

Information for Staff



As a member of staff you are an important part of the careers provision for Keswick School students. Whether teaching or non-teaching, you will come into contact with students and you may well be asked careers-based questions or take part in a careers-based discussions.

It is important to remember that even though you are an expert in your own field, you are not a trained careers professional; you are **not** a *Careers Advisor* and you are not expected to be one. These professionals are trained to at least a Level 6 specialist qualification.

If you feel that a student would benefit from a 1:1 careers interview from our dedicated Level 6 Careers Advisor, Val Cumberbatch from Inspira, please contact Mel Avery, Careers Leader, to arrange.

However, we should all try to give good advice or at least point students and parents/carers in the right direction whenever we can.

Our job is to help our students to leave us happy, having reached their potential and prepared for the careers pathways ahead of them.

So what can you do?

Here are some ideas:

- become familiar with the ***Keswick School Careers Programme*** to see what we offer our students
- embed careers into your subject curriculum to help students see the links between their study now and when they leave us
- ensure that the careers logo is displayed at the front of each classroom and is used alongside any explicit teaching of careers
- show our students what is out there in the world of work beyond the school environment by exploring real-life applications of subject skills
- reinforce the importance of transferrable employability skills, such as responsibility, team-work, communication, resilience and problem-solving
- encourage students to take part in extra-curricular activities, the Duke of Edinburgh award, the Inspiring Digital Enterprise award, and NCS (National Citizens Service)
- keep careers notice boards in department areas up-to-date
- take a look at some of the websites below to get a flavour of what is out there for our young people these days
- become familiar with the different qualifications students are offered, beyond GCSE's and A Levels

- refer students to Mel Avery, Careers Lead, to members of the 6th form team (Sophie French, Mark Stanton, Tony Foody, Carol McIntosh and Christine Lennon) or to heads of departments

Never be afraid to admit that you don't know the answer yet, but that you will find someone who does very soon.

Keswick School Careers Programme by Year Group

Year 7	4-6 week careers slot during Personal Development lessons, to include Jobs and Me, Gender Stereotyping, Employability Skills and a personal careers project; assembly careers talks by outside speakers; <i>Staff Treasure Hunt</i> in National Careers Week in March 2022 and <i>Futures Fridays</i> during form times. 1:1 careers interviews with Inspira careers advisor by request.
Year 8	4-6 week careers slot during Personal Development lessons, to include the <i>Step into the NHS</i> competition and Employability Skills. Assembly careers talks by outside speakers; <i>Staff Treasure Hunt</i> in National Careers Week in March 2022, and <i>Futures Fridays</i> during form times. 1:1 careers interviews with Inspira careers advisor by request.
Year 9	Careers Day prior to GCSE option choices in February 2022, to include information about your options, Meet the Employer, careers research, Inspiring Digital Enterprise award, decision making, goal setting, and going to university; <i>Tomorrow's World</i> entrepreneurial award run by Jacobs Ltd, and <i>Futures Fridays</i> during form times. 1:1 careers interviews with Inspira careers advisor by request.
Year 10	1 x 4 week slot during Personal Development lessons, to include CV writing, local labour market information, oral presentations about Cumbrian businesses, employability skills; a week's work experience in June 2022. 1:1 careers interviews with Inspira careers advisor by request.
Year 11	Careers Day in October 2021, to include post-16 options, Meet the Employer, 1:1 mock interviews, careers research, Inspiring Digital Enterprise award, going to university and introduction to <i>Unifrog</i> , an online careers platform; 3 week slot in Personal Development, to include post 16 options, future plans and goal setting, employability skills, and group interviews; employer/training provider/university opt-in talks throughout the year; 1:1 careers interviews with Inspira careers advisor; mock interviews by request; outside careers events.
Year 12	(In conjunction with the 6th Form team) a week's work experience in May 2022; higher education and post-18 options days, to include personal statement writing, apprenticeships, and introduction to UCAS; Careers Fair, to include meeting training providers and employers, CV writing and interview techniques; Dream Placement; visit to Newcastle and Northumbria University; student finance talks; outside careers events; opt-

	in university, apprenticeship and employer talks; mock interviews by request; Oxbridge activities. 1:1 careers interviews with Inspira careers advisor by request.
Year 13	(In conjunction with the 6th Form team) personal statement writing; opt-in careers talks; mock interviews by request; outside careers events; work experience where relevant. 1:1 careers interviews with Inspira careers advisor by request.

General

- <https://nationalcareers.service.gov.uk/explore-careers>
- <https://www.inspira.org.uk/>
- <https://icloud.com>
- <https://successatschool.org>
- <https://targetcareers.co.uk>

Apprenticeships

- <https://www.apprenticeships.gov.uk>
- <https://www.indeed.co.uk>
- <https://amazingapprenticeships.com>
- <https://www.notgoingtouni.co.uk>
- <https://careermap.co.uk>

Higher Education

University

- <https://www.ucas.com>
- <https://www.whatuni.com>
- <https://www.theuniguide.co.uk/>
- <https://discoveruni.gov.uk/>

Student Finance

- <https://www.gov.uk> › Education and learning › Student finance
- https://www.youtube.com/watch?v=mO_rAsMuAIM (Martin Lewis Student Loans Decoded)
- <https://www.ucas.com> › Finance › Student finance in England

Qualification Routes Explained

Qualification Level	Example Qualification Type	Apprenticeship Type
8	Doctorate NVQ Level 5 Vocational Qualifications Level B	
7	Postgraduate Certificate or Diploma Master's Degree NVQ Level 5 BTEC Advanced Professional Award, Certificate and Diploma Level 7	Higher or Degree
6	Degree (with or without Honours) Graduate Certificate or Diploma BTEC Advanced Professional Award, Certificate and Diploma Level 6	Higher or Degree
5	Foundation Degree Diploma of Higher Education (DipHE) BTEC Advanced Professional Award, Certificate and Diploma Level 5 NVQ Level 4	Higher
4	Certificate of Higher Education (CertHE) BTEC Advanced Professional Award, Certificate and Diploma Level 4 NVQ Level 4 Key Skills Level 4	Higher
3	A Levels (A-E grade) AS Levels T Levels NVQ Level 3 Key Skills Level 3 City & Guilds/BTEC	Advanced
2	GCSEs (9-4 or A*-C grade) NVQ Level 2 Key Skills Level 2 City & Guilds/BTEC Functional Skills/Skills for Life Level 2	Intermediate
1	GCSEs (3-1 or D-G grade) NVQ Level 1 Key Skills Level 1 City & Guilds/BTEC Functional Skills/Skills for Life Level 1	Traineeship
Entry Levels 1-3	Functional Skills/Skills for Life Entry Level	Traineeship