**Careers guidance at CDS – An overview**

* Careers advisor is employed for 1 day a week working with students across all years

**Overview of guidance:-**

* In the 1st term all Year 11 students are seen (by the end of Oct). They are given advice on a number of issues including sixth form open days.
* After open days have taken place students can come back if they are still uncertain about their options.
* We ensure that all Year 11 students have completed their applications. This is done with the help of JSs, Form Tutors, JGa and the Careers advisor.
* Colleges are invited in to speak to selected students in regards to courses not currently offered at CDS (such as Hair and Beauty)
* Talks on apprenticeships are again arranged to selected Year 11 students.
* Head of Sixth Form takes an assembly on What CDS 6th Form is like. This is given to all Year 11 students.
* Ex CDS students invited in to give a talk to students. Focus is on raising aspiration and motivation.
* Year 12 students who are in danger of not completing courses are given time to discuss their options with our Careers advisor.
* Year 8 students (All pupil premium to begin) are given careers meetings before they make their options choices. All parents are also invited (through the Link) to attend meetings with their child.
* All year 9 and 10 students are given a careers meeting at the end of their academic year. Pupil premium students are seen first.
* All year 9 students have time to use Cascaid-Kudos as part of Careers guidance. This takes place after a specific assembly on Careers and how the software works.
* Careers noticeboard for all year groups which includes the latest vacancies/information from local companies. Also contains information on college open days.
* Drop in service for all students available every Tuesday lunchtime.
* General assemblies are given during the year on careers including teachers discussing their own career paths.

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| **Outline** | **Date** |
| Year 10 CVs are completed with the tutor  | July |
| Mock interviews take place and ex-students are invited in. (talk to sixth form) | July |
| Got The Job – A full day for all Year 10 students centred on engaging and exciting real world experience of competitive recruitment, Students work in teams and individually. Involves high pressure psychometric testing, exam conditions, interview techniques amongst others | July |
| Year 11 assembly on application process  | November |
| Taster days arranged for students unsure of their options | June/July |
| First interview with careers advisor takes place after application and review |  |
| 1st day interview in Year 12. Students have a careers sheet to outline the areas they will need to work on:* I can write a CV
* I can fill out an application form
* Community service
 | August/September |
| Workplace Covention to help students with University applications/options, Jobs and Apprenticeships | October |
| Work reviews  | April/May |
| Horizons week:* How to do an interview
* Outside speakers
* Presentation skills
* Speaking and listening skills
 | July |
| Monday tutorial:* Guest speakers from University
* Student finance advice
* Army/ careers related guidance
* Apprenticeships
 | OngoingMarch onwards |
| Work on UCAS (Yr 13)All students need to complete their own statement | Sept-Dec |
| Bromley Careers Advisory ServiceApprenticeship staff in to discuss options | Results day(August) |
| All students do an hours Community Service.Students are responsible for finding the placement (which takes place after Horizons week and lasts for approx. a week – normally 1 week but primary and nursery placements are 2 weeks) | July(after Horizons) |
| Outreach liaison with Oxford University.  | Ongoing |
| UCAS convention – all students invited who are considering going to university | December |
| University taster days – organised based on specific asking from students | Ongoing |
| Roehampton – COMPACT schemeGives students a 40 UCAS points reduction | Ongoing |
| UCAS evening in September for Year 131 to 1 meeting for parents and students to discuss current performance, UCAs points and where students are going | September |
| Young Ambassadors SchemeMentoringPrefectsPart-time jobs | Ongoing |
| Meet the Sixth Form – event taking place over a number of form times where Year 11 students discuss option subjects and what life is like in the sixth form. Students not continuing education at CDS are given alternative careers guidance during this time | July |
| Apprenticeship week – Year 10 students selected and taken to Biggin Hill airport to look at how apprenticeships work and some of the apprenticeships that are available | February |
| Careers Fair – Selected Year 11 P/P students taken to Excel Centre in London to look at career paths. | November |
| STEM – work in Science to encourage Year 8 students and give them an idea about what careers are available to them involving STEM subjects | January |
| STEM – Work with the more able students around career opportunities | Ongoing |
| Introduction to Careers – CRAGRATS activity day centred on ‘Head Hunters’ which is a real world experience of competitive recruitment. This involves all Year 8 students | July |