



“We can and We Will”

Your future, your choice. TQEA Careers Development Plan

Year 7:

- **All students will be taught how the specific subjects they are learning will benefit them in the local and global employment market.**
On arrival at TQEA students will find that they will be studying a wide range of subjects, some of which they are relatively unfamiliar with. In the first two weeks of arrival students will learn about the importance of all subject areas, how qualifications in these subjects can open the doors to a number of careers as well as gaining an understanding about the role subjects play in the local and global employment market. A great way for students to understand how the curriculum can support their hopes and ambitions.
- **All students will undergo an assessment of their interests in relation to education and careers and will be advised on jobs they may be interested in.**
We understand that at this point in their lives, young people have varied ideas about what careers and vocations that they may wish to do. It is good to dream and we encourage all TQEA students to have high aspirations. Using the ‘Launchyourcareer’ software program is a fun way to explore those ideas with students adding in details about their likes and interests arriving at a selection of possible careers. Students will investigate these careers, some of which they will know very little about, and can access information about qualifications required and watch videos about the job. A great way to start thinking about the future in a personalised, fun way.
- **All students will participate in a visit to a local STEM business learning about teamwork, design and budgeting.**
At this point in their lives we understand it is important for students to be aware of the skills required in a range of employment areas. We will look to enhance students understanding of how these skills can be developed and utilised in school in preparation for use in the workplace later in life.

Year 8:

- **All students will have access to a careers fair to ensure that they are well informed about the opportunities and available to them when they leave TQEA.**

We recognise that students will want to know as early as possible where the qualifications and skills they gain at TQEA can take them. This Fair enables students to seek advice about subject combinations for careers and vocations from a wide range of local 6th Forms, Colleges, apprenticeship providers, higher education institutions and employers. It is important for us to ensure that all students are aware of the vast range of opportunities available to them and receive the strongest advice and guidance possible to make these important choices. Students are able to ask questions, pick up literature and even make contacts to pursue in the future.

- **All students will have a careers interview which will result in a plan being formed to support their aspirations. These plans will be shared with tutors to support students in reaching their goals.**

This experience will be replicated in Year 10

TQEA will support all students and where possible parents to meet the careers adviser to draw up an action plan to achieve their ambitions. Since aspirations can change we offer this experience in both key stages. We also understand the power of the guiding influence of the tutor and they will receive these plans to support their students in achieving these ambitions and mentoring them to achieve their short-term and long-term goals.

- **All students will be taught about trends in employment opportunities and labour market information and how they can inform decision making when pursuing a particular career.**

TQEA will support all students to identify the trends in employment rates in a range of careers and the impact this can have on their chosen career path. PSHE lessons will use the [launchyourcareer](http://launchyourcareer.org) website to support students in researching trends in employment opportunities and salary fluctuations. Students will also be taught about the impact of this labour market information on career opportunities to help them identify suitable career pathways.

Year 9:

- **All students will have access to a second careers fair to ensure that they are well informed about the opportunities and available to them when they leave TQEA.**

We recognise that students' ambitions will change year by year and want to continue to provide them with opportunity to learn more about their specific areas of interest. This Fair enables students to seek advice about subject combinations for careers and vocations from a wide range of local 6th Forms, Colleges, apprenticeship providers, higher education institutions and employers. It is important for us to ensure that all students are aware of the vast range of opportunities available to them and receive the strongest advice and guidance possible to make these important choices. Students are able to ask questions, pick up literature and even make contacts to pursue in the future.

- **All students will participate in a university outreach programme.**

Whether aspiring to higher education or not, for many youngsters, their understanding of university life and its potential role in their lives is unknown. To bridge that gap we commit to ensuring that all TQEA students have an opportunity to participate in a university outreach programme. Students will learn about student finance, meet ambassadors and current students and learn how University can shape their lives. They will experience a campus with its facilities as well as a lecture or class. The experience is illuminating and often adds a determination and realisation to some of our young people that university study might be something for them in the future.

- **All students and parents will have access to a Careers and Vocations Fair to ensure that they make informed choices about their GCSE subjects.**

We recognise that for parents and students the choosing of GCSE option subjects is both exciting and also challenging. This Fair enables parents and students to access subject teachers for advice about GCSE courses and their suitability for careers as well as seek advice about subject combinations for careers and vocations. It is important for us to ensure that all parents and students receive the strongest advice and guidance possible to make these important choices.

- **All students will be taught how to create their own CV.**

In this programme students are taught how to write those all-important CVs. They will evaluate good and bad CVs to learn about the structure of these documents and the do's and don'ts. They will then be supported in writing their own CV based on their education and experience so far to ensure they land the interview for the position they want. They will also be taught about how to write a covering letter or application to a specific job of their choosing.

- **All students will learn about and develop transferrable skills that are required across a wide range of career pathways.**

We understand that a student progress in a specific career is not solely based on their educational qualifications. All business look for certain characteristics and traits in their employees. Regardless of career young people need to understand the skills they will need in all areas of employment and have the opportunity to develop them. In PSHE lessons students will be taught about the importance of teamwork, independence, organisation, communication problem solving and determination. This process will better prepare our students for entering the world of work.

Year 10:

- **All students will have access to a third careers fair to ensure that they are well informed about the opportunities and available to them when they leave TQEA.**

This Fair enables students to seek advice about subject combinations for careers and vocations from a wide range of local 6th Forms, Colleges, apprenticeship providers, higher education institutions and employers. It is important for us to ensure that all students are aware of the vast range of opportunities available to them and receive the strongest advice and guidance possible to make these important choices. Students are able to ask questions, pick up literature and even make contacts to pursue in the future.

- **All students will gain the experience of a mock interview with someone from local business or industry.**

We understand the power of the positive interview and all of our Year 10 students will receive a mock interview with a representative from the business and industry sector. All students are assured of receiving helpful feedback. These skills for life will remain with our young people in future years as they apply for competitive positions and aim to be successful.

- **All students will attend a range of presentations delivered by outside speakers promoting their post 16 education establishments.**

At TQEA we believe it is important that students are made aware of the vast range of local education providers that they are able to continue to study with when they leave TQEA. We welcome all presenters to speak to our students about the opportunities their establishments can provide.

- **All students will have a careers interview which will result in a plan being formed to support their aspirations. These plans will be shared with tutors to support students in reaching their goals.**

All students at TQEA will meet the careers adviser to draw up an action plan to achieve their ambitions. The action plans drawn up between the student and the careers adviser will be shared with parents. We also understand the power of the guiding influence of the tutor and they will receive these plans to support their students in achieving these ambitions and mentoring them to achieve their short-term and long-term goals.

- **All students will receive financial education about personal finances.**

Our PSHE education programme will educate all TQEA students about personal finances. They will learn about managing their personal finances, how banks operate, mortgages, direct debits, bank transfers, pensions and technical terms relating to financial documents. They will also be taught about employment rights and how to read and understand wage slips. Of course, this is essential knowledge for our young people going into adulthood with the responsibility of earning for themselves and managing their income against their spending.

Year 11:

- **All students will attend a range of presentations delivered by outside speakers promoting their post 16 education establishments.**

At TQEA we believe it is important that students are made aware of the vast range of local education providers that they are able to continue to study with when they leave TQEA. We welcome all presenters to speak to our students about the opportunities their establishments can provide.

- **All students can expect specific support to advise with applications, personal statements and interviews.**

The competition for places for certain colleges and courses is high and requires specialist support. At TQEA students applying for these courses will be supported with individual advice, academic support with admissions tasks and interview practice and advice. We know it makes a difference and ensures that our students have the greatest possible chance of success.