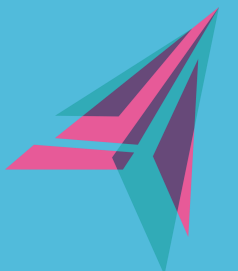




# VISTA CAREERS

**Welcome to our Careers Guide. We aim to empower students to make decisions to guide them through life and realise their potential.**

**Contact [klonsdale@vista.tela.org.uk](mailto:klonsdale@vista.tela.org.uk) for any information relating to careers.**



# Careers and Life Skills (PSHE)

## Careers and raising aspirations

As part of the PSHE programme students explore careers, local labour market information and the skills and attitudes required to have the best possible future. Each subject also raises awareness of careers every half term. Please see the PSHE section of the website for more information on our full curriculum Y7-11.

**Year 7: raising awareness**

**Year 8: preparing for the future**

**Year 9: discovering new pathways**

**Year 10: evolve and discover**

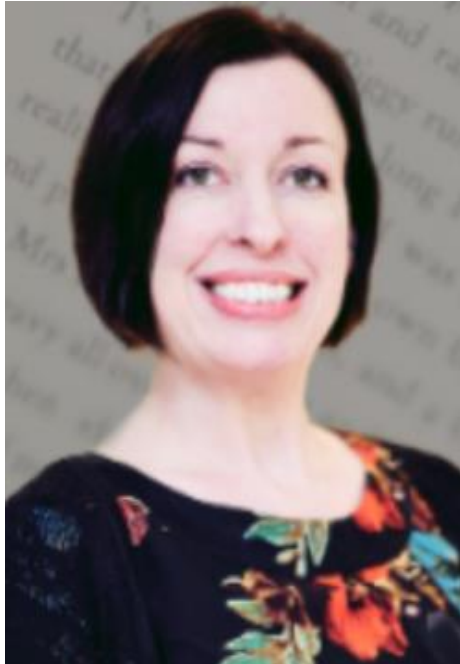
**Year 11: decide and transitions**

- Drop Down morning career projects in summer
- Morning PSHE
- Assemblies



### **Our school aim:**

“We aim to ensure that every student in our care realises their potential and we take that responsibility very seriously.”



Karen Lonsdale  
Deputy Head

Karen has led careers for many years in different settings and supports students to be ambitious and seek the best possible opportunities for their future lives.

**Juliet Martin**

**External Careers Advisor & Careers Lead WVC**

Unbiased careers advice to all students in the form of guidance meetings, workshops and assemblies



# VISTA CAREERS TEAM



# Overview of Trips, Events and Activities

## KS3

National Apprenticeship Week

National Careers Week

University Experiences

Technical Qualifications Experiences

Goal Setting

Employability

Careers Summer Projects

Royal Norfolk Show

Options Workshops and Presentations



# Overview of Trips, Events and Activities



## KS4



### **Years 10-11**

National Apprenticeship Week  
National Careers Week  
University Trip and Visits  
Apprenticeship Day Y10-13  
Finance for the Future  
Goal Setting and Employability  
Careers Summer Projects  
1-1 appointments with every student

### **Year 10**

College of West Anglia  
Athena Taster Day  
Empowerment Days  
Work Experience  
Higher Education Workshops

### **Year 11**

Post-16 Application Workshops  
with CWA and Athena  
Apprenticeship NEACO  
workshop  
Interview Workshop  
Life Skills Workshops

# GCSE Timeline

Month	Year	Activity
Feb – July	10	Careers Workshops
Feb – July	10	Guidance Meetings
June	10	Mocks
July	10	Athena Open Evening CWA Trip
September	11	Research Colleges
September – January	11	Open Days
November	11	Mocks
January – April	11	Interviews
February	11	Apprenticeship support
February	11	Mocks
May –July	11	Exams
August	11	Results

# Parent and Carer Events

- Meet the Team – National Careers Week Q&A and Labour Market Information Briefing
- Annual Careers Feedback Survey in National Careers Week



# P-16 Application Grades and References

- Year 11s should apply by end of Autumn Term for two courses – one aspirational and one where the candidate is confident of admission to the course based on Post-16 Application Grades
- The Post-16 Application Grades (predicted grades) follow the November mocks. Students and referees must use this data for application.
- Referees should be the Year 11 tutor who is responsible for the reference, following the guidelines on the next page.
- Cambridge colleges have an application deadline of early January, which is why our internal deadline is before the winter break.
- Students are provided with 1:1 careers guidance meetings, workshops, visits from colleges, open day information and support throughout the process.
- The Careers Lead and external staff lead assemblies and provide information for parents and carers via the Head of Year and website.



# References

All references will be kind, helpful and specific. Where there is cause for concern the reference can be escalated to the Head of Year.

## **Characteristics**

If any response is "Cause for Concern" please summarise briefly the nature of your concerns.

**Punctuality:** Link this to the percentage of 'lates' over the current academic year to date.

**Concern Behaviour:** This should relate to behaviour during Years 10 and 11. If the student has been excluded at all, their behaviour must be poor. If 'concerned' please provide further details in the comment box together with any behaviour difficulties and the support strategies that have been used.

**Commitment to learning:** This refers to attitude to study throughout their time at the school.

**Relationships with students:** An average student can work co-operatively with fellow students.

**Relationships with staff:** An average student can work co-operatively with teachers.

## **Attendance**

Give percentage attendance for the previous year and the current academic year to date. If attendance is below the national average please comment.

## **Students' likely support needs**

Please indicate below the student's likely support needs (physical, learning or otherwise), if any. Declaring a need will not disadvantage them in any way but will help post-16 providers to plan their student support

## **Anything else to support the application**

Any additional comments can be included here. For example an extract from a recent report, or other brief summary of their secondary school experience, including positions of responsibility and any significant health issues.

Please see the Head of Year with any queries about the accuracy of your reference.

# P-16 Personal Statement Guide

- highlight school achievements
- highlight what you have achieved outside of school
- stand out from other applicants

Do	Don't
List your personal qualities and skills	List your subjects
Link those skills and qualities to subjects you study or activities / achievements	Be negative
Keep it to one side of A4	Waffle or use fancy language you don't understand
Use formal language	Don't forget to be amazing!

# Personal Statement Structure

A possible structure:

## **1.Introduction**

Who are you, where are you currently studying, what are you applying for/your future ambitions?

## **2.Talk about your school subjects**

Discuss your strengths and relate to key skills

## **3.Discuss any position of responsibility you may have had**

This could be part of the Senior Student Leadership team, being a Student Leader, peer mentor etc

## **4.Talk about extra-curricular/non-GCSE activities in school**

This might include taking part in debating, drama productions, assisting at open evenings, environmental projects, organising events, sports teams, BBC School Report et

## **5.Talk about work experience**

Have you done any work experience? What skills did you develop? How useful was it? Do you have any part-time employment?

## **6.Talk about extra-curricular activities outside of school**

This could be charity or volunteer work you have undertaken, any interests or hobbies like horse-riding, keeping fit, drama or language classes etc. You could also mention any additional awards / certificates you may have achieved such as DoE, music awards (e.g. Grade 3 Piano), sports achievements etc.

## **7.Write about your plans for the future**

What would you like to do? Why?

# Gatsby Benchmarks

Professor Sir John Holman, Advisor in Education at the Gatsby Foundation identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools. They have a role in raising young people's aspirations and promoting access to all career pathways as well as enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience.

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance



# Labour Market Information



Labour Market Information (LMI) shows us

- where different job roles are needed around the country
- Local job opportunities
- Jobs for the future

Please explore the LMI widget on our website for more information. We also provide an annual LMI briefing during National Careers Week for students, parents, carers, staff and governors.

[Labour market overview, UK - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

[Labour Market Profile - Nomis - Official Census and Labour Market Statistics \(nomisweb.co.uk\)](https://nomisweb.co.uk)

[Home \(cambspeterboroughlmi.co.uk\)](https://cambspeterboroughlmi.co.uk)

[Careers advice and guidance | Suffolk County Council](#)

# Helpful Websites

[Home | helpyouchoose.org](#)

[Careers advice - job profiles, information and resources | National Careers Service](#)

[icanbea... \(Careers & Ideas in Norfolk & Suffolk\) | icanbea...](#)

[Success at School: Careers advice for schools and students](#)