



PETER SYMONDS COLLEGE

CAREERS PROGRAMME

Peter Symonds College places significant emphasis and priority on supporting students with their next steps, whatever direction they want to take.

Careers Lead - Debbie Mahoney
dmahoney@psc.ac.uk
01962 857552



Peter Symonds College places significant emphasis and priority on supporting students with their next steps, whatever direction they want to take. Head of Careers and nominated Careers Lead for the college Debbie Mahoney, is a qualified Careers Adviser with over 15 years experience and line managed by the Deputy Principal Julia Tucker. The Careers Department has a team of fully qualified Careers Advisers and Assistants, Work Experience Coordinator and a dedicated Careers Library. The link Careers Governor is Tina Thorne, who regularly attends Careers Department meetings and reports back to the Board of Governors. The Careers Department's work is supported by pastoral leads and tutors, along with cross curriculum links. We are proud to have held the Investor in Careers Quality Award since 2008 and are affiliated members of the CDI professional body. We have a Service Level Agreement with the Southern University Network, providing targeted support to increase participation and progression of students in identified postcode areas. As a college, we are currently working towards ensuring that we meet all the Gatsby Standards and are fully aware of the recent Careers Strategy publication.

All students are able to access:-

- A large dedicated Careers Department with access to up to date resources and computer guidance packages, along with a comprehensive intranet site for students and parents
- Access to one-to-one appointments with Level 7 qualified and experienced Careers Advisers, supported by Careers Assistants
- Optional lunch time talks delivered by a wide range of outside speakers (eg higher education institutions, employers, voluntary organisations) on topics such as personal statements, apprenticeships and employer schemes
- Up to date job vacancy system, allowing students to view current and local labour market information and apply for suitable opportunities
- Opportunities advertised to all students via Student Notices, posters and emails about relevant external events, such as summer schools, residential courses and work experience opportunities
- One-to-one reviews with personal tutor to monitor progress and support progression
- Advisers will attend all annual reviews for students with an Education, Health and Care Plan, along with arranging two careers interviews per academic year while at college
- Students studying vocational courses which takes up the majority of their studies will participate in compulsory work experience

Below is a detailed overview of the careers provision provided to students depending on whether they are a Level 2, Lower Sixth or Upper Sixth student.

- Symonds Lectures – compulsory 50 minute timetabled sessions for lower sixth students
- Tutorial activities – all students have compulsory 50 minute tutorial sessions once a week
- Cross college events with external visitors:
 - **Careers Day** – off timetabled day for all first year students, with over 100 speakers visiting the college to deliver talks on career options post 17/18 years
 - **Progression Fair** – exhibition with nearly 100 stands, allowing students to explore higher education, employment and training opportunities
 - **Gap Fair** – evening event for parents and students, with over 40 external exhibitors demonstrating the range of options available.

We welcome feedback and views on this document or any activities we deliver through the Careers Department from students, parents, employers and organisations. We are also very happy for individuals to contact us if they would like to develop links with Peter Symonds College and be involved in future events.

Level 2 Students

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| Autumn | <ul style="list-style-type: none">• Introduction and visit to Careers Department• Tutorial Activities on Labour Market Information, Your Next Steps, Making Yourself Employable, Interview Techniques and The World of Work• Preparation and support begins for compulsory work experience via tutorial sessions and subject lessons• Compulsory one-to-one careers guidance interviews• Level 2 Progression Day focusing on next steps & options available (includes visiting speakers)• Information leaflet sent home to parents• Careers Advisers available at parents evening to advise parents on supporting their son/daughter with progression after Level 2 course• Support provided to students with re-applying to Peter Symonds College, along with other further education providers |
| Spring | <ul style="list-style-type: none">• Compulsory work experience takes place• Tutorial activities on Preparing for Careers Day and Progression Fair, Reviewing Work Experience, Your Future and Are You Money Smart?• Lecture Programme covering: What next after College, Employability & Entrepreneurial Skills, Apprenticeships, Higher Education and Student Finance• Careers Day• Progression Fair• Debrief and review of work experience• Offered another careers guidance appointment• Targetted support for students seeking employment |
| Summer | <ul style="list-style-type: none">• Additional support provided with progression on from Level 2 course, from tutor and Careers Department |

Lower Sixth (Year 1) Students

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| Autumn | <ul style="list-style-type: none">• Symonds Lectures on Introduction to Careers Department (includes resources and support available) |
| Spring | <ul style="list-style-type: none">• Careers Advisers available at parents evening for parents and students• Lecture Programme covering: What next after College, Employability & Entrepreneurial Skills, Apprenticeships, Higher Education and Student Finance• Tutorial activities on Labour Market Information, Your Next Steps, Careers Day preparation, Preparing for Progression Fair, Making yourself Employable and Review & Reflection on Careers• Opportunity to attend local UCAS HE Exhibition• Careers Day• Progression Fair• HEdLines HE Newsletter starts, circulated via email and Intranet to students• Programme of specialist support commences for students considering applying to competitive courses or institutions• Parents Oxbridge Talk |
| Summer | <ul style="list-style-type: none">• Tutorial Activities on UCAS Apply 2020, Researching HE, Selling Yourself and How to Write a Winning Personal Statement Applications• Parents Next Steps Information Evening• Gap Fair for parents and students |

Upper Sixth (Year 2) Students

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| Autumn | <ul style="list-style-type: none">• Tutorial Activities on Still Wondering what to Do, Interview Techniques, Employability Skills, Applying for University or Employment and The World of Work• UCAS Apply Clinics available each day• HEdLines HE Newsletter continues• Careers Advisers available at parents evening for parents and students• Optional workshops/talks available to support students with university additional admission tests• Dedicated UCAS support for all applicants, with internal systems in place via Tutors, Careers Department, Tutorial activities and Subject Teachers• Practice Interview support available for HE & Employment Interviews with Teaching staff & Governors• Specialist support available for students applying to UCAS Conseratories through relevant subject departments• Tailored support and sessions for students applying to Art Foundation courses |
| Spring | <ul style="list-style-type: none">• Tutorial activity on Preparing for Progression Fair• Progression Fair• Information and support on Student Finance• Higher Education Funding Evening for parents• Targeted support for students seeking employment |
| Summer | <ul style="list-style-type: none">• Applying to UCAS as an Ex-Student leaflet and presentation• Alumni information• Gap Fair for parents and students• Post Results service support during August |