



# EMMANUEL COLLEGE CAREERS PROGRAMME

The direction, oversight and development of the Careers Education Programme is in the hands of our Careers Coordinator, Miss Baker. She has close support from the HOD Business and the programme is overseen by the Director of Operations.

The process as a whole is seen as a natural development of a programme which introduces, develops and focuses the thoughts of students on their future in the world of work. As such, it permeates the general curriculum and appears in every year group. The programme recognises the importance of hard work and good examination results as being key to the matter of career choice, but primary emphasis is upon securing in students' minds the pursuit of realistic goals which, although aimed high, remain genuinely within their grasp.

The most recent data shows the success Emmanuel has had in its careers programme. In the past four years every Year 11 student leaving Emmanuel has gone on to find either employment, further training or to undertake a sixth form course, many staying on to the Emmanuel College Sixth Form.

The most recent data available shows that 91% went on to sixth form courses and 9% secured employment. Of those students undertaking a sixth form course, 68% stayed on at Emmanuel.

## CAREERS PROGRAMME

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### YEAR 8

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*Focus: Improving knowledge of careers opportunities and options.*

A series of careers talks are delivered, looking at various employment sectors. These historically were delivered through the assembly programme but this is now being redesigned to fit within the special lecture programme. Students have three careers lessons are given to students where they use online software to help them identify potential careers and vocations.

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### YEAR 9

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*Focus: Ensuring appropriate preparation for and choices at Key Stage 4.*

A series of special lectures are delivered by College's careers coordinator to give a careers and vocations context to the Year 9 options. Each Year 9 student has an individual careers meeting with a senior member of staff where their potential ambitions and ideas about careers are discussed. At this stage it is ascertained if additional careers advice is required. Should this be the case, an individual appointment with the College's careers advisor is arranged. Majority of students have three careers lessons are given to students where they use online software to help them identify potential careers and vocations.

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### YEAR 10

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*Focus: Gaining real world experience of the world of work.*

The vast majority of students opt for a work experience. This is arranged by the College's careers coordinator with the support of local organisations such as Connexions. In 2016 around 160 (80%) of year 10 students attended a work experience and in 2017 we expect the figure to be around 75%.

We recognise that work experience is not suitable for everyone, so students who are reluctant or not able to take an active part are provided with a programme of activities in College, looking at working in a simulated company as part of a mini enterprise, or a small group looking to build their self-confidence and team-working skills by undertaking outward bound activities. A limited group of linguists are given the opportunity to study in Germany during this week, as part of the German exchange programme.

A programme of talks aimed at improving knowledge of careers opportunities and routes has been delivered through 10-minute careers talks looking at sectors, aspirations, alumni routes etc, with particular focus on the importance of continuing STEM studies, soft skills and apprenticeships. This programme is now undergoing a review.

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## **YEAR 11**

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*Focus: Making appropriate choices. Delivery:*

Here at Emmanuel, students are given targeted support as they plan for the transition beyond compulsory education. Some students need very little counselling and are clear about their future choices. These students meet with a senior member of staff, their plans are discussed and advice is given, as required. Students are offered additional support if it is needed.

All Year 11 students have access to the following support:

- A careers interview with a member of the Senior Board
- A Careers Clinic, open for lunch time drop-in sessions
- The Its Learning careers page, and high quality website links which provide further information (for example The National Careers Service website and helpline)

Some students need more structured guidance. A targeted group of Year 11 students are identified in September, they meet with the careers coordinator and a planned individualised programme of support is developed. This can involve:

- Careers meetings with external agencies
- Assistance with applications
- CV writing support
- Advice around their chosen career path
- Advice regarding further education providers in the local area
- Group meetings with TDR, Gateshead Council and Gateshead College

Students on the SEND register have access to all of the above, plus additional support is given by the Individualised Learning department. This involves a visit to Gateshead College, additional support with CV and application writing, as well as personalised support using the links with the parents established over their time here at Emmanuel.

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## **YEARS 12 & 13**

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*Focus: Transition beyond Emmanuel*

Students follow a careers programme which includes talks from employers and higher education institutions as well as Emmanuel alumni who have progressed through either a university or an apprentice route. Sixth Form students who are interested in employment opportunities or non-university routes also have access to the Careers Clinic. Individual and group meetings with employers and apprenticeship providers are arranged, as and when appropriate, to discuss students' aspirations. A careers page is available to all Sixth Form students on the VLE with relevant advice, links and suggestions on how to seek support.

Every student in the Sixth Form is allocated an academic tutor who is responsible for supporting the student's transition to high education or employment. A major role of the academic tutor is to write the College reference.

**The 8 benchmarks of careers education  
(Sir John Holman, Gatsby Charitable Foundation)**

Benchmark	Description	Emmanuel Careers programme
Every school and college should have an embedded programme of career education and guidance	The programme should be known and understood by pupils, parents, teachers, governors and employers.	A programme is written and published. It is overseen by a Careers Coordinator, supported by the HOD Business and accountable to the Director of Operations. The programme is successfully implemented but not widely publicised.
Learning from career and labour market information	Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	Every year group has some involvement with the careers programme. Students can access support and guidance from their tutors as well as the careers staff. Parents are informed of the careers programmes at pathways meetings held in years 9, 11 and the sixth form.
Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.	The college identifies groups and individuals who are in need of support, and addresses areas of need. All students in years 9 and 11 are given an individual careers meeting where bespoke support can be targeted at individuals. The College's core values embed equality and diversity throughout the curriculum and the careers programme.
Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	All departments are asked to discuss careers with the students they teach, and many have displays both inside and outside of the classrooms highlighting career opportunities relating to their subjects. STEM subjects have a high prominence throughout the college.
Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	Careers talks have become common at Emmanuel, both in assemblies and special lectures. Increasingly, alumni have returned to present to students how they have progressed to the careers they are embarking upon. Students have the opportunity to take part in work experience and mini enterprise activities.
Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	Every student has the opportunity to have a work placements, both in year 10 and for those who stay on into the Emmanuel sixth form in year 12. The vast majority of students opt to have a work experience. In 2016 around 160 (80%) of year 10 students attended a work experience and in 2017 we expect the figure to be around 75%. We recognise that work experience is not suitable for everyone so students who are reluctant or not able to take an active part are provided with a programme of activities in college looking at working in a simulated company as part of a mini enterprise, or a small group looking to build their self-confidence and team-working skills by undertaking outward bound activities

Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	Visits to higher education institutions. Targeted groups visit further education vocational routes and apprenticeships are advertised and promote
Personal guidance	Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal or external. These should be available whenever significant study or career choices are being made.	Students have access to: <ul style="list-style-type: none"> <li>• A careers interview with a member of the Senior Board.</li> <li>• Careers Clinic opens for lunch time drop in session.</li> <li>• The Its Learning careers page, and high quality website links which provide further information (for example The National Careers Service website and helpline).</li> </ul> At key decision-making junctions, students have individual careers meetings with senior staff, supported by the Emmanuel Careers Coordinator. Where expert input is needed, an external qualified and experienced careers advisor gives individual and group support to students.