

## PROVISION FOR YEARS 12 and 13

- Sylvia Wood Careers Advisor provides careers guidance for all sixth form students including those applying for apprenticeships
- Clive Jones is the Higher Education Adviser

Years 12	<p>SEN IAG and liaise with Young Peoples Service            Self Ref /School Ref IAG (e.g. motivation, work experience placements, voluntary work)            IAG meeting with pupils who are leaving school before the end of year            Information sharing with tutors, pupils, SMT – e.g. vacancies, open days, taster sessions, HE etc.  <b>Talks</b> – Year 12 &amp; Parent (post 18 options, not going to university, website programmes)            Higher Education Conference with students            Occasional group talks on specific careers            Talks from employers            Support in applying to college            Support in applying for apprenticeships            Support in applying for Summer work experience            Careers Event organisation, liaison with employers, universities, colleges, training providers.            Pupil Premium IAG  <b>“Self-Development week”</b> takes place at the end of Term 3 in preparation for work, university or apprenticeships. Students find a placement, community work, work experience or undertake a project to enable them to enhance their applications to UCAS, apprenticeships or the world of work.</p>
Years 13	<p>SEN IAG and liaise with Young Peoples Service            Self Ref/School Ref IAG (e.g. motivation, work experience placements, voluntary work)            IAG meeting with pupils who are leaving school before the end of year            Support in applying for apprenticeships            Information sharing with tutors, pupils, SMT – e.g. vacancies, open days, taster sessions, HE etc.            Talks – year 13 &amp; Parent (post 18 options, not going to university)</p>

### University Application. Clive Jones, Higher Education Officer:

- Provides information about Higher Education applications, institution and course choices and student finance to all Y12 and Y13 students and their parents via talks, leaflets and email/Parent Mail messages.
- Manages university applications for current and recent former students, including guidance on appropriate institution and course choices, personal statement writing, co-ordination and editing of school references and oversight of quality and accuracy of all forms.
- Offers advice about any of these matters on a one-to-one basis. He is available for appointments and drop-in consultations with students on three days per week each week of term time and via email at other times.
- Coordinates student applications / school references for schemes including Nuffield Research Placements, Sutton Trust Summer schools, etc.

- Provides additional help for students applying to very competitive courses, e.g. taking students to the annual Oxford and Cambridge Student Conference, co-ordinating applications to Countess of Chester Hospital programme for aspiring medical students and providing guidance to support those taking additional entrance tests, e.g. BMAT, UKCAT, LNAT, QTS tests.
- Supports students in dealing with issues concerning their applications, e.g. requests for consideration of adverse circumstances, late requests for deferral, etc.
- Provides support and guidance on and after the release of GCE results in August. This service is provided on the day itself and the following days.