



CAREERS PROGRAMME

Vision Statement – to inspire, inform and raise aspirations of all students.

Careers Lead

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Careers Team

Five Level 7 qualified and experienced Careers Advisers
SUN Progression Mentor
Two Careers Assistants
Work Experience Coordinator & Assistant



Peter Symonds College places significant emphasis and priority on supporting students with their next steps, whatever direction they want to take. The college is fully aware of the DfE publications linked to careers, currently successfully achieving 100% in all the Gatsby Benchmarks and map our Careers Programme to the Benchmarks and CDI Careers Development Framework. We are proud to have held the Quality in Careers Standard since 2008, fully meeting all the requirements in our most recent assessment in 2022 and will be working towards reassessment this academic year. We are affiliated members of the CDI professional body and all Careers Advisers adhere to the CDI codes of practice. Continuing professional development linked to careers education is a priority for all staff, especially the careers team.

The College offers: -

- A large dedicated Careers Department with resources and study space, staffed by the Careers Team and open throughout the college day
- Access to digital careers resources, which includes the Unifrog platform, along with a comprehensive Intranet site for students, parents and staff to access
- Access to impartial and unbiased one-to-one appointments with a Careers Adviser throughout students' studies in college, with three different types available and all bookable online
- Targeted support to students in the following identified groups – EHCP; vulnerable; FCM; EAL or refugee; young carer; NCOP; armed forces child or looked after child
- Cross college careers events with external visitors:
 - **Careers Day** – compulsory off timetabled day for all students, with 150 talks delivered by external speakers
 - **Progression Fair** – exhibition with nearly 100 stands, allowing students to explore higher education, employment, training providers and gap opportunities with visiting representatives from these areas
 - **Lunch time careers talks** – organise approximately 35 talks during the academic year with visiting representatives, covering employability skills, higher education, apprenticeships and employment opportunities
- Careers Programme takes up a high proportion of the 40-minute tutorial programme delivered by tutors, which is compulsory for all students to attend weekly
- One-to-one reviews with personal tutor to monitor progress and support progression
- Symonds Lectures – compulsory 50-minute timetabled sessions for Lower sixth students, which includes careers sessions delivered by Careers Advisers & outside speakers focusing on progression
- Up to date job vacancy system, allowing students to view current and local labour market information and apply for suitable opportunities (including apprenticeships; part time jobs, volunteering and work experience), along with registering to get alerts when new relevant opportunities become available
- Relevant career opportunities advertised to all students through a weekly Careers Bulletin and the Careers Google Classroom; along with regular emails advertising college careers events and support available
- Termly Careers Newsletter advertising key and relevant information, with a targeted newsletter for parents and a separate for students and staff
- Students studying vocational courses which takes up the majority of their studies will participate in compulsory work experience
- A library of video recordings from visitor talks on careers and options after college

Careers Ambassadors play an essential role in our college and student voice is a key part of our Careers Strategy. Any student can apply to become a Careers Ambassador, where responsibilities include attending termly meetings to help review and evaluate the Careers Programme; contribute to newsletters & social media presence; consult & assist in the creation of posters & displays; and meet & greet visitors at events. Over the last year, we have had four actively engaged Careers Ambassadors.

Below is a detailed overview of the careers provision provided to students depending on whether they are a Level 2, Lower Sixth or Upper Sixth student. The aim of our Careers Programme is to expose students to the career routes, opportunities and possibilities; allowing them to identify & develop their skills, qualities and goals; to make informed and ambitious decisions about their next steps after college.

Level 2 Students (One Year Course)

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| Autumn | <ul style="list-style-type: none"> • Introduction and visit to Careers Department and launch of Unifrog • Sign up to Careers Google Classroom to receive relevant information and opportunities • Tutorial Activities on next steps and employability skills • Symonds Lecture Programme begins and includes welcome from SMT and applying for Level 3 course • Preparation and support begin for compulsory work experience via tutorial sessions and subject lessons • Compulsory one-to-one careers guidance interviews • Careers Advisers available at all parents evening to advise parents on supporting their child with progression after Level 2 course |
| Spring | <ul style="list-style-type: none"> • Support provided to students with re-applying to Peter Symonds College, along with other further education providers, training providers or employers • Tutorial activities on labour market information, work experience, interview skills, Unifrog and preparing for Careers Day & Progression Fair • Apprenticeship talk by external speaker • Careers Day • Progression Fair • Employability & Skills Day • Mock interviews with visiting employers • Continued support provided on applying for courses or employment |
| Summer | <ul style="list-style-type: none"> • Compulsory work experience takes place • Debrief and review of work experience • Tutorial Activity on importance of back up options • Offered another careers guidance appointment • Targeted support for students still seeking employment • Additional support provided with progression on from Level 2 course, from tutor and Careers Department |

Lower Sixth (Year 12) Students

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| Autumn | <ul style="list-style-type: none"> • Introduction to Careers Department in Symonds Lecture (includes resources and support available) and introduction to Unifrog • Careers Advisers available at all parents evening for parents and students • Sign up to Careers Google Classroom to receive relevant information and opportunities |
| Spring | <ul style="list-style-type: none"> • Programme of lunch time talks commence, which includes Armed Forces visits; studying abroad talks; widening participation information; and Employability Week of talks • Compulsory Symonds Lecture Programme covering: What next after College, Employability & Entrepreneurial Skills, Apprenticeships, Higher Education and Student Finance • Tutorial activities on labour market information; qualifications explained; preparation for Careers Day and Progression Fair; employability skills; work experience & volunteering; creating a LinkedIn profile and interview skills • Careers Day • Progression Fair • Programme of specialist support commences for students considering applying to competitive courses or institutions |
| Summer | <ul style="list-style-type: none"> • Three separate information evening events for parents on Oxbridge; Future Options and Apprenticeships • Tutorial Activities on applying to higher education and writing personal statements • Talks by subject teachers linking their curriculum to careers and higher education • Optional talks on higher education, including studying abroad |

Upper Sixth (Year 13) Students

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| Autumn | <ul style="list-style-type: none">• Tutorial Activities on planning for the future; apprenticeships; gap year; performing well at interviews; values in the workplace and applying to higher education• Personal Statement one-to-one support• Careers Advisers available at parents evening for parents and students throughout the academic year• Optional workshops/support available to support students with university admission tests• Dedicated UCAS support for all applicants, with internal systems in place via Tutors, Careers Department, Tutorial activities and Subject Teachers• Practice Interview support available for higher education and employment interviews through teaching staff & governors• Support and talks available for students considering apprenticeships & employment, including a dedicated Employability Week and talks from visiting employers• Specialist support available for students applying to UCAS Conservatories, Oxbridge & Medicine/Dentistry/Vet Science• Tailored support and sessions for students applying to Art Foundation courses• Tutorial activity on Preparing for Careers Day and Progression Fair |
| Spring | <ul style="list-style-type: none">• Careers Day• Progression Fair• Information and support on finance and student finance• Higher Education Funding Evening for parents |
| Summer | <ul style="list-style-type: none">• Targeted support for students seeking employment• Applying to UCAS as an Ex-Student information• Alumni information• Post Results service support during August |

Careers is also delivered through curriculum areas. This includes delivery within lessons; specific subject talks in the summer term on options post 18 linked to the curriculum area; skills they develop in each subject & how these link to careers & employment; visits to employers; visiting speakers to the college and college trips. These activities are recorded and evaluated through Unifrog.

The impact of the Careers Programme is measured and assessed through: -

- Questionnaires and surveys completed after every careers activity
- Annual careers survey
- Evaluation of destination data
- Tracking and data gathered through student use of Unifrog
- Careers Ambassador input
- 1-1 discussions with students
- Feedback from staff and students through tutorial evaluation
- Measure all activities against CDI framework and Gatsby Benchmarks

We welcome feedback and views on this document or any activities we deliver through the Careers Department from students, parents, employers and organisations. If you would like further details of our programme or to provide feedback, please email careers@psc.ac.uk

Supporting our Careers Programme

We are very happy for individuals to contact us if they would like to develop links with Peter Symonds College and be involved in future events. We are aware of the Provider Access Legislation and a copy of our policy for this can be found on the college website.

[Employer Expression of Interest Form](#) – we are keen to work with employers to develop and deliver our Careers Programme. Please complete the form to let us know which areas you are able to support us with.

[Alumni Questionnaire](#) – seeing what previous students have progressed onto can be a huge inspiration to current students. Please complete the form in as much detail as possible about your journey since leaving college and whether you would be interested in supporting our Careers Programme.