

Careers Entitlement Statement

The Careers department works to ensure that the needs of each individual student are addressed. That each student has the tools to make choices that will enable them to achieve their full potential and realise their own happiness. Our careers education programme is delivered to all students from Years 7 to 13 and is supported by a number of outside agencies including the ASK Apprenticeships Service (Work Pays), NHS Lincolnshire Talent Academy, a number of local and national businesses and range of Higher Education providers. Our aim is for all students to be aware of the opportunities available to them and foster good self-awareness so they can make their own well-informed decisions.

The overall aim of an effective Careers Education, Information, Advice and Guidance programme is to help pupils to:

- Understand themselves better and develop their capabilities
- Acquire the skills necessary for making realistic decisions
- Make choices about their own career paths, continuing education and training
- Be aware of education, training and career opportunities Post 16 and Post 18
- Manage transitions to new roles and situations

At Lincoln Minster School, all students will have:

- Access to a planned and structured careers education programme to help develop key skills around self-awareness and informed decision making
- Access to up to date, impartial and comprehensive careers information covering educational, vocational training and career opportunities
- Access to individual impartial advice or guidance interview with a qualified professional Careers Adviser

Through the delivery of Lincoln Minster School's CEIAG programme, each year students will:

YEAR 7

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Gain a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations)
- Receive a Careers Education brief given by the Head of Careers in assembly or during the PSHE Programme
- Link their areas of academic interest to careers

- Have access to careers education, information, advice or guidance in school through the Head of Careers or an independent careers adviser.

YEAR 8

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Build upon self-awareness and how it relates to the world of work
- Gain a greater understanding of the world of work and basic employment laws
- Receive a Careers Education brief given by the Head of Careers in assembly or during the PSHE Programme
- Link their areas of academic interest to careers
- Have access to careers education, information, advice or guidance in school through the Head of Careers or an independent careers adviser.

YEAR 9

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Receive dedicated lessons focusing on options and choices available to them at the end of Key Stage 3 and beyond
- Link their areas of academic interest to careers
- Have discussions about how different subjects can enhance/affect career choices
- Receive a briefing/assembly by the Head of Careers during their PSHE Programme
- Have the opportunity to meet with the Head of Careers at Year 9 Options consultation evening and parents' evening, to discuss their options and choices in greater details. To receive their copy of "Next Steps: A Careers Guide to GCSE Options"
- Have access to careers education, information, advice or guidance in school through the Head of Careers or an independent career adviser
- Be introduced to the Work Experience Programme completed in Year 10.

YEAR 10

- Receive dedicated careers lessons as part of the core-curriculum, aiming to develop key skills of self-awareness, opportunity awareness and decision-making
- Be taught and encouraged to research career and post -16 choices through the internet
- Receive a structured work experience programme and undertake one week of Work Experience in the Lent Term (Covid permitting)
- Be introduced to the concept of personality profiling in lessons, identifying their skills, strengths, values and motivators
- Link their areas of academic interest to careers

- Be taught how to access careers information (LMI) using the National Careers Service and other relevant sites
- Have the opportunity to meet with the Head of Careers at the Year 10 Parents' Evening to discuss work experience, options and careers in greater detail
- Have access to one-to-one career support through the Head of Careers or an independent career adviser
- Be invited to briefs from external speakers about apprenticeships, armed forces, higher education and employment.

YEAR 11

- Have careers lessons which are incorporated into the PSHE programme to enhance pupils' knowledge and understanding of the World of Work
- Enhance their knowledge and understanding of researching different careers and post 16 choices using the internet
- Describe their skills, strengths, values and discuss their plans for the future
- Use the National Careers Service and other relevant sites as a source of valuable careers information (LMI)
- Link their areas of academic interest to careers
- Have the opportunity to meet with the Head of Careers at the Year 11 Parents' Evening
- Take part in a one-to-one career interview with the Head of Careers or an independent career adviser
- Be invited to briefs from external speakers about apprenticeships, armed forces, higher education and employment.

Sixth Form

Throughout the Sixth Form, students will participate in a programme of Careers Education Information, Advice & Guidance activities. The aim of the careers programme is as follows:

- to develop self-awareness in order to identify their strengths, weaknesses, values and interests and relate these to the world of work and education
- to learn about different careers and opportunities
- to learn from labour market information about training, education and occupations beyond school
- to understand the links between their subjects and different career paths
- to make appropriate curricular and extra-curricular choices at each stage of their schooling, including personal guidance regarding post-16 and post-18 options
- to develop and practise CV, job application and interview skills, among other transition skills

To achieve this, students are entitled to receive careers sessions on a variety of career planning activities.

YEAR 12

Careers sessions are in place for all Year 12 students throughout the year. Students will:

- Have access to one-to-one career interviews with the Head of Careers or an independent career adviser. Students will have their individual ideas explored whether it be degree courses, apprenticeships, employment or gap year opportunities; taking into account financial elements for all options
- Link their areas of academic interest to careers
- Be encouraged and supported to gain work experience during their holidays and before they return to school for Y13. This type of life experience is paramount during the university/employment selection process, and may be the deciding factor. Students can make their own arrangements for work shadowing, which is an excellent tool for building independence
- Take part in a 2-day Higher Education and School Leaver Conference which will prepare students for life beyond the Sixth Form. Students will receive specialist briefs from external providers and visit a university
- Receive an introduction to UCAS and be shown how to create a UCAS account.
- Receive specialist support to write their UCAS personal statement
- Receive specialist briefs throughout the year from external agencies to provide support in a variety of areas.
- Where appropriate, receive mock interviews

YEAR 13

Careers sessions are in place for all Year 13 students throughout the year. Students will:

- Continue to receive one-to-one interviews with the Head of Careers or our independent career adviser to support students throughout the Year.
- Receive specialist briefs from external agencies such as universities, gap year providers, employers or apprenticeship champions to ensure students are fully briefed on all their options
- Receive UCAS support and guidance to help students through the UCAS process
- Participate in 'Writing your personal statement' workshops
- Where appropriate, share their 'application' experiences with younger students to share knowledge and lessons identified.