



Longdean School Careers Education & Guidance



WHAT ARE WE AIMING TO DO?

- Help students make informed choices and transitions affecting their future education, training and employment.
- Promote self-awareness, self-development and personal assessment.
- Prepare young people for their working lives by enabling them to review previous transitions, their interests, aptitudes and preferred approaches to learning.
- Develop skills to prepare the students for future choices and transition.
- Develop the career management skills of decision-making, action planning and self-presentation.

THE CAREERS PROGRAMME

We have a structured programme of Careers which takes place as specific modules during Social Science lessons, from Year 8 to Year 11. In this time we gradually build up knowledge, confidence and employability skills so that informed choices can be made and future transitions are successful.



LESSON CONTENT in Key Stage 3

- Students look at the link between school and work and between educational achievements and the lifestyle they can lead as adults.
- Students develop an understanding of equal opportunities, decision making skills.
- Students review and improve their skills, interests and aptitudes.
- Students develop an understanding of the world of work.

LESSON CONTENT in Key Stage 4

- Students are introduced to computer software that links their skills, aptitudes and interests to careers.
- Students research careers, looking at the required qualifications and the routes to progress.
- Students are prepared for future interviews.
- Create a CV, an Action Plan and Mock Application form ready to use and update.
- Students identify and develop key employability skills.



SUPPLEMENTARY ACTIVITIES WITH LOCAL BUSINESSES

At Longdean we recognize the importance of students having regular contact with employers. The Government guidelines recommend that students have meaningful contact with people from business at least once very school year. The findings, from the Education and Employers charity, suggest that there are many long-term benefits of links with business.

- **Inspiring Girls morning – Year 7** girls meet local women employers to find out more about careers opportunities.
- **Creating and marketing a product – Year 7** students are in small groups with a person from business, the task is to create a soap, adhere to a budget, market, advertise and sell the product.
- **Speed networking day – Year 8** students meet 24 employers one at a time and ask them questions about their career in an attempt to find out more about the world of work and people’s career journeys.
- **Work Shadowing – Year 9** students accompany an adult to work, the aim of the day is to look at the differences between work and school and identify aspects of the job that they would enjoy.
- **CV workshop – Year 10** Guest speakers from Whitbread deliver this workshop to all Year 10 students.
- **Career Talks – Year 10** students select 3 talks that they wish to attend. Talks are offered in virtually all career areas but if a student has a specific idea they are given an individual meeting.
- **Employability Skills Day- Year 10** we liaise with Connect Dacorum to provide this experience. Local employers come into school to run small groups through a morning of activities focusing on the skills that employers are looking for.
- **Work Experience – Year 10** all students spend 1 week in the work place.
- **Pathways Day – Year 11** students are given a series of workshops to help them with the Post 16 choices. Local colleges are invited in and we run a session to explain about the Apprenticeship route. We also have workshops giving information about the Longdean sixth form and going to University. We also have a session called Looking to the Future where we invite a guest speaker from industry to raise aspirations and a workshop about Interview skills.
- **Mock Interview Experience – Year 11** we work with BT alongside other local businesses to provide every Year 11 student with a mock interview and immediate feedback. They are also given feedback on their CV and other paperwork.
- **Work Opportunity week – Year 12** students are given the chance to spend 3 days in the workplace.

- **Mock Assessment day - Year 13** students are put through a series of activities that they would experience in an assessment day scenario. They are then given feedback on their performance.
- **Career presentations.**
In the sixth form we have set up a series of talks from employers in an attempt to broaden student's knowledge of the world of work and raise aspirations.
- **Sixth Form Enrichment**
Students can use this time to gain valuable work experience.
- **Individual Guidance meetings - Year 10-13**
At Longdean we employ our own Guidance and Support Officer who is a trained Careers Adviser. Eva Rodriguez is available for careers advice anytime as well as providing family support and guidance.

