



STANTONBURY  
International School

## Careers Programme Information

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Reviewed Annually

## Careers Team

Karen Malone – School Careers Lead  
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The careers office is within the library and is available on a Tuesday, Wednesday or Thursday.

## Statutory Duty

All secondary Schools have a statutory duty to provide a programme of Careers Education to all students in Years 7 to 13. At Stantonbury International School we are committed to providing a careers education and guidance entitlement for all students, recognising their need for high quality careers education and impartial guidance to help them make informed choices regarding their career plans. Careers education is integrated within the school curriculum, through the PSHE programme and Learning for Life days.

The School is also required to provide Milton Keynes Local Authority with destination data of students leaving Year 11, 12 and 13. This information contains students' names, addresses and where each student is studying or training.

## Careers Charter

Each student is advised according to his or her academic ability, personal preferences and interests. We know that there are multiple and varied academic and vocational pathways into job roles and will inform, advise and guide students appropriately.

We want Stantonbury International School (SIS) students, to have the best careers advice and careers-based opportunities to inspire them to aim high and be successful in their chosen career.

We help students learn about jobs, employers, further education, higher education, applications, employability skills and entry requirements. They will learn about this through careers appointments, work experience, tutor time, assemblies, trips, events and careers-based enrichment activities.

## Careers in the Curriculum

Your English, mathematics and science teachers will organise employer-led projects which will help you to understand how these subjects are relevant to the workplace.

## Work experience

All student in Year 10 and in sixth-form are expected to participate in at least one week of work experience. Students are encouraged to source their own work experience placements and in sixth-form it is a requirement. However, for Year 10 students there are options to use the employer database provided by our chosen third-party provider. Work placements in school-time take place during school specified weeks in the Summer Term. Some sixth-form students will be required to do work placements as part of their vocational courses, these are separate and additional to the Summer Term work placements.

## Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses.

## How to access information

### Students

#### Meetings

A careers lunchtime drop-in operates Monday to Fridays - all students are welcome to attend. Service is offered on a first come, first served basis and forms part of the School's Enrichment Programme.

All students can request an individual careers interview, which will help them explore their next steps and the skills they need. All students are required to have a least one careers appointment in Key Stage 4 and are advised to book an optional careers appointment in Key Stage 5. Students have access to the careers drop-in service, this runs during break and lunchtimes (Monday through to Thursday). Careers advice is given by a qualified careers advisor.

#### Library Resources

As well as the wealth of information on line, we have a dedicated careers section in the Library. The Careers Library is organised into section by industry sectors (families of jobs)

- I'm good at.... books. These help to link academic subjects to job ideas
- Working in... magazines. These include interviews and case studies of people working in different job sectors. They also include information about qualifications, skills and routes into jobs
- Job search – Information to help you look for and apply for jobs including; CV writing, interview techniques, job applications, covering letters, employment law and what employers look for.
- Employer information – booklets about local and national employers explaining what they do and what opportunities they have.
- Starting a business - information on support and funding
- Choices at 18 - includes information about universities, gap year and apprenticeships
- Choices at 16 - University prospectuses.

#### Other contact opportunities

One of the careers team will attend:

- Year 8 Options evenings
- Parents' evenings for Year 9 through to 13
- Stantonbury International School's Sixth-form Open Evening.

## Parents

Please speak to our Careers leader to obtain more in depth information pertaining to your child's opportunities.

## Employers and third party providers

Please speak to our Careers Leader to identify the most suitable opportunity for you.

## Managing provider access requests

### Opportunities for access

We aim to help every student to reach their full potential and progress on to a successful destination by providing them with the widest possible range of employer and careers related opportunities.

Situated in an area of socio and economic need, we value the help and support of businesses to ensure that every child leaves us aspiring towards and equipped for a happy and successful future. It is your support that enriches and enlivens our careers programme.

### Ways You Can Help

We appreciate that your time is precious and value your contribution whatever this may be. To assist with this, we have provided a breakdown of the ways you can support us. The list is not exhaustive; we are always on the lookout for new ideas and suggestions.

- Site Visits: host small groups of students, 2 to 4 hours
- Interview Preparation: share tips and help with mock interviews, 1 to 4 hours
- Work Experience: provide a placement for one or more students, 1 week
- Careers Events, Careers Fair, Employer Information Events, Apprenticeship Events, 4 hours
- Guest Lectures: share your expertise with a group of students, 2 hours
- Embedding careers into the Curriculum: project based, set a challenge for students and judge the results, 2 hours
- Sponsorship: sponsor an event financially
- Flexible Employability Skills: share your networking/business skills at a breakfast meeting 1.5 hours
- Training Train staff or a class with a specific skill 1.5 hours
- Host a Practical Job Activity Workshop: with a small group of students, 4 hours
- Alumni Visits: share your educational and working life experiences with our students, 2 hours.

### COVID-19

Whilst the school is operating within the Public Health's guidelines for schools, face to face events may not be possible. Instead we are encouraging third party providers to liaise with Mrs Malone to establish what a suitable method of delivering information to pupils is. This may be:

- A video detailing the third-party provider offer. The video can be shown to the appropriate pupils

- An online presentation which Mrs Malone leads, with selected pupils and the provider joining in
- In person, depending on COVID-19 restrictions in place within the school.

### Careers Themes

	Careers Theme
Year 7	An introduction to the School's Careers Service Self-awareness and links to careers
Year 8	Self-awareness Higher education, an introduction to universities
Year 9	Self-awareness and links to careers An introduction to apprenticeships (from intermediate level to degree level apprenticeships) Guest speaker opportunities from local and national businesses
Year 10	Self-awareness and links to careers Further education, an introduction to sixth forms, colleges, and training providers in Milton Keynes and regionally An apprenticeship workshop opportunity Guest speaker opportunities for local and national businesses
Year 11	SEND and work-based learning group workshops on self-awareness and links to careers Professional careers information, advice, and guidance at SEND transition meetings Transition into Further Education, exploring personal preferences, study, training, and work opportunities An apprenticeship workshop opportunity Personal guidance meetings Support to explore Further Education opportunities and submit applications Guest speaker opportunities for local and national businesses
Year 12	An introduction to Higher Education and UCAS UCAS Personal Finance An introduction to personal statements An apprenticeship workshop opportunity CV development tutorials Guest speaker opportunities for local and national businesses
Year 13	Support for personal statement development Mentoring support for Oxbridge candidates Support for the UCAS process Personal guidance on apprenticeships, including Higher and Degree Level apprenticeships and an opportunity to attend an apprenticeship workshop Personal guidance meeting opportunities Guest speaker opportunities for local and national businesses

### Premises and facilities

Subject to COVID-19 restrictions, the school will make the sports hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support



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provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

### Assessing the Impact

The careers programme, and the information we publish online, will be annually reviewed by the Careers Lead, the Senior Leader with responsibility for careers and the Head of the School.

Our assessment will be based on destination data and feedback received from students, parents, teachers and third party providers.

### Useful Links

- [Find an Apprenticeship](#)
- [Good University Guide](#)
- [Inspiring the Future](#)
- [Milk Round Advice](#)
- [National Careers Service](#)
- [National Citizen Service](#)
- [Parent Advisor](#)
- [Prospects](#)
- [Rate My Apprenticeship](#)
- [Start](#)
- [Success at School](#)
- [Uni stats](#)
- [UCAS \(Apprenticeships\)](#)
- [UCAS](#)
- [What Uni](#)
- [Win That Job](#)