



KELMSCOTT SCHOOL

"Putting learning first"



Parents and students, are you
ready for the next step?

Kelmscott School Post-16 Careers Information Booklet

Careers Timetable 2017 / 2018

Date	Activity
KS4/5 Careers Timetable – Dates to be confirmed	
September	Year 10 – Steps 2 Careers Booklet Tutor Time
Various Dates	Aim Higher Visits (University etc)
January Onwards	Impartial Careers Guidance – Small groups and individuals
July	Activity Taster Day led by Sir George Monoux
July	Team building led by Army and Fire Brigade
July	Introduction to College Application Process
	Year 11/12
September	Steps 3 Career Booklet / Post 16 Booklet
September	Prepare for Careers Fair and Interviews in Tutor Time; Career Interviews – Small group and individuals (Sept – Dec)
October	Careers Fair – Colleges and Training Agencies to lead assemblies
October	Calendar for College Open Days Issued; Applications for Courses, Apprenticeships, Training (Oct – Mar)
November	References completed by School
November	Professional Interview Day; Year 12 Parents Evening
November Onwards	Interviews for College / Training Courses
December	Year 11 / 12 Mock Exams
December	Year 11 Parents Evening with local Colleges present
January Onwards	Late applications continue
March	Professional Career Advice

Choices After Kelmscott

Do you know that your son or daughter will have to prepare themselves for life after Year 11 in the next few months?

Raising the Participation Age

All young people in year 11 need to continue in 'education, employment or training' until the academic year in which they turn 18.

This means that pupils still have lots of options and will be able to go to a school or college or leave full-time education and get an apprenticeship, a job with training, and voluntary work with training or even start their own business.

There are many choices:



Sixth Form College e.g., Sir George Monoux

Schools with a Sixth Form e.g. Highams Park

Colleges of Further Education e.g. Waltham Forest College

Apprenticeships

The Workplace

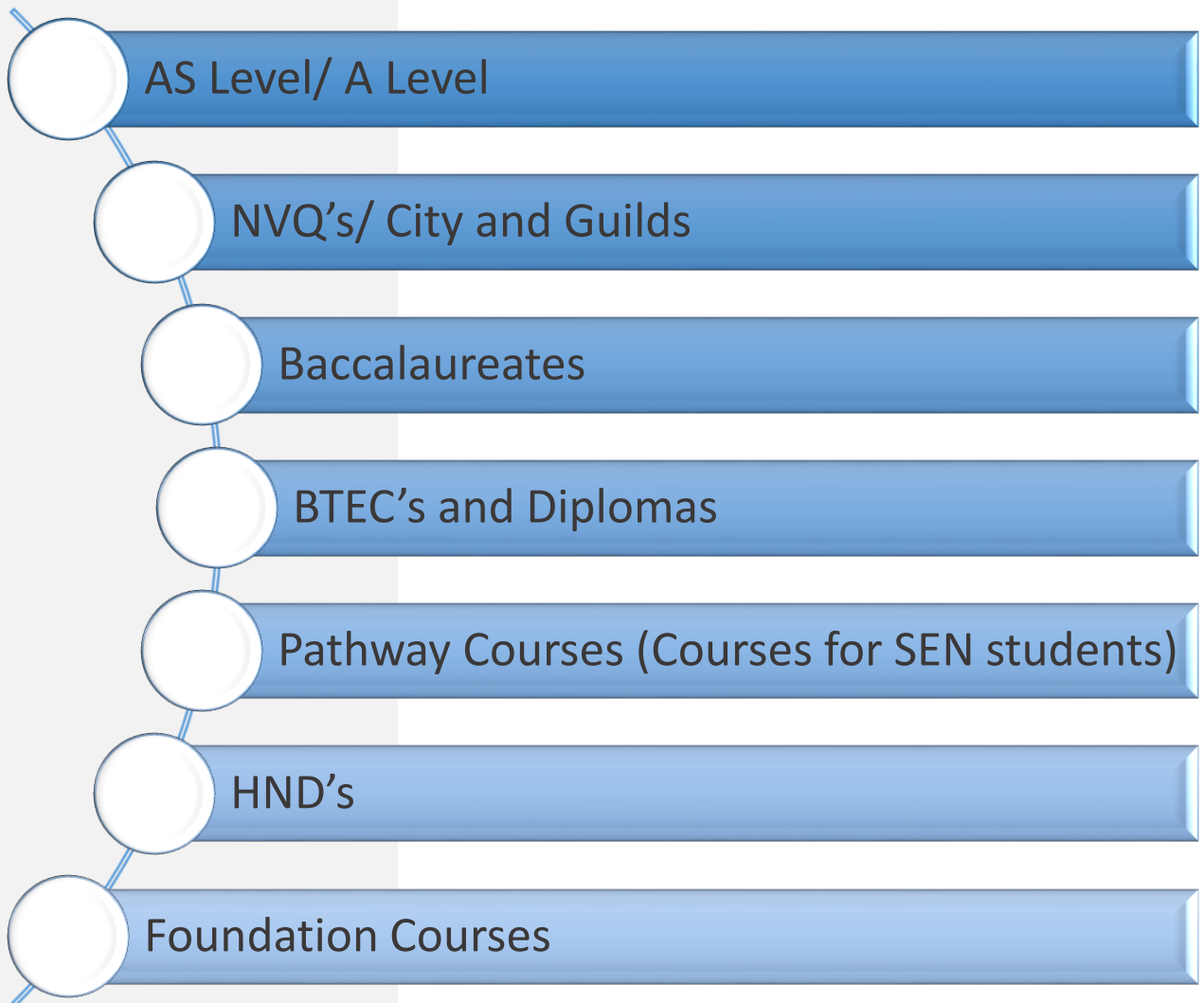
Training Organizations e.g. Training Trust

Waltham Forest Adult Learning Service

There are many choices of Qualifications

Do you or your child know which is the right path for them?
Which course will help them in their future career?
Which qualifications or grades are needed to access these courses?
How do you find out?

The following information may help you...



What will school do to help?

1. Help with selecting courses, colleges and training.
2. Help with filling in application forms if needed.
3. Arrange a 'mock' Interview Day using local employers. Pupils are prepared for a realistic interview.
4. Issue information booklets (Prospectus') from local colleges. - Display information about training organisations.
5. Give pupils dates of college open days .
6. Keep an up to date 'Careers Section' in the library.
7. Revision classes are organised in all subject areas.
8. The school records where pupils have applied to.
9. Organise a Careers Fair.
10. Highlight helpful websites
11. Use STEPS (KS4 Careers booklets) during Tutor periods.
12. Provide independent, impartial careers advice. See 'Preparing for your Careers Interview – What Do You Know?'.



Preparing for your Careers Interview

What Do You Know?

F.A.Q

1)What kind of things would I talk about with a Careers Adviser?

- Options on leaving school
- Things to consider when choosing between colleges/courses/jobs/training
- How to fill in application forms
- Skills/qualities/qualifications and links to possible career ideas
- Routes into careers

2)Is there any point in seeing a Careers Advisor unless you know what you want to do? If unsure, you can talk through interests and abilities to help you to develop some career ideas.

3)Do I need to see a Careers Advisor because I'm going to do 'A' Levels? It is still a good idea to check subject combinations and talk through career ideas.

4)Are the careers advisers only interested in getting you on a training programme? False. Careers advisers are trained to be impartial and have no interest in persuading you to choose one option over another.

5)Can I get a job through the Job Centre? Job Centres have details of vacancies in the local area and in Central London.

6)The Careers Adviser knows nothing about me, so how can they help me? It is important to think about your strengths and interests before the interview. Be prepared for questions about yourself so that the Careers Adviser can help you to make the best choices for you.

7)How can I find out more about different careers/college courses before I see my careers adviser?

- Use the School Careers section in the Learning Resource Centre or go online
- Question family and friends about their jobs
- Use the internet – Jobs 4 You (<http://www.jobs4u.co.uk>) and National Careers Service (<https://nationalcareersservice.direct.gov.uk/>)
- Try to gain some Work Experience
- Attend Careers Fairs run by schools and colleges
- Use college prospectuses
- Visit Colleges or Training Agencies on Open Days

*See attached websites in 'Parent & Pupils are you ready for the next step?' booklet

What does your child need to do in order to get into college, training or workplace?

1. Work hard to obtain the best GCSE/BTEC grades possible. The better the grades, the more options are available.
2. Think about what they would like to do. (College, training, apprenticeships, work).
3. Read college information booklets (Prospectus'). Look at the courses they may like to follow. Find out about training and apprenticeships.
4. Fill in the application forms neatly and accurately from November onwards.
 - Colleges often give cut off dates. Don't be late!!
 - TWO or more applications are recommended
5. Make up a C.V. (curriculum vitae).
6. A folder containing evidence of achievement, inside and outside school would support a C.V./application.



Student Information

College/Sixth Form Application Process

In order to give you the best chance of obtaining the college/training course that you apply for, the following process has been put into place. Together, we can ensure that your application form and reference can be sent quickly. We will be able to deal with any problems and track where you have applied to.

You must use your legal name on all applications as this is the name that will appear on your results slips and exam certificates.

You must include your UPN, ULN or UCI as required – your tutor will have access to this information.

You must complete all sections, including your signature and the signature of parent/carer. Any incomplete forms will be returned to you and your application will then be delayed. Applications should be neat and accurate. Remember, this is the first impression the college will have of you.

If you submit applications online or directly yourself, then you must provide a copy of this application to Ms Sattar in the Main office during lunch or after school. If you are unable to copy the online application, you will need to fill in the details of your application onto an 'Online Application Details Form'. The forms can be found in the Careers Section of the Learning Resource Centre. Forms should be filled in and handed to Ms Sattar as soon as you apply. We will then be able to deal with reference requests (see example).

You will be given details of the application deadline dates for the most frequently applied to institutions. You must submit your application to Ms Yusuf at least 5 days before the application deadline date.

However, offers are usually made on a first come basis so you are advised to submit your application as early as possible. Any applications received within 5 days of the deadline may not be processed in time. All applications received in the Main Office are date and time stamped.

Applications submitted by morning break will usually be processed by break time the following day. Applications received after break will begin to be processed the following day and will not be posted until the day after.

References and grade sheets will be sent directly to the college or sixth form, pupils will not be allowed to collect a copy of these documents. (A copy of the Reference Form we use is enclosed).

Pupils should not print off prospectuses in school, the majority of colleges and sixth forms have web based, or online versions available. There is also a Careers section in the Library where you can access prospectuses and additional information.

You should try to make any interviews out of school hours. If this is not possible you must show your Head of Year or Assistant Head of Year evidence of this interview and obtain their approval before attending the interview. A copy of this signed letter should be presented to Ms Adams at Reception before you leave for the interview so the register can be amended.

Grades will not be amended except in exceptional circumstances agreed with your HOY.

Attendance and punctuality figures can be amended if your record improves significantly or declines. Attendance and punctuality can affect offers from colleges and sixth forms.

You should only apply for courses where you have a good chance of meeting the college entry criteria.



Kelmscott School Reference

Name:Form:

Things I would like my Tutor to include in my college/training reference.

Responsibilities in School:

E.g. Prefect, School Shop, Help with Parents Evening, School Council Rep, Borough Science Quiz.

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Clubs/Awards/Extra Learning:

E.g. Games club, Art club, Attendance & Punctuality, Subject Awards, Speak out Challenge Certificate, Visits to Museum/University.

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Responsibilities outside of school:

E.g. Child care – babysitting, Carer, Part time job.

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Clubs/Awards/Extra Learning:

E.g. Gym club, Music lessons – Piano Level 2, Tuition – Maths etc, Football club – Captain.

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When completed, hand this form to your Tutor.



Additional Comments

Online Application Details

If you cannot print your online application, fill in this form and hand it into Ms Sattar in the Main Office at lunch or after school. We will then send your reference.

Full Name:Form:

College Application Reference Number:

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Name of College/Training Agency:

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e.g. Leyton Sixth Form, Waltham Forest College

Course and Level Applied for:

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e.g. AS/A Levels, BTEC Level 2 Media

Signature:

Date:

FOR OFFICE USE ONLY

Date form handed in:

Date reference sent:

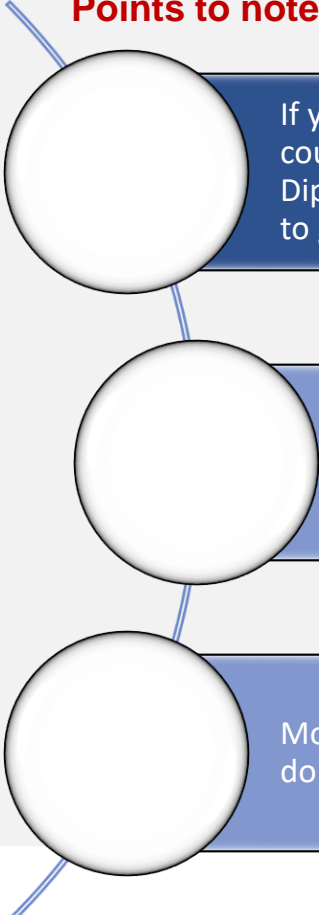
Other information:



Parents, what can you do to help?

1. Encourage your child to keep up with coursework and revision. They may need help to organise this.
2. Talk about what they would like to do. Look through college prospectuses with them. Discuss training and apprenticeships. (Very few apprenticeships are available especially due to the credit crunch). See websites
3. If possible, attend college open evenings with your child. Not only will you be given advice about courses but you will also get a 'feel' for the college environment. Is it a place where your child would feel comfortable? Do they have good facilities and get good results? Do they have links with Universities and Industry?
4. Ensure application forms are completed well and handed in on time.
5. Contact your son/daughters tutor if you are worried about any aspect of your child's education.
6. You can attend college interviews with your child to give moral support and input.

Points to note: Very Important




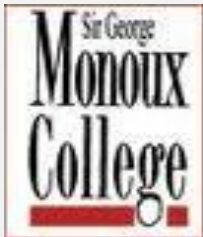






If you want your child to go onto University, think carefully about the course they want to do and ensure the 'A' levels, BTEC Nationals and Diplomas will be appropriate to the course. The UCAS website is set up to give you all this information on University course requirements

To go to University a GCSE grade 'C' or above in Maths is essential.

Most Sixth Form Colleges require a 'C' or above in English Language to do 'A' level courses.

List of Useful Websites for Sixth Form Colleges

 <p>The College of Haringey, Enfield and North East London</p> <p>The College of Haringey Enfield & North East London Tottenham Centre, High Rd, London, N15 4RU 020 8802 3111 Course Information: 020 8442 3055 Email: courseinfo@conel.ac.uk http://www.conel.ac.uk</p>	 <p>Epping Forest College</p> <p>Epping Forest College Unit 16, Borders Lane, Loughton, IG10 3SA, Essex Tel: 020 8508 8311 http://www.efc.ac.uk</p>	 <p>Leyton Sixth Form College</p> <p>Leyton Sixth Form College Essex Road, London, E10 6EQ Tel: 020 8928 9000 email: enquiry@leyton.ac.uk http://www.leyton.ac.uk</p>
 <p>Sir George Monoux College</p> <p>Sir George Monoux College 190 Chingford Rd, London, E17 5AA Tel: 020 8523 3544 http://www.george-monoux.ac.uk</p>	 <p>WALTHAM FOREST COLLEGE</p> <p>Waltham Forest College 707 Forest Rd, London, E17 4JB Tel: 020 8501 8501 http://www.waltham.ac.uk</p>	 <p>Redbridge College</p> <p>Redbridge College Romford, RM6 4XT, Essex Tel: 020 8548 7400</p> <p>Redbridge College 2 Balfour Rd, Ilford, IG1 4HP, Essex 020 84770200 http://www.redbridge-college.ac.uk</p>
 <p>newvic Newham Sixth Form College</p> <p>Newham Sixth Form College, NewVic Prince Regent Lane, London, E13 8SG Tel: 020 7540 6923 www.newvic.ac.uk</p>	 <p>CITY AND ISLINGTON COLLEGE</p> <p>City & Islington College Finsbury Park Centre, Prah Rd, London, N4 2RA Tel: 020 7226 9190</p> <p>City & Islington College The Marlborough Building, 383, Holloway Rd, London, N7 0RN Tel: 020 7700 9333</p> <p>City & Islington Sixth Form College The Angel Building, 283-309, Goswell Rd, London, EC1V 7LA Tel: 020 75200601 http://www.candi.ac.uk</p>	

List of Useful Websites

 <p>Apprenticeships</p> <p>www.apprenticeships.gov.uk www.apprenticeships.org.uk</p> <p>All you need to know about apprenticeships.</p>	 <p>www.nhs.uk/careers</p> <p>Careers open to you in the NHS and the extra funding that could be available if you choose a health related course.</p>	 <p>www.childline.org.uk</p>
 <p>www.youthaccess.org.uk</p>	 <p>www.gcseguide.co.uk</p>	 <p>www.bbc.co.uk/bitesize/gcse</p>
 <p>www.schoolsnet.com</p>	 <p>www.gcse.com</p>	 <p>www.ucas.com www.ucasprogress.com</p>
 <p>www.trainingtrust.org.uk</p>	 <p>www.gov.uk</p>	 <p>www.walthamforestclass.gov.uk</p>

<https://www.kelmscottschool.co.uk/careers>



Feedback

We hope you found this information helpful during this important phase in your child's education and future.

Dear Parent,

This is our fifth publication of our Post-16 booklet for parents. Our aim is to give you some basic information that may help you to guide your son/daughter through this important stage of their schooling/career.

We would appreciate some feedback, so that the booklet can be developed, if parents find it useful.

Please take a moment to fill in the following feedback form. Ask your son/daughter to hand completed forms to Ms Sattar in the Main office as soon as possible.

Many Thanks
S.Mehmet
Head of Careers Education

Feedback Form

- Did you find the information booklet useful? Yes/No
- Is it easy to understand? Yes/No
- Is it clearly set out? Yes/No
- Is there anything that should be added? Yes/No

If so please state:

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Any further comments:

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