

Careers Policy

Introduction

This policy outlines our approach to Careers Education, Information and Guidance within the senior school and Sixth Form at The Ladies' College.

In conjunction with this policy, please also see

- Equal Opportunities policy
- PSHCE policy

Vision and Values

We aim to deliver an inclusive, effective and stable careers programme, helping our students to build a vision for their life after college. We aim to provide the information and support they need to develop employability skills that will enable them to thrive in the workplace. To achieve this, we strive to provide the necessary career guidance, to ensure they are fully equipped with the tools they need to make informed decisions about important education and life choices.

The Gatsby Benchmarks

In order to provide a high-quality careers programme, we seek to implement the eight Gatsby benchmarks of Good Careers Guidance. These are:

1. A stable careers' programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Statutory Requirements and Expectations

Providing impartial careers guidance is required by the 2011 Education Act and 2018 Statutory Guidance for UK State Schools. Whilst independent schools are not obligated to follow the

requirements, we aim to use this as a guide to inform best practice, and in lines with the legal responsibilities as outlined in The Equality Act (2010).

Management and Delivery

All students from Remove to Upper Sixth take part in a careers programme. For Remove to Upper Five, careers forms part of the PSHCE curriculum and is taught for approximately one-half term each year. Lessons are one hour for all year groups with the exception of Lower Four who have 30 minutes.

The Ladies' College Sixth Form provide a comprehensive Careers programme for both Lower Sixth and Upper Sixth students.

The following content is covered in each year group:

Remove	Who am I Exploring possibilities What is a career What is an entrepreneur What is work life balance Careers and the future
Lower Four	What are my interests Superhero CV Challenges and rewards of work Creating a life you want What does success mean to me Careers and the climate
Upper Four	What are my skills What comes after school Decision making Taking control of your career journey GCSE Options Process with Director of Studies What is the labour market
Lower Five	Reflecting on my career journey Exploring employer profiles What type of career is best for me Wellbeing in the workplace In person, hybrid and remote
Upper Five	Psychometric Testing Employability Skills Post 16 Choices Decision Making TLC Post 16 Choices Process with Director of Studies Is AI a threat to our jobs

Lower Sixth	Upper Sixth
Going to University University abroad Introduction to UCAS Attending a Higher Education Fair Resources available in College University open days	Current Climate for Universities and Careers 1:1 review with students UCAS applications Submitting UCAS Track and Offers on UCAS Bursaries Preparing for an interview and how to answer Interview questions 1:1 review with students Preparing for University/workplace Results day Clearing through UCAS Other available options on results day

Roles and Responsibilities

Head of PSHCE and Careers

- Responsible for planning the careers programme as part of the PSHCE curriculum for Remove to Upper Five.
- Providing resources and supporting colleagues within the PSHCE department to deliver the programme.
- Co-ordinating trips to The Careers and Skills Show for Upper 4 and Upper 5.

Head of Sixth Form Careers and UCAS Co-Ordinator

- Responsible for planning the careers programme for Lower Sixth and Upper Sixth students
- Providing resources and supporting colleagues to write UCAS subject reports
- Providing resources and supporting Sixth Form Tutors and other colleagues to write UCAS and workplace references
- Co-ordinating trips to The Careers and Skills Show in Lower Sixth.
- Facilitating Oxbridge Interview practice
- Facilitating Medics MMI practice
- Facilitating the Oxbridge and Medics parents workshops/evening
- Facilitating the Higher Education event for Lower Sixth parents
- Responsible for planning and co-ordinating the Higher Education event for Lower Sixth
- Responsible for ensuring students complete UCAS applications
- Responsible for assisting students with any International University applications
- Responsible for assisting students with job applications

- Responsible for sending out messages on Teams – which contain information about university events/subject talks etc. As well as local company events and any on- island jobs available.
- To facilitate the preparation of lists of university choices, offers and decisions at appropriate intervals and display these on SharePoint through the UCAS tile
- Assist the Principal when A-level results are published.

Assist students on A-level results day Head of Sixth Form

- Responsible for Work Experience in Lower Sixth
- Responsible for Management Shadowing in Lower Sixth

Events and Opportunities

Students in Upper Four and Upper Five attend the Careers and Skills Show run by Careers Guernsey. The show enables students to encounter employers and employees from various local companies.

Students in Upper Five have a full taster day experiencing life and classes in the Sixth Form.

The Ladies' College Sixth Form runs in partnership with Elizabeth College to allow students to access further information on various careers with students selecting to attend at least 2 out of the 8 talks on: Law, Medicine, Pharmacy Engineering, PR, States of Guernsey, Accountancy, Specsavers and IT. Lower Sixth students also have a bespoke Post 18 day in the summer term, students not looking to apply to university have separate workshops with local companies.

The Ladies' College also works with Careers Guernsey to allow students to attend events such as Post 18 Pathways, as well as the traditional Careers and Skills show in the Lent Term.

Oxbridge candidates are provided with at least two mock interviews, normally one internally and one externally. Medics are provided with the opportunity to attend MMI's practice, organised alongside the Head of Science.

Parents in Lower Sixth are invited to attend a Higher Education event, where the UCAS application process is explained. In the Lent term parents and students of Upper Five and Sixth Form are invited to attend an Oxbridge and Medics evening, run by the Director of Studies and Head of Science.

The Ladies' College has a partnership with Winchester University, where students are offered extra assistance and support if they choose to go to Winchester. The Ladies' College is currently working closely with Lancaster University, who have been supporting the College by offering a variety of different talks.

All students have access to the Unifrog platform which provides resources for researching university choices and other pathways, including foreign Universities; it has a well-stocked Universities Library with the latest information on institutions and courses; provision of expert CV, personal statement and interview training to all Year 12 pupils; as well as other essential areas of support.

Work Experience

In June, Lower Sixth who are not on CCF take part in 3-4 days of work experience. Visits are passed through the local Wexbox scheme, organised by Jo Wyn Saw from the Education Careers Department. The work placements are checked for health and safety purposes and a job description is available on the web site. A teacher will contact the student during her placement and will discuss the placement with her and will also have contact with her mentor. The teacher and mentor references may be used when students apply for a university place or local employment.

Leadership Shadowing

Each year, students in Lower Sixth are given the opportunity to shadow a senior leader for a period of up to one week in either the Lent half term, Easter or summer vacation. This opportunity gives students a chance to identify the skills required to become successful leaders of the future and gives them an insight into the world of business. A spokesperson from the Institute of Directors provides a presentation about the benefits of the scheme at the beginning of the Lent term. All participants are expected to make a short oral presentation about their experience to a panel of judges. They must also attend the awards night, when the overall winners will give their presentations in front of leaders, family, and participating students. This is also an opportunity to thank their leaders for the opportunity to shadow them.

Sixth Form Pathways – students develop a range of skills in addition to A-level lessons based on 4 pillars: Play and Create, Analyse and Adapt, Know your Purpose, Lead and Influence.

Core – Sixth Form students attend weekly Core sessions aimed to develop core skills to support with employability skills such as organisation, leadership, diplomacy. The scheme of work can be found on the Pathways OneNote.

Mentoring – Lower Sixth Form students attend regular mentoring sessions with a dedicated mentor to reflect upon activities in Pathways and skills learnt in Core sessions. From September 2025, all Sixth Form students will have a dedicated mentor to support with careers, applications and to help students reflect on the skills developed through our bespoke Pathways programme.

Pathways – Lower Sixth Form students attend weekly Pathways lessons with dedicated teachers across: Business Leaders, Creators and Innovators, Science Pioneers and Changemakers. These lessons take place during curriculum time and are assessed through a viva in the Michaelmas term of the Upper Sixth.