

Dear Parents/Carers

As part of our commitment to ensuring that our students make informed choices about their future, years 12 and 13 will take part in careers sessions throughout their time in the sixth form in the form of assemblies and group sessions, delivered in period 1 or during free periods.

Throughout the year students will have the opportunity to:

- Research their various post 18 options including universities, higher and further education, apprenticeships, employment and gap years.
- Revise their CV
- Prepare for a mock interview
- Research Labour Market Information (LMI)
- Formally plan and report on their work placement
- Receive training in applying to university through UCAS
- Receive training in applying for employment and apprenticeships

All subjects incorporate careers in the curriculum to relate learning to careers and to give context of how this knowledge is used in the wider world. This could be in the form of having an outside speaker in to give a talk or taking a trip out.

### Work Experience

In the summer term of year 12, students get the chance to sample the world of work. Students are expected to source their own placements. The placement provides a worthwhile insight into a working environment. Students observe working relationships and structures in action. This is an essential element to successful career planning. The sixth form team visit or phone placement providers to monitor and assess progress. Students keep a diary of their work placement and write a report when they return to school.

### Mock Interview Day

This provides our year 12 students with their second taste of 'real life' as local employers and professionals give up their time to provide an excellent interview experience in line with current recruitment trends. Students are coached in advance. Verbal feedback is provided and a written report is given to students to help them to review their technique prior to future interviews.

### Apprenticeships

Year 12 and 13 students receive information and guidance on applying for apprenticeships. Students are encouraged to register with the National Apprenticeship website and Not Going to Uni website. Some larger companies recruit a year ahead so it



is important that students are proactive and check company websites. During year 13, students take part in an interactive apprenticeship session to help to prepare them for applications to apprenticeships. Continued support is given with applications and interview preparation.

### Supported Internships

Year 13 students with an EHCP and their parents are invited to meet with local providers of supported internships to discuss the option of a supported programme offering work experience and a stepping stone into employment or apprenticeships. Students with an EHCP will have a Careers Adviser at their year 13 annual review.

### UCAS

Year 12 IB students receive information and guidance on applying through UCAS. They also carry out extensive research on universities and courses that may be of interest to them. In June, Year 12 IB students attend UCAS sessions in which they register online and formally begin their UCAS application. Parents are invited to a UCAS information evening to ensure that they remain fully involved in what are life-changing decisions for the students. Completion of their UCAS application is therefore a priority for students during their summer holidays. This ensures that they are ready to submit their application for the final checks at the start of Year 13. Students are encouraged to use their free time to research courses and institutions, refine their application and complete all details on the UCAS form. Mrs Alexander and the rest of the sixth form team are available to assist students and parents with any queries that they may have.

### Extra preparation for Oxbridge and Med/Dentistry/Vet candidates

External specialists will be brought into the school to work with Oxbridge and Med/Dentistry/Vet candidates to support with their applications process and prepare them for interview where required.

### Careers Guidance Interviews

Students can have a one-to-one careers interview with the Careers Adviser throughout the school year and are invited to book an appointment by emailing [lisa.alexander@themallingschool.kent.sch.uk](mailto:lisa.alexander@themallingschool.kent.sch.uk).

Careers Advisers never tell a student what they should do for a career; but will simply point them in the right direction in order to help them to make informed choices. Students are encouraged to take responsibility for their own future by carrying out individual research and keeping abreast of changes in courses and entry requirements. This is an important skill that our students continue to use after they leave school. Careers Education and Guidance is about preparing students for what comes next and encouraging them to take their place in the modern world.

Yours sincerely



**Mrs L Alexander**  
**Careers Adviser**

