

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 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 (LLW) programme. In each year of KS3 Each part of LLW programme is delivered in rotation and allow you to identify the key skills and qualities that employers look for together with you identifying emerging career interests. In Year 10 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.

The programmes are listed below

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| **Year 8 Employability** |
| **Employability Skills and Qualities** |
| **My Skills and Qualities** |
| **Skills for work** |
| **Job types in the local economy** |
| **The Global Economy** |
| **My past, present and future career** |
| **My personal goals and How can I access help?** |
| **My Plan including careers research** |
| **What is Enterprise and How enterprising am I?** |
| **What Employability means to me** |

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| **Year 9 Employability** |
| **The new me and more than one way** |
| **Your own style** |
| **Learning styles** |
| **Europe** |
| **Environmental Issues at work practices** |
| **Who wants to be an entrepreneur and spot the Entrepreneur** |
| **I had a dream** |
| **Who's who** |
| **Pathways** |
| **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** |

# 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** |
| **What is Employability?** |
| **changes in the local and global economy**  |
| **Globalisation and Employment Trends** |
| **How socially responsible are Businesses?**  |
| **Social Responsibility case studies** |
| **Career Planning and Management** |
| **Things I wish I had known sooner** |
| **Career Planning Mind Map** |
| **Options** |
| **Making Career Choices. Consider All Factors** |
| **Comparing Career Options** |
| **It’s Only a Job** |
| **External influences** |
| **Profile the Job** |
| **Review Personal Action Plan and Self Review** |

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| **Year 12 Employability** |
| **What does Employability mean to me?** |
| **Progression Routes and Qualifications** |
| **Careers Research** |
| **Personal Career Plan** |
| **What Employers really want** |
| **The Perfect Employee** |
| **The Employer’s Recruitment and Selection Pack** |
| **Recruitment and Selection Methods.** |
| **Preparing CV’s** |
| **Interviews - purpose, dos and don’ts** |
| **Health and Safety and knowing your rights at work** |
| **It’s a Man Thing** |
| **Self Employment** |
| **How can I be Entrepreneurial** |
| **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

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

**Careers Department Calendar**

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| **September** |
| Y14 QUB and Ulster Open Days  |
| Y14 Parents Higher Education Talk |
| Y14 Completion of UCAS form |
| Y14 Internal Deadline for early UCAS applications |
| Y13 Lower Sixth Parents Information Evening |
| Y13 Work experience procedures launched |
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| **October** |
| Y14 15th October Early UCAS completion deadline for Medicine, Dentistry, Vet and Oxbridge applications |
| Y14 Internal deadline for completion of UCAS applications |
| Y14 Interview Skills Presentation |
| Y12 NI Careers Service Interviews begin |
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| **November** |
| Y14 BMAT and Oxbridge admissions tests sat |
| Y14 Mock Interviews Event |
| 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 |
| Y13 Scottish Universities Tour presentation |
| 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 |

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| **March** |
| Y13 Oxbridge Conference |
| Y13 Sutton Trust Application deadline |
| Y13 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 UCAT registration available |
| Y9 Young Enterprise Entrepreneurship event |
| Y13 begin UCAS research and registration process via WHS Campus |
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| **June** |
| Y13 UCAS Preparation 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

Ballymacash Primary School

Bank of Ireland

Base Group

BBC NI

Belfast Telegraph

Blackstone Physiotherapy Clinic

Blackthorn Contract Furniture

Bombardier

Boots Pharmacy and Opticians

Brookfield Primary School

Brownlee Primary 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

Dromore Central Primary 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

Killowen Primary School

KPMG Charter Accountants

Liberty IT

Meadowbridge Primary School

McCloskeys Solicitors

Moira Primary School

Nibeck

NI Opera

NI Statistics and Research

Norbrook Laboratories Ltd

New CMI

Parkview Special School

Patterson's Chemist

Pebble Playgroup

Pond Park Primary School

Poppins Day Care

Procter and Gamble

PriceWaterhouseCooper

PSNI

Public Prosecution Service

Queens University Belfast

Randox Laboratories

Royal Courts of Justice Belfast

Sabmiller

Sentinus

Sixteen South

The Smile Shop

The Soundhouse NI ltd

Style Academy

Survitec Group

Tascomi

Tascor

Tayto

Thales Air Defence Ltd

TinyLife

Titanic Film Studios

Ulster Rugby

University of Ulster

UTV

Volunteer Now

Warner Chilcott UK ltd

Wycliffe Bible Translation

Youth Initiatives