

**Careers Information Advice and Educational Guidance policy statement**

Avanti House School provides our students with careers guidance and education at appropriate milestones in their school journey. We commission independent careers guidance through Prospects Ltd in addition to providing resources, information, educational trips and further opportunities for students. Careers education is imbedded into our curriculum and we fully support all students, assisting them on careers and further education/ training choices. We aim to break down stereotypes and allow students to consider their best skills, characteristics and abilities in their decision process to make a smooth transition to wherever life takes them after 'Avanti'.

*Pupils will receive:*

- Encounters with employers, at least once per year (Years 7-13)
- Pupils will undertake a week-long work experience placement in Year 10
- Access to a range of education/training providers, information of approved education qualifications or apprenticeships (Years 7-13)
- Independent careers advice (Years 9-13)

**Further Education information 'Baker Clause'**

Avanti House welcomes the opportunity for students to hear from external Further Education providers including vocational courses post-14 and post-16. Providers should contact the school to discuss suitable arrangements. These must be in line with school guidelines and sufficient notice will need to be given. This will allow our students to make a clear decision on their future.

Students and Guardians have access to weekly updated careers information via an internal Google Classroom and via a common software platform providing Labour Marketing Information and guidance. Open days are promoted and external Higher Education / Further Education providers are recommended during careers interviews and dress-down careers days.

Contacts:

Careers Coordinator: Mr C. Borst

Careers Advisor: Ms D. Louisy (Prospects)

SLT Link: Mr R. Moynihan

Principal: Mr S. Arnell

Review Date: September 2025

## **Avanti House School Careers provision – annual overview**

### **Year 7 & 8**

<ul style="list-style-type: none"><li>▪ Careers education during PSHE lessons</li></ul>	Introduction into Careers with fun activities
<ul style="list-style-type: none"><li>▪ Careers drop-down day (Summer term)</li></ul>	Fun, interactive careers education sessions off timetable. From 2025-26 onwards: mock interviews with real employers.
<ul style="list-style-type: none"><li>▪ Employer Careers assembly (Summer)</li></ul>	Students to meet with an employer to receive valuable information on a specific career and the skills and qualifications required.
<ul style="list-style-type: none"><li>▪ Careers Information</li></ul>	Access to information available to all students in the careers area. Careers books in the library and resources available on the online library.

### **Year 9**

<ul style="list-style-type: none"><li>▪ Options assembly (Spring)</li></ul>	Introductory assembly to students
<ul style="list-style-type: none"><li>▪ Options evening – for students and parents (Spring)</li></ul>	A chance for students and parents to meet with staff and gain insight to assist with making an informed decision about their GCSE options available.
<ul style="list-style-type: none"><li>▪ Bespoke meeting to discuss options with Senior lead (Spring)</li></ul>	Meet with Senior staff to discuss their provisional chose options.
<ul style="list-style-type: none"><li>▪ Careers drop-down day</li></ul>	Fun, interactive careers education sessions off timetable.
<ul style="list-style-type: none"><li>▪ Careers advice interview with careers advisor (Spring)</li></ul>	External advisor to have tutor with the students to explain pathways and options.
<ul style="list-style-type: none"><li>▪ Careers Fair (Spring)</li></ul>	Students will meet with a range of employers and training providers (Universities and Colleges).
<ul style="list-style-type: none"><li>▪ Careers education during PSHE lessons</li></ul>	Prepare students before they choose options. Give them ideas and allow them to link their skills and characteristics to their choices.
<ul style="list-style-type: none"><li>▪ Careers information</li></ul>	Access to information available to all students via the school website and an internal Google Classroom updated weekly, as well as careers books in the library.
<ul style="list-style-type: none"><li>▪ DofE</li></ul>	Learn valuable life skills, team building & endurance.
<ul style="list-style-type: none"><li>▪ Student questionnaires (Autumn and Summer)</li></ul>	Students will be asked annually about their personal career ambitions. This information will be used to cater for appropriate external speakers and events

## Year 10

<ul style="list-style-type: none"><li>▪ Careers Education during PSHE lessons</li></ul>	Prepare students post choices, based on their future career. Employability lessons, CV writing, work experience reflection and promotion of STEM careers.
<ul style="list-style-type: none"><li>▪ Career drop-down day</li></ul>	Fun, interactive careers education sessions off timetable.
<ul style="list-style-type: none"><li>▪ Work Experience Placement (Spring)</li></ul>	Students will complete a one week placement to prepare them for the 'world of work'.
<ul style="list-style-type: none"><li>▪ Careers Information</li></ul>	Access to information available to all students via the school website and an internal Google Classroom updated weekly, as well as careers books in the library.
<ul style="list-style-type: none"><li>▪ Careers guidance</li></ul>	On request or nomination, students have an interview with an external careers advisor.
<ul style="list-style-type: none"><li>▪ Mock Interviews (Autumn)</li></ul>	From 2025-26 onwards: Interview preparation with employers from a wide variety of job sectors.
<ul style="list-style-type: none"><li>▪ DofE</li></ul>	Learn valuable life skills, team building & endurance.

## Year 11

<ul style="list-style-type: none"><li>▪ Careers advice interview with external advisor</li></ul>	External advisor to have 1:1/1:2 interviews with all students to explore pathways, careers and Further Education.
<ul style="list-style-type: none"><li>▪ Careers education during PSHE lessons</li></ul>	Prepare students post choices, based on their future career.
<ul style="list-style-type: none"><li>▪ Careers drop-down day</li></ul>	Interactive careers education sessions off timetable.
<ul style="list-style-type: none"><li>▪ Apprenticeship presentations (Autumn)</li></ul>	Expert speaker will hold an assembly to raise awareness to students – a current Apprentice (from the Young Apprentice Ambassador Network) will also share their experience with our students.
<ul style="list-style-type: none"><li>▪ National Citizenship Service (Autumn)</li></ul>	Personal and social development youth programme. Seminars, workshops, CV writing, fun activities.
<ul style="list-style-type: none"><li>▪ Careers Information</li></ul>	Access to information available to all students via the school website and an internal Google Classroom updated weekly, as well as careers books in the library.
<ul style="list-style-type: none"><li>▪ Interview Techniques sessions (Autumn)</li></ul>	Sessions on interview-based scenarios and techniques.
<ul style="list-style-type: none"><li>▪ Employer careers assembly (Autumn)</li></ul>	Students to meet with an employer to receive valuable information on a specific career and the skills and qualifications required.

## Year 12

<ul style="list-style-type: none"><li>▪ Careers education during PSHE lessons</li></ul>	Prepare students post choices, based on their future career aspirations.
<ul style="list-style-type: none"><li>▪ Careers drop-down day</li></ul>	Interactive careers education sessions off timetable.
<ul style="list-style-type: none"><li>▪ UCAS event</li></ul>	London event
<ul style="list-style-type: none"><li>▪ 1:1 interview start of the year regarding post-16 choices Further Education</li></ul>	With their Progress Lead / Head of Year
<ul style="list-style-type: none"><li>▪ Year 12 &amp; 13 Careers Trips</li></ul>	Visit employers from specific sectors. Speak with employees at their place of work. Learn about the job roles involved.
<ul style="list-style-type: none"><li>▪ Careers advice interview with external advisor</li></ul>	External advisor to have 1:1 interview with students on request to explore pathways into Further & Higher Education / apprenticeships.
<ul style="list-style-type: none"><li>▪ Employer Careers Talks</li></ul>	We host a variety of employers to speak about their entry into their chosen career path and provide students with first-hand information and employer engagement.
<ul style="list-style-type: none"><li>▪ Careers Information</li></ul>	Access to information available to all students via the school website and an internal Google Classroom updated weekly, as well as careers books in the library.
<ul style="list-style-type: none"><li>▪ Mock interviews (Spring)</li></ul>	From 2025-26 onwards: Mock interview sessions with real employers.
<ul style="list-style-type: none"><li>▪ Work experience placement (throughout)</li></ul>	From 2024-25 onwards: All Year 12 students are encouraged to complete a one to two week placement at a company or Further & Higher Education facility.

### Year 13

<ul style="list-style-type: none"><li>▪ Careers advice interview with external advisor</li></ul>	External advisor to have 1:1 interview with students on request to explore pathways into Further & Higher Education / apprenticeships.
<ul style="list-style-type: none"><li>▪ Personal UCAS statement and application support</li></ul>	Senior dedicated staff to assist pupils with their UCAS applications and any further requirements.
<ul style="list-style-type: none"><li>▪ Year 12 &amp; 13 Careers Trips</li></ul>	Visit employers from specific sectors. Speak with employees at their place of work. Learn about the job roles involved.
<ul style="list-style-type: none"><li>▪ Employer Careers Talks</li></ul>	We host a variety of employers to speak about their entry into their chosen career path and provide students with first-hand information and employer engagement.
<ul style="list-style-type: none"><li>▪ Careers Information</li></ul>	Access to information available to all students via the school website and an internal Google Classroom updated weekly, as well as careers books in the library.

### All year groups

<ul style="list-style-type: none"><li>▪ Careers events for special occasions</li></ul>	<p>All teaching staff are aware of special occasions and opportunities provided. Special careers talks and other, relevant events are organised throughout the year when applicable.</p> <p>Examples include:</p> <ul style="list-style-type: none"><li>• National Apprenticeship Week</li><li>• National Careers Week</li><li>• National Science and Engineering Week</li></ul>
<ul style="list-style-type: none"><li>▪ School trips</li></ul>	<p>All teaching staff are relating any subject trips undertaken to careers at a visited site and show opportunities to get into such career pathways. A register of all such trips is being kept and related to student information.</p>