

Introduction

Hello and welcome to your Careers Day at Wood Green School!

This year, we have been unable to arrange traditional workplace-based work experience for you due to COVID restrictions earlier in 2021.

Work experience provides you the opportunity to:

- Experience what it is like to spend time in a workplace environment
- Have conversations with employers and employees to find out more about the role
- Get an insight into the skills (technical and transferable) that are useful when moving into the world of work
- Begin to apply and develop your skills and experience to new situations.
- Get a better idea of what you do or don't like in terms of your future work aims.

This Careers Day has been arranged to provide you with a chance to meet with professionals linked to further education, employment, and training.

You will hear from experts in apprenticeships, college courses and T Levels. You will also learn what soft skills are, why it's important to identify your skills and strengths as a person and how to use these to support your progress towards your chosen destination.

We would like you to get as much out of this day as you can, and you'll be asked to provide feedback.



Agenda

Timings for the day are shown below:

Time	Location	Activity
08.30 -8.50 Tutor Time	Tutor Rooms	Register in tutor form rooms, listen to live link Intro and aim of the Careers Day, outline careers routes (15 mins)
Period 1 08.50 - 9.50	Main Hall - Cornbury Students	08.50 - 09.20 Apprenticeships - outline what Apprenticeship is/what's on offer (25 mins)
		09.20 - 09.50 A&W College - outline what College offers; update on T levels (25 mins)
Period 1 08.50 - 9.50	6th Form Common Room - Wychwood Students	08.50 - 09.20 A&W College - outline what College offers; update on T levels (25 mins)
		09.20 - 09.50 Apprenticeships - outline what an Apprenticeship is/what's on offer (25 mins)
Period 2 09.55 - 10.55	As per school timetable	All students follow normal timetabled lesson. Careers-focus during subject lesson
Break 10.55 - 11.10	As per usual	
Period 3 11.15 - 12.15	As per school timetable	All students follow normal timetabled lesson. Careers-focus during subject lesson
Lunch 12.15 - 12.50	As per usual	
Period 4 12.50 - 13.50	As per school timetable	All students follow normal timetabled lesson. Careers-focus during subject lesson
Period 5 13.50 - 14.50	Main Hall - Cornbury Students	13.50 - 14.20 Ignite Sports - Soft skills in the workplace (25 Mins)
		14.20 - 14.50 J A-F 'My Tools – Unifrog, eClips, and Find Your Future' (25 Mins)
Period 5 13.50 - 14.50	6th Form Common Room - Wychwood Students	13.50 - 14.20 JA-F Unifrog/eClips/Find Your Future (25 Mins)
		14.20 - 14.50 Ignite Sports - Soft skills in the workplace (25 Mins)

Guests

There will be several visitors to Wood Green School for your Careers Day. They will be visiting our school in person or through teams live link.

Jane Phipps (Business Development Executive) – Abingdon and Witney College
[Apprenticeships - Abingdon & Witney College \(abingdon-witney.ac.uk\)](https://www.abingdon-witney.ac.uk)

Jane will talk about Apprenticeships, what they are/what's on offer.



'I've worked for the college for nine years now, but I started out in apprenticeships many years ago after doing Business and Finance at University in Lancashire, followed by a career in both recruitment and banking.

As a highly experienced apprenticeship management & business development professional, I advise employers on their existing staff training and development needs. I also advise them on apprenticeship recruitment across a wide range of programmes throughout Oxfordshire. As part of my role, I need to understand all the rules around apprenticeship funding and I get some exceptionally varied questions about all sorts of things to do with apprenticeships and training. My areas of expertise include horticulture, childcare, business administration, management degree apprenticeships, engineering, customer service, HR, accounting, IT, motor vehicle and team leading, and as things are constantly expanding at the college, we're now offering apprenticeships in our new construction skills centre in carpentry and joinery, plumbing and property maintenance so there's always lots for me to learn too!

I am constantly in touch with a wide range of organisations and I look out for proper jobs with supportive employers that are suitable for aspiring apprentices to apply to. The great thing is that we are helping people of all ages to find their dream careers in many cases, and it's so rewarding to see our apprentices grow in confidence within their roles, succeed in qualifications and move on up the ladder. Looking back, if today's business-related apprenticeships had been available to me, I'd probably have chosen that path instead of University!

Marea Brown (School Liaison Coordinator) – Abingdon & Witney College
<https://www.abingdon-witney.ac.uk/>

Marea will talk about Abingdon & Witney College courses and provide an update on T-Levels. College progression handbook (prospectus) at the QR code.

'My role is to help young people get the advice and support they need to make informed choices. I give presentations and seminars for pupils about what the College offers, how it is different to school and how our qualifications work. I also help run Taster Days, for students to try out various subjects in interactive and practical sessions with tutors. I have worked for Abingdon & Witney College for 8 years - on the apprenticeship team and in marketing. I have also worked as a relocation consultant and at the Learning and Skills Council on both Apprenticeships and European Social Fund projects.'



Hannah Bladon (General Manager) – Ignite Sports UK
[Sports Apprenticeships | Ignite Sport \(ignitesportuk.com\)](#);
[Velocity Football – Oxford City Football Academy](#)

Hannah and her team will work with PE staff and lead a couple of sports sessions/talk with students about careers in sports. She will also talk about Soft Skills in the Workplace during P5.



Hannah has over 25 years' experience in the sport sector following graduating from DeMontford University with a Sports Science and Leisure degree. 20 of those years have been in public sector sports provision. Roles included Leisure Centre Operations and Management, Local Authority Sports Development, and 13 years at Sport England across the West Midlands, Southeast and London. Hannah's varied experience included supporting the implementation of the Government's Community Sport Strategy and leading on policy areas such as, local delivery, equality and diversity, community sports clubs and delivering on the legacy of the London 2012 Olympic and Para Olympic games. Hannah joined Ignite Sport UK in 2017 due to a desire to get closer to grass roots sport and encourage young people to embark on a career in the sports industry.

Lauren works for Ignite Sport UK as a Velocity Football Coach and Tutor. She has extensive experience working with post 16 students delivering sports qualifications across Oxfordshire. Lauren is an elite footballer, currently Oxford United Women's First Team Captain. She also coaches many female youth squads and is integral to the development of girl's football in the area.



Andy joined Ignite Sport UK as an apprentice 3 years ago. He has successfully worked his way through the ranks and is currently Sport Delivery Manager. Andy teaches PE in many primary schools in the area as well as junior football squads. He is Ignite Sport UK's Holiday Camp Lead and has extensive experience of creating an inclusive and engaging environment for all. Andy is a very strong sportsman, specialising in Cricket.



Fraser is a Level 2 Community Activator Coach Apprentice with Ignite Sport UK, he started in September this year and is learning the art of sports coaching by shadowing experience colleagues.



Adam Poland (Centre Manager) – HealthTec Thames Valley
<https://www.buckscollegelgroup.ac.uk/our-courses/healthtec>

Adam will live link with science students in P4 for a dynamic discussion about general careers in the NHS, qualifications needed and information about the various/different routes into the NHS careers.

My Notes

Please use the space below as a place to record your observations, thoughts, and possible questions that arise during your Careers Day.

My Skills

As part of recognising the potential you have to be a great addition to any team or organisation, it is helpful to identify your key skills and characteristics. What links the work of a doctor, hairdresser, software developer and plumber? Not a lot, you may think at first. But they all need to be able to communicate effectively, work well with other people, stay organised and manage their time efficiently. Work skills are often called '**transferable skills**', or '**competencies**' as they can be applied in many different settings.

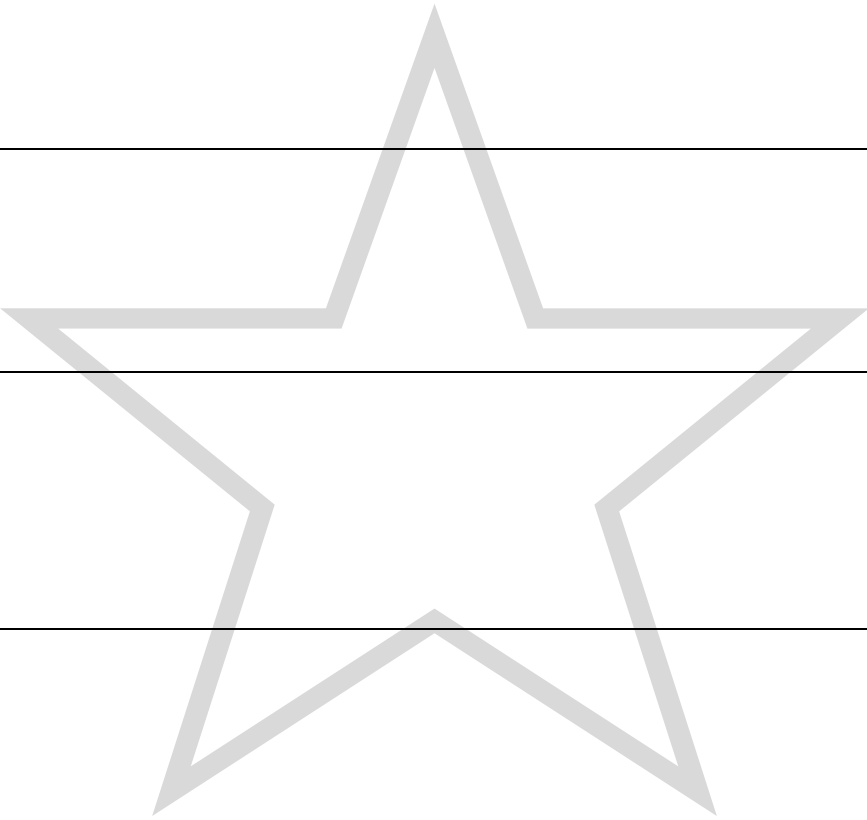
Some examples of transferable skills, or competencies, include:

Organisation
Communication
Creativity
Independence

Leadership
Listening
Literacy
Numeracy

Presenting
Problem-solving
Staying positive
Teamwork

Now that you have thought about what transferable skills are, how skills relate to careers, and how to build on them, write an example of how you used one or more of your skills to achieve an outcome. You should be **really descriptive** when you write your examples, using the **STAR** method to help you:

Situation <i>set the scene</i>	
Task <i>what was the aim?</i>	
Action <i>what did <u>you</u> do?</i>	
Result <i>what was the outcome?</i>	

My Tools

Careers @ WGS provide a range of resources which give you access to several great online platforms that will inform and support you towards making decisions after GCSEs. In addition, all Year 11s receive a 1:1 Careers Guidance Appointment with our independent careers advisor. Here are a few of our excellent resources:

Unifrog (<https://www.unifrog.org/>)

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Interests profile ✗ Quiz not taken Start >	Personality profile ✓ Quiz completed: INFJ Start >	Careers library ✓ Careers favoured Go to tool >
Subjects library ✗ Subjects favoured Go to tool >	Know-how library ✗ Guides favoured Go to tool >	MOOC You have 2 shortlists Start >

eClips (<https://www.adviza.org.uk/eclips-resource>)

23 industries covered

500 leaflets covering 1,400+ jobs

Tailored to 11-19 year olds

Live Labour Market Information streamed to job profiles providing vital information such as:

- average salary
- average hours worked
- employment by region
- gender split
- employment status
- predicted employment to 2020
- rates of unemployment
- sample vacancies
- industries that employ that role
- most desirable skills

Trusted by schools, colleges, careers services and universities for over 25 years

Leaflets researched & updated every year by careers professionals

Over 700 industry experts review the leaflets

Plus 100 leaflets supporting choices at key stages, work experience, HE, employability, job hunting, education & training options and much more...

Find Your Future (<https://www.oxfordshirelep.com/skills/our-programmes/find-your-future>)



My Destinations

It's your future. Dream big!

What might your dream career be? How will you get there?

It's smart to have both a **Plan A** (first choice) and a **Plan B** (second choice).

Even if you don't know where you want to be at this point, it can be helpful to draft an action plan, just to give you something to aim for or consider researching. You can always update your plans later if you change your mind.



Post-16 Destinations Pathways

There are many different options available to you when you leave Year 11 at WGS. Where you choose to go depends on your qualifications, interests, career aspirations and the type of learning environment that suits you best.

In Witney and the surrounding area, we are fortunate to have a great range of different Post-16 providers offering a range of qualifications and subjects from A Levels, BTECs, T Levels, Apprenticeships or Traineeships.

Further Education gives you the opportunity to study courses you enjoy and are good at. Here you gain further qualifications, an opportunity to specialise in subjects you enjoy after which you can progress on to Higher Education, Apprenticeship or Employment. How you perform at your GCSEs will determine which paths may be available to you. If you do not achieve a GCSE Level 4 in English or/and Maths, you will need to retake it alongside your main course(s) until a Grade 4 is achieved.

You may choose to go to a **Sixth Form** – be that at school (eg WGS 6th Form) or a standalone Sixth Form college to study A-levels and or a combined pathway of A Levels/BTEC's. You could attend **College** – be that a specialist college or vocational college where you can undertake a **BTEC** (varying levels are available) or a **T-level**. You could start an **Apprenticeship** or **Traineeship**.

All 16 year olds must undertake further education until they are 18. This doesn't mean you have to stay on at school or go to college, you could **get a job with a training element to it**, but you cannot work full-time without some training. If you do get a job, it will need to offer vocational training or you'll need to study part-time.

Take a look at some useful post 16 resources:

[Post-16: What next? - BBC Bitesize \(https://bbc.in/3xBGmQp\)](https://bbc.in/3xBGmQp)

[Next steps and decision making articles \(https://bbc.in/3o9VUrC\)](https://bbc.in/3o9VUrC)

[Post-16 Choices Animation - YouTube \(https://bit.ly/3o8RbpX\)](https://bit.ly/3o8RbpX)

[Transferable skills \(https://bit.ly/3D5qRRL\)](https://bit.ly/3D5qRRL)

Post 16 Options

QUALIFICATION	DESCRIPTION	LENGTH OF TIME	ASSESSMENT	LEVEL OF STUDY	AWARDS UCAS POINTS?	ENTRY REQUIREMENTS	WORK EXPERIENCE	WHAT DOES IT LEAD TO?
APPRENTICESHIPS <small>www.apprenticeships.gov.uk</small>	A real job with training and a salary.	1 Year minimum	Apprenticeship dependent (inc. demonstrations, presentations and/or exams)	2/3 With the possibility to progress to higher apprenticeships up to level 7	No	- Employer dependent - Age 16+ - Evidence of interest and ability to complete	Yes (paid job, with at least 20% off the job training)	- Higher level or degree apprenticeship - University/College - Work
A LEVELS	An academic qualification, similar in style to GCSEs, that prepares you for further study.	2 Years	Mostly exams at the end of the course	3	Yes	For individual schools and colleges to decide (commonly 5 GCSEs at grades 4 and above)	No	- Apprenticeship - University/College - Work
T LEVELS <small>www.tlevels.gov.uk</small>	A technical study programme, equivalent to 3 A levels, with an industry placement that makes up 20% of the course. T Levels are designed to give you the skills that employers need.	2 Years	Exams, projects and practical assignments	3	Yes	Set by each school/college	Yes (80% classroom, 20% work)	- Apprenticeship - University/College - Work
TECHNICAL/VOCATIONAL QUALIFICATIONS <small>(e.g. some Pearson BTECs, Cambridge Technicals, City and Guilds Diplomas, AQA Technical, VTCT Diplomas and many others)</small>	Qualifications which teach you how to do tasks specifically related to the industry and role you want to be in.	Course dependent	Course dependent (coursework & exams)	1+	Some (course & awarding organisation dependent)	Course dependent	Course dependent	- Apprenticeship - College - Work
APPLIED QUALIFICATIONS <small>(e.g. some Pearson BTECs and some Cambridge Technicals, MSC Diplomas, NCFE Certificates, NCFE Applied and many others)</small>	Qualifications that prepare you for further study by combining academic learning with practical skills to give you a broad overview of working in a sector.	Course dependent	Course dependent (coursework & exams)	3	Yes	Set by each school/college	Course dependent	- Apprenticeship - University/College - Work
TRAINEESHIPS <small>www.gov.uk/government/collections/traineeships</small>	A work focused study programme that prepares you for an apprenticeship or work.	6 Weeks - 6 Months	A formal job or exit interview with written feedback. Coursework and exams are course dependent	N/A	No	Have little to no work experience and qualified below Level 3	Yes	- Apprenticeship - Work