

Careers Department Guide for pupils

Careers Education is an important aspect of the Wallace High School Experience from Year 8 Careers Education, Advice, Information and Guidance is embedded into the curriculum.

The Careers Department at Wallace is here to support you through the process of realising your career profile and making informed choices at key stages such as GCSE and A-level subjects and through to selecting a University, College or vocation.

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**Why is Careers Education Important?**

**In more detail, these are:**

**Self-Awareness and Development** – This helps you identify, assess and develop the skills

and qualities necessary to choose and implement an appropriate career plan. This includes

being able to make choices that are thought through, put together and implement career plans

and cope with transition from school to adult and working life. You will develop skills to

improve your knowledge and understanding of yourself and others including your strengths

and limitations, personal qualities, interests, abilities, skills, potential, values, motivation and

needs.

**Career Exploration** – This helps you acquire and evaluate information, and review your own experiences to identify and investigate appropriate career pathways and learning opportunities in education, training and employment. You will also acquire a knowledge and understanding of the world in which you live, the major roles which people play in

various spheres of life together with other career opportunities available and routes of entry available to you.

**Career Management** – This develops your skills in career planning, and helps you to be more more experienced in making effective career decision-making choices and to know how to manage transition with the appropriate support, advice and guidance.

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# Careers Education at Key Stage 3

At key stage 3 careers education takes place through the Learning for Life and Work programme. Learning for Life and work is the umbrella term for Citizenship, Personal Development and Employability.

The programmes are listed below

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| **Year 8 Employability** | **Year 9 Employability** |
| **Employability Skills and Qualities** | **The new me and more than one way** |
| **My Skills and Qualities** | **Your own style** |
| **Skills for work** | **Learning styles** |
| **Job types in the local economy** | **Europe** |
| **The Global Economy** | **Environmental Issues at work practices** |
| **My past, present and future career** | **Who wants to be an entrepreneur and spot the Entrepreneur** |
| **My personal goals and How can I access help?** | **I had a dream** |
| **My Plan including careers research** | **Who's who** |
| **What is Enterprise and How enterprising am I?** | **Pathways** |
| **What Employability means to me** | **What Year 9 Employability means to me** |

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| **Year 10 Personal Career Planning** |
| **Review of Skills and Qualities** |
| **Job Families** |
| **Careers Research** |
| **Personal Career Planning** |
| **‘Icebreaker’** |
| **Skills and Qualities – own and peer** |
| **Learning Styles** |
| **CV Writing** |
| **Personal Statement** |
| **Goals and Action Planning** |
| **Careers Room visit** |
| **Enter the Dragon's Den** |
| **Review** |

This part of the programme concludes with a careers interview with one of the careers staff during a GCSE subject choice evening and includes attendance at a STEM event.

# Careers Education at Key Stage 4

In Years 11 and 12 careers education starts to address post 16 choices and eventually your pathway to higher level education or employment.

* Pupils are supported in making informed personal choices re: Post 16 options
* The programme is underpinned by a progressive Personal Career Planning process
* Direct relevance to progression and future employment of individual curricular subjects is identified via collapsed timetabled presentations
* The key components of the Progress File are completed by the end of KS4. These are completed careers research, a completed personal statement and a completed CV

The programmes are listed below:

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| --- | --- |
| **Year 11 Employability** | **Year 12 Employability** |
| **What is Employability?** | **What does Employability mean to me?** |
| **changes in the local and global economy** | **Progression Routes and Qualifications** |
| **Globalisation and Employment Trends** | **Careers Research** |
| **How socially responsible are Businesses?** | **Personal Career Plan** |
| **Social Responsibility case studies** | **What Employers really want** |
| **Career Planning and Management** | **The Perfect Employee** |
| **Things I wish I had known sooner** | **The Employer’s Recruitment and Selection Pack** |
| **Career Planning Mind Map** | **Recruitment and Selection Methods.** |
| **Options** | **Preparing CV’s** |
| **Making Career Choices. Consider All Factors** | **Interviews - purpose, dos and don’ts** |
| **Comparing Career Options** | **Health and Safety and knowing your rights at work** |
| **It’s Only a Job** | **It’s a Man Thing** |
| **External influences** | **Self Employment** |
| **Profile the Job** | **How can I be Entrepreneurial** |
| **Review Personal Action Plan and Self Review** | **Student Self Review** |

During Year 12 you will have the opportunity to visit the annual Lisburn Careers Convention. In March you will have a 1-1 interview with a member of the Careers Department to support you through the A-level subject/post GCSE option choice process.

# Careers in Sixth Form

**Careers Provision - Post -16**

As part of the Lower Sixth Liberal Studies provision, students cover the following areas:

• Making the right choices at 18

• Careers research

• Personal statements

• Personal Career Plan

• CVs

All Lower Sixth students attend a three-day Higher Education /UCAS Preparation event in Summer term.

**Aims**

Each student will

* Complete registration onto the UCAS application platform and complete the initial stages of their application form
* Have a clear understanding of post 18 choices available to them
* Understand the importance of undertaking thorough research into both course and university choice so that decision making is informed
* Be aware of timelines for applications and the benefit of having their UCAS form completed as early as possible.
* Complete a draft personal statement

Half the students attend on the **Monday and Wednesday only and the other half** attend on **Tuesday and Wednesday only**

The schedule for Monday and Tuesday is outlined below:

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| 09:10 | Students will go directly to their allocated computer suite (lists of names and venues will be posted outside the Library)  Students will register with UCAS and be guided through the sections of the form that are common to all applicants (students must remember their C2K/LEGACY passwords and bring in their Work Experience Review documents to complete their Personal Statement). If any student has an IPad they should also bring it with them. |
| 11.00 | BREAK |
| 11.15 | A35: Course and University research guidance (Mr Beaton)  Students return to their computer suite to complete work from the morning session and begin research on universities and courses as directed by Mr Beaton |
| 13.00 | LUNCH |
| 13.45 – 15.25 | Students to return to their allocated computer suite to draw up a draft Personal Statement under guidance of a member of the Careers staff. |

**Wednesday**

**ALL** Year 13 students must attend 9.10am – 11.00am

University Roadshow Presentation and Roadshow (English and Scottish universities). Possibly finished by 11.00am

During this time, you will be able to attend the UCAS Higher Education Convention,

various Open Days including Queens Belfast the University of Ulster as well as hearing presentations from visiting universities.

**Upper Sixth**

Year 14 are encouraged to attend a number of Open Days and avail of individual interviews as part of them completing their UCAS application. All students attend a mock interview event.

**Careers Department Calendar**

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| **September** |
| **Y14 QUB and Ulster Open Days. Attend on their own** |
| **Y14 Parents Higher Education Talk** |
| **Y14 Registration and commencing completion of UCAS form begins** |
| **Y14 Internal Deadline for early UCAS applications** |
| **Y13 Lower Sixth Parents Information Evening** |
| **Y13 Work experience procedures launched** |
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| **October** |
| **Y13 Parents Information Evening** |
| **Y12 NI Careers Service Interviews begin** |
| **Y14 15th October Early UCAS completion deadline for Medicine, Dentistry, Vet and Oxbridge applications** |
| **Y14.Application form and personal statements checked with individual Interviews** |
| **Y14 Internal deadline for completion of UCAS applications** |
| **Y14 Interview Skills Presentation** |
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| **November** |
| **Y14 BMAT and Oxbridge admissions tests sat** |
| **Y14 Mock Interviews Event** |
| **Y14 Presentation on Interview Procedure for Oxbridge applicants** |
| **Y12 NI Careers Service Interviews continue** |
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| **January** |
| **National 15th Deadline for UCAS applications** |
| **Y13 Work Experience placements take place** |
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| **February** |
| **Y14 CAO deadline** |
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| **Y14 Interview Preparation for teachings applicants** |
| **Y13 Higher Education research begins** |
| **Y13 Scottish Universities Tour presentation** |
| **Y12 attend area Careers Convention** |
| **Y12 NI Careers Service interviews continue** |
| **Y12 Post-16 options presentation** |
| **Y12 AS Subject Choices Booklet issued** |
| **Y12 Parents consultation** |
| **Y12 SERC/BMC presentations** |
| **Y10 GCSE Options presentation** |
| **Y10 GCSE Subject Choices Booklet issued** |
| **Y10 Parents consultation** |
| **Y10 attend STEM event organised by Lisburn Area Learning Community** |

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| **March** |
| **Y13 Oxbridge Conference** |
| **Y13 Sutton Trust Application deadline** |
| **Y13 attend UCAS Higher Education Convention** |
| **Y12 Parent and student Post 16 interviews** |
| **Y12 SERC Open Day** |
| **Y10 Parent and student GCSE choice interviews** |
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| **April** |
| **External Applicants presentation** |
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| **May** |
| **Y13 LNAT UKCAT registration available** |
| **Y9 Young Enterprise Entrepreneurship event** |
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| **August** |
| **Y14 UCAS and post 18 support service** |
| **Y13 Sutton Trust, Villiers Park, Nuffield Science Bursaries undertaken** |
| **Year 13 Intake Day** |
| **A/AS Results** |
| **GCSE Results** |
| **Y13 and Y12 Post AS and GCSE support service** |

**Industrial Links**

Allstate

Almac Clinical Services

American Dynamics

Armstrong and Armstrong Opticians

Avalon Guitars

Balloo Veterinary

BallymacashPrimary School

Bank of Ireland

Base Group

BBC NI

Belfast Telegraph

Blackstone Physiotherapy Clinic

Blackthorn Contract Furniture

Bombardier

Boots Pharmacy and Opticians

BrookfieldPrimary School

BrownleePrimary School

Campbell and Caher

CCG Computing

Cinemagic

Coca-Cola Hellenic

Conn and Fenton

Co Operation

Cranmore Dental

Cresent Arts Centre

Crumlin Medical Practice

Curran Oral Health

Dale Farm

Deltapak

Democratic Unionist Party

Doherty Dental Care

DromoreCentralPrimary School

Drumbo Presbyterian Church

Emma Johnston Interiors

Ernst and Young

Exodus

Factory Pictures

First Trust

Fit4Less Lisburn

Frances Hanna and Co.

Graham Engineering

GDC Group

The House of

Irish Life Investment

Iain Getty Physiotherapy

IOT Technology

Jaguar Landrover

Jeffrey Donaldson MP

Kairos

Kelvatek

Lisburn City Council

Lyle Baillie

MacCorkell Legal and General

Matchetts Music

Kennedy Fitzgerald

KillowenPrimary School

KPMG Charter Accountants

Liberty IT

MeadowbridgePrimary School

McCloskeys Solicitors

MoiraPrimary School

Nibeck

NI Opera

NI Statistics and Research

Norbrook Laboratories Ltd

New CMI

ParkviewSpecialSchool

Patterson's Chemist

Pebble Playgroup

PondParkPrimary School

Poppins Day Care

Procter and Gamble

PriceWaterhouseCooper

PSNI

Public Prosecution Service

QueensUniversityBelfast

Randox Laboratories

Royal Courts of Justice Belfast

Sabmiller

Sentinus

Sixteen South

The Smile Shop

The Soundhouse NI ltd

StyleAcademy

Survitec Group

Tascomi

Tascor

Tayto

Thales Air Defence Ltd

TinyLife

Titanic Film Studios

UlsterRugby

University of Ulster

UTV

Volunteer Now

Warner Chilcott UK ltd

Wycliffe Bible Translation

Youth Initiatives