

THE TRAFALGAR SCHOOL AT DOWNTON

# CAREERS

EDUCATION  
ADVICE  
INFORMATION  
& GUIDANCE



# Careers

## THE TSD CAREERS EDUCATION PROGRAMME

### INTRODUCTION

It's never too early to start thinking about your career and the steps needed in realizing your ambitions. The schools careers education, information and guidance programme is designed to help realise your dreams towards a life fulfilled.

In this booklet you will find lots of useful information to help you on the path to success throughout your working life. It is designed to provide both information and self help. Keep this booklet safe. You will visit careers again and again over the years and before you know it you'll be on your way.

You can also find information on our school website. There is also information on RM Unify our school intranet.



### OUR APPROACH

#### CAREER EXPLORATION

Looking at careers including learning about jobs and the work of work

#### CAREER MANAGEMENT

Developing the skills and knowledge needed to be successful. Including an understanding of educational pathways locally.

#### EMPLOYER ENCOUNTERS

Opportunities to hear from and work with business and employers.

# PSHCE

## CAREERS EDUCATION IN PSHCE

### INTRODUCTION

During your time with us at school your lessons in PSHCE will help you in supporting your careers aspirations. You will visit careers education every year in PSHCE. Each encounter building on the previous. You will also have opportunities in Tutor time to reflect on your achievements and progress and set future goals.

### YEAR 7

An introduction to careers and aspirations

### YEAR 8

What is work? Careers Pilot

### YEAR 9

Jobs and future aspirations  
- Transferable skills and employability.

### YEAR 10

Post 16 Options  
- The CV and Interviews

### YEAR 11

Achieving that next step.  
Preparation and practice



# Ambitions

## THE TSD AMBITIONS PROGRAMME

### WHAT'S IT ALL ABOUT?

Getting through that interview or getting onto the first rung of the ladder can be the biggest hurdle. Which is why we want to give you something to say on your CV and help develop the wider skills employers are looking for. As well as some great exam results we want you to make the most of the extra-curricular opportunities available to you.

Our Ambitions Programme is designed to prepare you for that CV, personal statement and interview.

The programme includes:

Trafalgar 360

Student leadership opportunities

Mentoring and careers coaching\*

Year 9 Options information

STEM Fair

Careers Fair

NCS - The National Citizenship Service

DofE - Bronze and Silver

Visits from Post 16 schools and colleges

Post 16 'Tasters'

Why University talk

Oxbridge visit

University visit

Year 11 Mock Interview Day

Alumni Stories



\*Identified students only

<https://www.trafalgarschool.com/post-16-careers>



# AMBITIONS



Trafalgar 360



Student  
Leadership



Mentoring



Y9 Options



Careers Fair  
STEM Fair



Careers Library



Careers Interview



Destinations  
Tracking



Visits & Speakers



Interview  
Practice



DofE Award



National Citizenship  
Service



# Let's start looking

It is never too early to be thinking about your future career. You may have a plan already which is great. The four websites below are a fantastic resource in helping you think about what you might want to do in the future. They all have self-assessment tools you may find useful. You might need to register for some. They will then send you careers information based on your preferences.



## The National Careers Service

<https://nationalcareers.service.gov.uk>



## Career Pilot

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)



## icould

[www.icould.com](http://www.icould.com)



## Prospects

[www.prospects.ac.uk](http://www.prospects.ac.uk)

# Labour Market

When thinking about a career you might want to know about the labour market locally. In the Southwest region:

## WHERE ARE THE MOST JOBS NOW?



Retail and Wholesale



Manufacturing

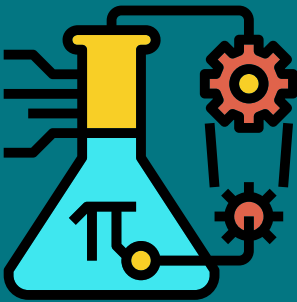


Health & Social Care



Education

## GROWTH SECTORS



STEM

Science, Technology,  
Engineering and Maths



Construction



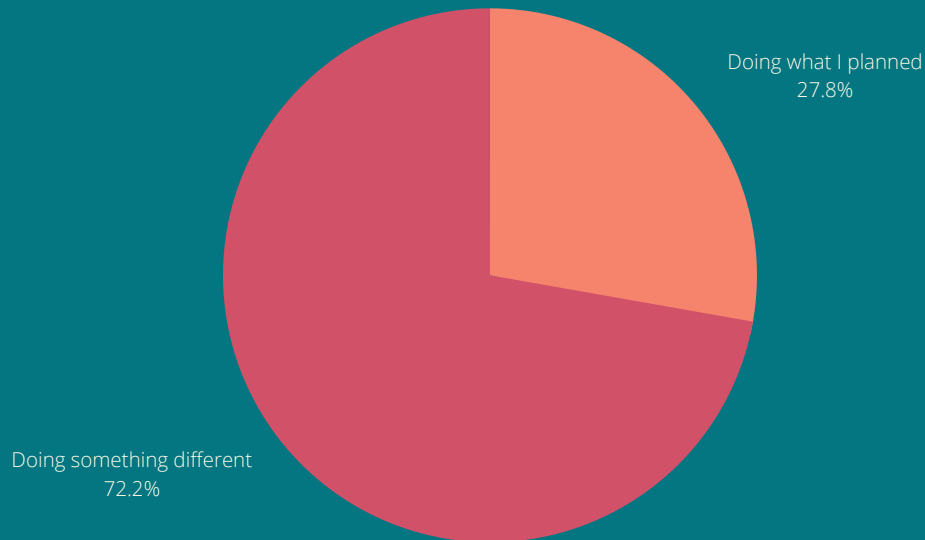
Health & Care



Administration

# Alumni Survey

We recently surveyed our Alumni to ask them to share their career stories. Often we start on a particular path and switch to new careers as opportunities arise, our interests change and as our skills and expertise develops. This is most common. It is often quoted that over the course of our working lives we may switch careers between 5-7 times.



When we asked our Alumni the question *"What advice would you give students in the school"* the most common responses were:

*"Make the most of every opportunity"*

*"Grades matter- study hard"*

*"Have a career plan but be adaptable"*





# Careers Fair

Every March we host a careers fair. It's a chance for you to meet local employers and Post 16 colleges.



# STEM

Science, Technology, Engineering and Maths is a growing sector of our economy, particularly locally. At Trafalgar we want to encourage students to consider a career in these sectors. STEM subjects can give you loads of transferable skills, such as critical thinking, problem solving and working as part of a team. As they are often academically rigorous they tell an employer you are both academically able and practically skilled. Every year we host a STEM fair at the school and would encourage you to get involved. Why not consider a career in a STEM subject, they are hugely varied.



Scientist



Computing



Engineer



Architect



Doctor



Data Analysis



Nursing



Environmental Engineering



Finance



Radiologist



Electrical Engineer



Construction



# Jobs in space

A bit random you might be thinking! The European Space Agency is always on the look out for new recruits. Check out <https://www.stem.org.uk/esero/careers-space> for information about STEM careers working for the European Space Agency or partners.



# Apprenticeships

An apprenticeship is a real job with training, so you can earn a wage while you learn and become fully trained in your chosen occupation by the end of the apprenticeship. Apprenticeships are open to people of all ages over the age of 16, enabling people to improve their skills and progress in their careers. Do not think of apprenticeships as a lower form of qualification. They are offered at all levels.

When we think of apprenticeships we often think of the trades - carpenter, plumber etc. However, there are any number of apprenticeships for people across most employment sectors. They start at all levels. You can find out more about apprenticeships and current vacancies using the links below.



[More  
information](https://www.apprenticeships.gov.uk/apprentices/becoming-apprentice#)

[Gov.uk](https://www.apprenticeships.gov.uk/apprentices/becoming-apprentice#)

[https://www.apprenticeships.gov.uk/apprentices/  
becoming-apprentice#](https://www.apprenticeships.gov.uk/apprentices/becoming-apprentice#)



[Vacancies](https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)

[Gov.uk](https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)

[https://www.findapprenticeship.service.gov.uk/  
apprenticeshipsearch](https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch)

[Career Map](https://careermap.co.uk/careers/apprentice)

<https://careermap.co.uk/careers/apprentice>

[https://www.apprenticeships.gov.uk/apprentices/  
becoming-apprentice#](https://www.apprenticeships.gov.uk/apprentices/becoming-apprentice#)



# Levels

When choosing a study path we need to understand the qualification levels at each stage. Here is a quick summary. More information about individual qualifications can be found here: <https://www.careerpilot.org.uk/qualifications>

- 1 GCSE Grades 1-3 - BTECs Level 1
- 2 GCSE Grades 4-9 - BTECs Level 2
- 3 A Levels - BTECs Level 3 - T Levels
- 4 1st Year Honours Degree - HNC
- 5 2nd Year Honours Degree - HND
- 6 3rd Year Honours Degree
- 7 Masters - Post Graduate
- 8 Doctorate

# Personal Qualities

## COMMON QUALITIES ALL EMPLOYERS LOOK FOR

Regardless of your career choice all employers value a set of personal qualities from their employees. These are the most common:

Communication skills

Honesty

Loyalty

Dependability

Teamwork

Flexibility

Self-reliance

Eagerness to learn

Confidence

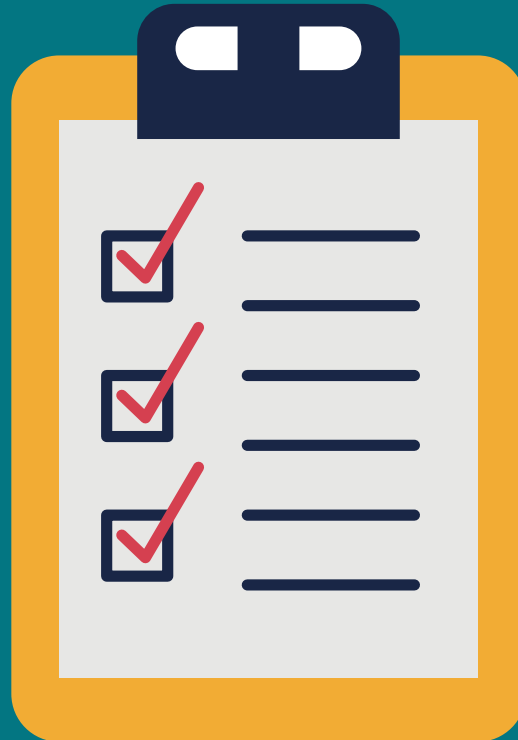
Work ethic

Determination

Problem-solving skills

Positivity

Ambition



You'll notice many align with our schools values and 'school expectations'. When writing a personal statement, or in planning your future you might want to consider how you can demonstrate these qualities. In your Tutor Booklet there are a number of pages encouraging you to reflect on your strengths and areas for development.



# Trafalgar 360

One of our aims is that during your time at The Trafalgar School, every student will have a range of wider opportunities both within and outside the curriculum - we refer to these opportunities as the Trafalgar 360. By being an active member of their form and House, students will be able to experience many of these opportunities every year, or even every term. Other experience will be available during activities week, or by taking advantage of the regular trips or visits which enhance our curriculum.

- Participate in physical activity twice a week
- Try a new sport
- Be a member of a sports team
- Represent their House or the School
- Be a spectator at at least 1 sporting event each year
- Take part in fundraising
- Sleep outdoors under canvas
- Be a participant in an offsite activity each year
- Have an opportunity to complete their Bronze DofE
- Have an opportunity to complete their Silver DofE
- Take part in an Arts competition
- Take part in an assembly
- Speak publicly on something they are passionate about
- Participate in a theatrical production on/behind the stage
- Participate in a musical event
- Sing on stage in front of an audience
- Be in the audience for at least 1 event each year
- Be an active participant in student leadership
- Act as a mentor to a younger student
- Take part in an environmental initiative
- Take part in anti-bullying week
- Take part in diversity week



# Careers Advisor

In Year 10 you will attend a small group workshop meeting with our Careers Advisor. The workshops are designed to help you understand the range of pathways available to you post 16 and to enable you to navigate your way to the pathway best suited to you.

Tailored to your academic performance and your aspirations, you will be given the knowledge, skills and confidence needed to explore all the options available to you on leaving the school. You will find out about the different local providers - Colleges, Sixth-Form and apprenticeships, the different types of qualifications (academic and vocational), the different levels of qualification (Foundation level through to Level 3), the different sizes of qualifications and entry requirements.

Following this workshop you can then make a personal appointment to meet with the Careers Advisor. See Mrs Ford.



# Preparing for that all important next step



# Personal Statement

A personal statement supports your application to study. It's a chance for you to articulate why you'd like to study a particular course or subject, and what skills and experience you possess that show your passion for your chosen field.

If you're applying for an apprenticeship or a job – you probably won't need to write a personal statement, but you'll need to prepare a CV. In PSHCE in Year 11 you will learn how to write an effective personal statement and begin the process of writing both a CV and personal statement.

Both Colleges and employers will want to know about your predicted GCSE Grades, your achievements and your contribution to school life.

Writing a great personal statement is a step into the likely interview. Have something to say and sell yourself. Make yourself stand out from the crowd! As a Trafalgar student we want you to both sell yourself and demonstrate what it means to 'be Trafalgar!'



# Interview Ready

CV and Personal Statement done. We want to now prepare for any interview situation. Here is some good advice

1. Arrive early – plan your journey and aim to get there 30 minutes before your interview time. This will give you time to re-read your application, notes, and questions you've prepared.
2. Don't forget important documents – make sure you bring certificates, ID, or a portfolio if you're asked to.
3. Bring a copy of your application and some notes – no-one expects you to remember everything. Bringing your application allows you to go over it before the interview, and having notes shows you've done your research. A list of questions about the course and school/college will remind you what you wanted to ask and shows you've done some preparation.
4. Strike a balance between formal and casual – you need to look like you're taking it seriously, without looking too uncomfortable if you're not used to wearing smart clothes, such as a suit.
5. Don't let shyness or nerves get in the way – easy to say and harder to do, but try to focus on helping the interviewer see you love the subject(s) or think this really is the course, programme, or place for you. Slouching, fidgeting, and avoiding eye contact all give the wrong signals, as will chewing gum and failing to put your phone on silent.
6. Be enthusiastic – if applicable, refer to a club or facility other schools/colleges don't have. Show genuine interest and remember some good manners. Shake hands with the interviewer, speak clearly, and don't be afraid to ask them to repeat themselves if you didn't hear them properly the first time. Remember to thank them at the end.
7. Don't lie or get caught up in a half-truth because you want to impress – if you're not really into sports, don't pretend to be. The same applies to other things too, like exam results or special achievements.
8. Most importantly, be yourself! Tell them what you're good at, what you like, what your plans are, and ask your questions. It's just as important you interview them to make sure it's the right next step for you.



# And finally

## THE NATIONAL CITIZEN SERVICE - NCS

The next step is now all sorted, exams are over - what next? Well - why not do something special? The National Citizen Service is designed specifically for 16 and 17 year olds.

NCS takes place in the Summer Holidays after your GCSEs. The NCS Experience is a 2-3 week residential programme living away from home and meeting new people. Cost £50 (Or free)

On NCS, you'll mix with a new crowd, and take on fresh challenges together. Before you know it, you'll be rooting for each other, as you all tackle your own little hurdles.

Along the way, you'll also get a taste for independence and pick up skills that'll help you smash your future goals.

And if that's not enough for you, you'll also be given a platform to have your voice heard and pursue a passion project.

If you are in Year 11 and want to know more or register to be involved - Follow the link: <https://wearencs.com/>. There will also be an opportunity for you to meet an NCS representative in Year 11.



# My Notes

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