



## **Careers strategy 2020/2021**

### **Mission statement:**

LAET Tottenham(LAET)'s careers programme aims to support, challenge and empower students to make confident and informed decisions around their next steps.

Key aims of the LAET careers offer:

- Provide outstanding information, advice and guidance around careers.
- Ensure students have opportunities to explore various options, make informed choices and be able to prepare high-quality applications
- Build student confidence and resilience to succeed in the workplace
- Support students in creating lifelong professional networks and contacts
- Present students with an opportunity to undertake a workplace experience via work visit, work shadowing, and or work experience

### **About LAET**

At LAET our student body is made up of highly academic students with broad interests in various subject pathways which include Medicine, Law, Finance and Engineering. We are a school representative of the multicultural area of Tottenham in which the school is based; it is an area of high deprivation with students who have high aspirations. A number of our students often have a narrow focus on their final university courses and therefore require/are supported with guidance in broadening their understanding of the various subject options and pathways available allowing them to make informed decisions. We also encourage our students to gain valuable skills and new experience through a range of careers and co-curricular provision whilst also challenging them to avoid narrow courses that may limit their chance to university entry.

### **Quality Review, Reporting and Monitoring**

The school remains committed to the Ofsted requirements for providing high quality careers guidance and recognises the need to build on this for continual quality improvement.

The quality of Careers Advice and Guidance will be reviewed, developed and monitored through the Self Assessment Report (SAR), which will inform the Quality Improvement Plan (QIP)

The School will use student intervention data, UCAS data, student feedback, online surveys, questionnaires and focus groups to monitor the effectiveness of the Careers Strategy.

This Careers Strategy will be reviewed on an annual basis by the Careers Team and Careers Lead who will provide a summary report to the Board of Governors.

### **Structure of our programme offer**

The programme will include but not be limited to a number of key events throughout the school academic year:

### **Year 12 Key Dates**

#### **Yr 12 Half Term One**

*By the end of this half term, students will have begun to develop an understanding of the importance of super curricular opportunities and what degree apprenticeships exist and how to apply for them. There will be*

<b>DATE/MONTH</b>	<b>Key Events</b>
September	<p><b>Student Survey "Post 18 intentions"</b> – Students indicate initial Post 18 intentions and university course preferences</p> <p><b>Summer school and Super Curricular Activities</b> – Students will attend an assembly where they will be informed about how to access these opportunities and apply for them.</p>
October	<p><b>Apprenticeship Assembly</b> - Students will attend an assembly on what apprenticeships/degree apprenticeships are, which quality apprenticeships exist and how to apply.</p>

	<b>Parent Information Evening</b> - Careers team to meet with parents/students to provide insight into the curriculum and application to medicine and other industries.
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### Yr 12 Half Term Two

*By the end of this half term, students should have informed the school what career strand they identify with and begun to apply for super curricular opportunities.*

DATE/MONTH	Key Term
November	<b>Careers Survey</b> - All students to complete a survey to identify what career strands they are interested in. To ensure they then receive tailored support from careers programs.
December	<p><b>Introduction to Work Experience</b> – We will be informing students on how to apply to work experience opportunities and providing workshops on how structuring their applications,</p> <p>This will be underpinned by a series of workshops on CV development and responding to an application</p> <p><b>Mentoring Programme</b> - The LAET/Highgate mentoring programme students sign-up begins</p>

### Yr 12 Half Term Three

*By the end of this half term, students will have explored a range of careers explored within different industries they may not have considered, participated in challenges that mirror that of professionals within those industries and have applied to work experience/internship or summer school opportunities. Students from our feeder schools will also be invited to the careers fairs.*

DATE/MONTH	Key Events
Jan to Feb	<p><b>Careers Pathway programme</b></p> <p>The careers pathway programme provides students with an insight into exploring the range of careers in their industry of interest, participation in the Real World Challenge and applying to summer schools/work experience and Internships.</p>
February	<p><b>LAET Career Fairs</b></p> <p>A range of specialist fairs that broaden the understanding of careers within scarcely explored themes.</p>

### Yr 12 Half Term Four

*By the end of this half term, students and parents will have attended a UCAS information evening, a higher education fair and they will have reviewed their Post 18 intentions..*

DATE/MONTH	Key Events
February	<b>UCAS Parent Information Evening</b> Students and Parents attend an introductory talk as part of parents evening

	<p><b>Early Entry/Medicine Talk.</b> An event designed to provide parents and their children with information on application process and the range of courses available</p> <p><b>Higher Education Fair, Highgate</b> All Year 12 students attend the Higher Education Fair at Highgate school</p>
March	<p><b>Careers Fair, Highgate,</b> All Year 12 students attend the Higher Education Fair at Highgate school</p> <p><b>Work Experience/Summer School Revisited,</b> an opportunity to provide targeted support to students who have had no experiences to sign up</p> <p><b>Student Survey "Post 18 intentions"</b> Following the mid years, students complete an updated Post 18 intentions form and signal whether they intend to apply early</p>

### Yr 12 Half Term Five

The careers team will provide additional group and 1 to 1 guidance to all early applicant students as they firm up their choices. Students will also participate in Mock interviews, gaining an understanding of video style interviews and working with an employer from industry.

DATE/MONTH	Key Events
April	<p><b>Additional 1 to 1 Guidance on UCAS Choices</b> Additional support sessions for (early applicant) students who are still uncertain on university and degree choice</p>
May	<p><b>Mock Interview,</b> all students will participate in industry style virtual interviews utilising 'shortlist me' and 'live' employers from industry</p> <p><b>Early Applicants MMI preparation,</b> medicine candidates will participate in MMI style assessment sessions with year 13 applicants</p> <p><b>Interview Preparation session,</b> all interviewers will attend a briefing session on delivering the interviews and offering feedback to students.</p>

### Yr 12 Half Term Six

All students will complete a post 18 intentions survey to identify destinations. Students will also be invited to receive additional support with completing personal statements.

DATE/MONTH	WHAT SHOULD I BE DOING?
June	<p><b>Student Survey "Post 18 intentions"</b> Following the end of years, students complete a final Post 18 intentions form and confirm whether they intend to apply early.</p> <p><b>UCAS Preparation Sessions:</b> careers offers student support with Personal Statement reviews</p>

## Year 13 Key Dates

### Yr 13 Half Term One

Students interested in apprenticeships will be able to attend workshops so they are better informed about when/where to apply, prepared for assessment and applying to the process.

DATE/MONTH	Key Events
September	<p><b>Degree Apprenticeship Workshops</b>, students interested in applying will be reminded about timeframe, informed on how to apply, assessment process, have their CV's reviewed provided with information on the range of opportunities available.</p> <p><b>Focus on 1 to 1 Guidance on UCAS Applicants</b> Additional support sessions for (Including early applicant) students who are still uncertain on university and degree choice or have not received any offers</p>

### Yr 13 Half Term Two

By the end of this half-term students will gain insight into pathways they may be interested in as they network. They will also be better prepared for the assessment process and be supported in/kept accountable as they apply for apprenticeships.

DATE/MONTH	Key Events
October & November	<p><b>Day in the Life/ Highgate Networking Events</b>, students provided with opportunity to network with professionals in industry as they prepare to finalise their UCAS choices</p> <p><b>CV Workshop</b>, opportunity to further enhance their CV</p> <p><b>Interview Preparation</b> Early applicants attend interview preparation sessions at partner schools. Students also utilise 'Shortlist me' to prepare for possible video interviews.</p>
December	<p><b>Degree Apprenticeship workshop</b> Students applying for apprenticeships will meet with OO/IA to review applications</p>

### Yr 13 Half Term Three

Students will be supported in preparing for life after sixth form through a series of key workshops.

DATE/MONTH	Key Events
January	<p><b>Careers/PSHE Workshops -Life after Sixth form</b> All applicants attend sessions on</p> <ul style="list-style-type: none"> <li>- How to hit the ground running when you leave.</li> <li>- CV/Cover letter workshop</li> <li>- Starting your first full time job after school/Managing your finances</li> <li>- Using your uni careers service/preparing for change</li> <li>- Managing your mental Health/Imposter syndrome</li> </ul>

### **Yr 13 Half Term Four and Five**

The careers team will focus on offering 1 to 1 guidance for students who have other post 18 options in mind, low PEG's or have not received any offers

DATE/MONTH	Key Events
March - April	<b>Focus on 1 to 1 Guidance on UCAS Applicants</b> Additional support sessions for (early applicant) students who are still uncertain on university and degree choice or have not received any offers

### **Yr 13 Half Term Six**

The careers team will assist students with deciding on their options after receiving their A-level results

DATE/MONTH	Key Events	Person Responsible
August	<b>Support with A-level Results</b> Students receive support with clearing, adjustment and other post results decisions.	IA/OO

## **Careers Provision In detail**

### **Careers Speakers programme**

Throughout the spring and summer terms LAET will host a series of external speakers, across a wide range of sectors and roles. Our students will be encouraged to be 'open-minded' in their approach, attending at least 2 talks that may not be clearly aligned to their current career path. The aim is to support students in developing an understanding of the range of possibilities and options available to them.

### **Career Pathways**

In year 12, students complete a careers survey indicating their career field they are most interested in, which may include: Business and Finance, Digital & Computing, Law, Education, Engineering, Healthcare, Creative Industries,



Psychology, Journalism, Politics, Entrepreneurship. The aim of identifying these strands is to better direct specific opportunities to our students.

Degree specific pathways such as Medicine & Healthcare will also be identified and groups of students who this applies to will receive bespoke support. This will be an ongoing focus during the course of the year ahead of 'early applications' in their final year.

We recognise that the majority of our students highlight a significant interest in **Medicine, Engineering, Finance** and **Law** therefore we aim to explore these via tailored support through the workshops, speakers programme and events that we promote. We also put on workshops with London Enterprise Adviser Network (LEAN) to support those who are unsure of their career path

We understand the need to ensure that pupils are increasingly aware of both the traditional and less traditional routes into employment. Whilst nearly all of our pupils currently move onto higher education institutions, we recognise the continued developing interest in apprenticeships, vocational pathways and entrepreneurship; as such, over the next few years, we are seeking to develop our knowledge and understanding of these areas by widening access to specialist post-16 careers advice.

### **Apprenticeship**

Through a range of assemblies and workshops students will be supported in understanding the different levels of apprenticeships available and identifying the range of quality degree apprenticeships across the various pathways that they are interested in. We work alongside a number of organisations including, ASK apprenticeships and 'White Hat' in ensuring our students are informed of the options available to them.

### **Internships**



We also intend to source/create new internship opportunities for our students with new corporate partners. We recognise that it is important to educate our students on the benefit they provide in providing personal finance or as a source of financial support to students. Our students will also be encouraged to source internships and experiences of work

### **Chrysalis East Fellow**

We will also be creating employment opportunities by hiring year 14 students during their gap year or prior to attending university. Our students will be seconded to the Chrysalis programme at our partner school 'Highgate' and will support the work of Chrysalis East and the chrysalis programme at LAET and our partner schools.

### **1 to 1 Personal Guidance**

We will ensure that both LAET and our feeder school students are provided 1:1 guidance with our Careers Team. All students in year 12 will be provided with at least one 1 to 1 personal guidance session with our registered career advisers. In addition, using a targeted approach we will ensure that our 'vulnerable', 'uncertain' and students exploring varied post 18 options receive 1 to 1 guidance sessions with our qualified careers advisers.

Students at our feeder schools will also be provided with 1:1 guidance on recommendation by their teachers or were identified by a member of one of the LAET careers team.

### **Workshops/Highgate Events**

We hold exclusive partnerships with a number of firms: **Texel, PaymentSense, Three Raymond Partners, Allianz, 5kbw, 7kbw, Knight Frank** who hold various employability workshops for our students.

Our partners at Highgate also provide our students with access to a range of employer networking events and interactions that allow students to network with employers and their peers.



### **Work Experience**

We will work together with our partners (Highgate and THFC), employers and external agencies to arrange/direct students to work experience opportunities.

We publish a work experience guide, provided by Highgate to support students in their work experience endeavours. Our students take an active role in the community and have the opportunity to take part in a community project, many of which happen in local organisations and schools.. We will work with our feeder schools to provide tailored work experiences for (up to 50) of their year 10 and 11 students.

These workplace experiences allow our students to better understand the day-to-day experience of their chosen field. In light of the past academic year these experiences may primarily take the form of virtual experiences.

### **Mentoring**

In partnership with our principal partner (Highgate) and Career Accelerator we offer an annual mentoring program for our students through the Autumn and Spring terms. We are strategic in our approach, currently working with Career Accelerator to address the lack of diverse representation in the digital sector.

We remain open to sourcing/developing additional programmes that include a range of career fields and are therefore currently exploring additional opportunities in Finance, Law and Creative Industry mentoring.

### **Super-curricular Classroom**

We will continue to regularly post information on opportunities in the google classrooms, which serve to broaden our students' learning by providing information on work experience opportunities and widening participation programmes. We will endeavour to streamline how this information is shared with our students by creating subject specific classrooms.



### **Real-world-challenges**

Our industry partners will continue to set our students problem solving activities and authentic professional challenges in order to replicate the type of experiences our students will face in the future. As well as optional challenges set by Allianz, Dartmouth Partners and others, we intend to partner with our industry partners in providing our students with a whole school annual challenge. We want our students to understand the diverse roles which are available within all organisations, putting a real focus on employability skills.