst completing a task, as well as being able to arrive and leave on time

Initiative

Being able to use your own initiative when things do not go to plan and solve a problem well

Careers Resources

All pupils have open access to the Careers Department and Library which is situated in the Pascal building. The Careers library contains a range of books, university prospectuses and information on different careers and pathways. related resources.

Padlet

The Careers department also has an online virtual library of Careers and HE related resources which can be accessed by pupils and parents. Please click [here](#) to take a look.

Newsletters and Calendar of Events

The Careers Department produces regular digital newsletters. The newsletters highlight important, upcoming events in the Careers calendar and suggest external opportunities which may be of interest to pupils.

Careers and Higher Education provision for Middle School (Third, Fourth and Fifth Form)

Third Form

In the Third Form, pupils are settling into life at St Peter's and are introduced to the Careers Department in their first few weeks. Pupils begin to start thinking about the range of opportunities open to them following St Peter's; their goals and aspirations and how to reach them; how to start developing employability skills; what careers and pathways might suit them and what their skills and strengths are. In the Third Form, pupils take part in:

Christmas Term

[An introduction to the Careers Department and House visits to Careers](#)

The Third Form are introduced to the Careers Department, what it does and how they can use it.

[GCSE choices information evening](#)

An introduction to GCSE choices evening to help pupils and parents make the right decisions at this key transitional stage.

Summer Term

[PSHE Block](#)

This term, pupils will take part in six PSHE lessons, covering career aspirations and ideas, skills for employability, career stereotyping and discrimination and labour market information.

Tips for the Third Form

In the Third Form, it is a good idea to start thinking about the following:

What subjects am I enjoying the most, and which am I best at?

These are the subjects you should be considering for your GCSE subject choices.

Do I have a career or university choice in mind?

Ensure you check with your teachers and Careers Department if you have something in mind and need to take a specific GCSE, e.g. art or design technology for a design-based university course.

What am I doing that demonstrates my skills?

Are you part of a team or group that develops your competencies? e.g., a sports team to demonstrate leadership and teamwork, or Community Action to develop interpersonal skills and initiative? Is there something else you can do to start developing employability skills.

Fourth Form

In the Fourth Form, pupils are working hard towards their GCSEs. The Careers provision in this year complements pupils' studies, and as such, activities are offered at carefully selected times of the year, so as not to clash with their academic commitments. This year, pupils are encouraged to think more about their own skills and strengths to help them plan for their future. In the Fourth Form, pupils take part in:

Easter Term

Degree Apprenticeship Evening

Degree apprenticeships are becoming increasingly popular. Industries and organisations value work experience and are seeing the long-term benefits of training young, committed individuals and funding their degree. They are a fantastic option for school leavers, and this evening offers pupils an opportunity to hear from some of the best apprenticeship providers and how to apply for a scheme.

Summer Term

PSHE Block

This term, pupils will take part in six PSHE lessons, covering career strengths and stereotyping, writing a CV, numeracy for the workplace and labour market information.

Tips for the Fourth Form

In the Fourth Form, it is a good idea to start thinking about the following:

Which subjects am I particularly enjoying and doing well in?

It is the subjects that you are enjoying and doing well in that will give you an idea of where your strengths lie. The subjects you enjoy might give you an insight into the type of career you'd like to enjoy in the future.

Am I intrigued about a certain career or field of work?

If you are interested in a certain career (e.g. becoming an architect), or field of work (e.g. healthcare), it's now a good time to start exploring these interests. Speak to the Careers Department or use the Careers Library to find out more information on specific areas. You can also use an online tool called **Eclips** and access this using the case sensitive password: **foosce08**

Am I building my Skills Portfolio to help me write a CV?

Continue to build your Skills Portfolio, providing evidence of how you are using and developing different employability competencies. If you are struggling to think of examples, have a chat with your friends, family and teachers who may be able to help you, or think about seeking new experiences outside of the classroom - such as work experience in Fifth Form.

Fifth Form

In the Fifth Form, Careers provision looks at making choices for Sixth Form/College and gaining work experience. Important decisions regarding further education are made in Fifth Form and the activities in this year are designed to support and encourage informed choices. Pupils are introduced to different pathways and are encouraged to play an even more active role in thinking about their future.

In the Fifth Form, pupils take part in:

Christmas Term

Morrisby Testing (optional)

Morrisby is a 2 hour online psychometric profiling session. The results show pupils what their personality type and learning styles are, along with their key attributes and strengths. It also suggests what sort of career path may be suitable for them. The test results are discussed during the pupil one-to-one progression interview.

Progression Meetings

A one-to-one progression meeting takes place to discuss future plans and options. Those who sat the Morrisby Profiling will discuss their results together with Careers. Advice is given on A-level choices which might suit the pupil. The discussion encourages pupils to continue research on pathways after Fifth Form and offers a good starting point.

Introduction to the Sixth Form

Pupils and parents are invited to an information evening about transitioning into the Sixth Form. The evening will answer frequently asked questions, along with suggestions to help pupils choose their A-level options.

Easter Term

Degree Apprenticeship Evening

Degree Apprenticeships are a relatively new - and growing - development for vocational higher education in England, which combine full-time paid work with free part-time university study. Degree apprenticeships are becoming increasingly popular. Industries and organisations value work experience and are seeing the long-term benefits of training young, committed individuals and funding their degree. They are a fantastic option for school leavers, and this evening offers pupils an opportunity to hear from some of the best apprenticeship providers and how to apply for a scheme.

Futures Fair

Each year, the Careers Department organises a Futures Fair for all Fifth and Sixth Formers. The Fair invites a wide range of employers, higher education providers, gap year specialists and returning Old Peterites for pupils to speak to and gain one-to-one advice and guidance from. The Fair is an opportunity for pupils to explore future pathways of all kinds and open their eyes to new possibilities.

PSHE Block

This term, pupils will take part in six PSHE lessons, covering personal development planning, applying for jobs, writing cover letters and workplace self-advocacy.

Summer Holidays (following GCSEs)

Work Experience

Work experience should be organised to take place after the GCSE examinations, in the summer holidays. Pupils are encouraged to source their own placement, with support and encouragement from the Careers Department. The Careers Department ensures all paperwork is in place and seeks feedback from the employer following the placement. Work experience is great for pupils to use as evidence in their Skills Portfolio.

Tips for the Fifth Form

In the Fifth Form, it is a good idea to start thinking about the following:

Have I organised work experience?

Work experience is an essential part of learning about the workplace, helping you to gain new skills and get an insight into a particular career. It is an essential part of investigating future pathways, and gives you experiences to discuss in your applications to university or employment. Work experience also gives you the chance to speak to professionals in industry and you never know, you might even secure a job opportunity from it! You can carry out experience during any school holiday. **Please see iFawkes for further information and guidance on securing work experience.**

What sort of work experience am I interested in getting?

In Fifth Form, all pupils are expected to undertake some work experience in the summer following GCSEs. If you start thinking about it now, you have a good chance of securing a placement in an area you would really like.

Work experience is an essential part of applying to Medicine, Veterinary Science and Dentistry at university - so start thinking about this early if you are interested in these courses. It will also strongly benefit those pursuing other vocational degrees such as engineering and accountancy. Pupils should speak to the Careers Department for further advice.

What do I want to do after St Peter's?

Now is the time to really start making plans for your pathway beyond St Peter's. If you're going into the Sixth Form, you'll need to consider whether you'll apply to go to university afterwards, go into employment, start an apprenticeship or take a gap year. Thinking about this now will make choosing your A levels easier and will give you something to work towards.

Which A levels should I pick?

Ideally, the A levels you pick should be the subjects you enjoy the most, the subjects you are good at and those required for your future pathway. The introduction to Sixth Form evening will help you to decide which A levels are best for you, and other things to think about in your transition.

Am I building my Skills Portfolio to prepare me for life beyond St Peter's?

Your portfolio should now be starting to take shape, containing things you have done to evidence your skills and competencies. Work experience is a fantastic way to demonstrate the development of skills, your commitment to extending your knowledge and getting involved in the workplace. Make sure you organise some work experience this year and think about how your other commitments demonstrate the key competencies outlined at the start of the booklet.

To read about what happens in the Sixth Form, please see the 'Sixth Form and beyond' handbook.

Contact details:

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Good luck!

