

Information Advice & Guidance

Aims

The role of the Student Support Programme is to help guide students to the right sources of information, to prompt reflection upon career goals and upon the skills that are needed in the work place and to set targets for this to happen. This booklet aims to provide the Tutor/mentor with the means to refer students to the correct information sources, to guide them in setting targets and to demonstrate the key stages in the guidance process.

The Stages of an IAG Guidance Interview

1. Self-Awareness

Do they know what they enjoy? Do they know what they are good at? Do they know what skills they need to improve? What do they want from a career? What do they think the point of working is? Does this help them get an idea of what they want?

2. Opportunity Awareness

Do they know what is available? How can they find out? Which people do they need to speak to? Have they used software packages that will help them? Can they match their skills with the opportunities? Have they researched what the career entails? Is it a realistic career plan based on their likely achievements? How far can the career go?

3. Decision Making

Have they decided which path they want to follow? What criteria are they using to make their decision? Do they have a back-up plan if things do not go well?

4. Transition Skills

Do they know what they need to follow their chosen path? Do they have what they need? What transferable skills do they have that will assist them to achieve their career goal? What courses do they need to take? What will they need to do outside of school? Do they have any need to take part in College extra-curricular activities? Do they have experience of leadership? How can they get this experience? Have they organised work experience?

Year Group Focus

Year 7 IAG Focus: Self-awareness

Example Questions

- What subjects do you like?
- Do you like practical subjects?
- Why do you like practical subjects?
- How do you learn best?
- Do you like leading teams?
- What are your strengths and weaknesses?
- Do you like using computers?
- What skills do you have?
- Are you good at speaking?
- Are you good at building things?
- Are you a good organiser?
- What skills do you think you need to improve on?
- What do you do outside of school?
- Do you like helping people?
- Can you work with all types of people or just people you get on with?
- Do you prefer working on your own or with others? Why?
- Do you prefer to lead a group or to allow others to take responsibility?

Example Targets

- Make a list of what subjects you like by the next meeting
- Make a list of your achievements inside and outside of school by the next time we meet.
- Ask your teachers what they think is your learning style
- Write down an example of a time you have worked in a group successfully with people you don't know well by the next time we meet.
- Find out what skills you most need to improve by the end of the week (speaking, drawing, leading, communicating, organising, presentation, listening, meeting deadlines)
- Create a list of times you have shown the following skills by the time we meet again (any or a number of these could be used - speaking, drawing, leading, communicating, organising, presentation, listening, meeting deadlines)

Year 8 IAG Focus: Decision-making and course choices.

Example Questions

- What courses do you like?
- What subjects do you want to do in the future?
- What do you know about the new subjects offered at GCSE?
- What careers could your choices lead to?
- What career could your favourite subject lead to?
- What careers have you heard about?
- Do you know how to find out more about a career?
- Do you know how to find out what careers there are?
- What subjects might be good to be a lawyer (teacher, doctor, nurse, manager, salesperson, designer etc.)?
- What skills does your dream job require? What skills do you need to develop to get your dream job? What subjects would help you improve these skills?
- You have looked at your own skills in the tutor sessions what careers could these skills be transferred to?
- Have you spoken to a member of staff that has some experience in your chosen career or subject interest?
- Have you spoken to Connexions or used their website to find out more?
- Do you know how to self-refer to Connexions?
- What did you gain from speaking to Connexions?
- Who else can you talk to regarding your careers? Do you know who the College IAG coordinator is?
- Are you interested in more practical careers?

Example Targets

- Find out what skills the new subjects will teach you and report them back to me.
- Find out what careers the courses you are considering could lead to and explain to me next meeting.
- Use Careerscape to find out more about the career you are interested in
- Book and attend a Connexions interview before you next see me.
- Create a plan of action by the end of the week and let me know you have completed it. Follow it through before the next session.

- Book a meeting with the IAG coordinator, to discuss options and career choices and obtain specific information that we can discuss next time.
- Talk to a member of staff that has some experience in your chosen career or subject interest and report back.
- Phone a company to ask them for advice or research a specific career to feedback to me/your tutor during tutor session on choices (or at the next meeting)

Year 9 IAG Focus: Transition skills and transferable skills

Example Questions

- What courses do you like?
- What subjects do you want to do at GCSE?
- What do you know about the new subjects offered at GCSE?
- Do you know what transferable skills are?
- What skills would potential employers be looking for? Have you gained any of these skills from your time in School? Give me some examples.
- If you have a specific career in mind what skills do you need to have in order to work in that field? Can you come up with examples of using/developing these skills in your lessons or outside of School?
- Can you list the skills you have obtained in Maths?
- How can you adapt the skills you have gained in English to other work places?
- Have you got any skills or experience of working in a team?
- Have you gained any experience in leading people in your class?
- Do you know how to find out more about your potential career paths? Can you list them?
- How can you apply your Sporting experiences to the work place?
- You have told me what transferable skills you have; do you know what careers might need to use these skills?
- Can you prove to an employer that you can meet goals? What evidence do you have of this?
- Do you think you could show an interviewer that you are organised? What evidence could you use?
- Do you know what you need to do progress in your chosen career? Explain this to me? How can you get those experiences/knowledge?
- As you don't have a chosen career pathway, are you aware of what is available after you finish in Year 11?

Example Targets

- Create a list of skills needed by your dream job by the next time we meet.

- Using the list of skills you need for your dream job find out where else you might be able to develop these skills. Do this by discussing it with your teachers. Bring the results to our next meeting.
- Discuss transferable skills with your Maths (etc.) teacher and find out what you can apply to the workplace. Email me the skills list by the end of next week.
- Write down examples of working in a team/leadership roles you have taken on between now and our next meeting. Tell me about the specific examples next time.
- Find out more about your career path choices using the methods you have told me about and discuss your findings with me next time.
- Find out more about your career path by using one of the following methods you have not used before. Feed this back to me next time.
- Write down a list of your goals/aims/objectives and note down whether you have achieved them by the dates you set. Show me this list at our next meeting.
- Find out how to progress in your chosen career path and outline the steps you need to take by the next meeting.
- Find out the career and educational options you will have when you finish in Year 11. Explain these to me next time.

Year 10 IAG Focus: Opportunity awareness and Interview Technique

Example Questions

- What opportunities are available to you once you finish Year 11?
- What courses are available?
- As you don't have a chosen career pathway, are you aware of what is available after you finish in Year 11?
- What are the benefits of the different institutions?
- What are the drawbacks of the different institutions?
- What do you know about apprenticeships?
- What opportunities are available to extend your experience?
- What opportunities are there to extend and develop your skills?
- What opportunities are there to find out more about careers?
- Do you know who to speak to about careers?
- Have you spoken to Connexions about your future progression?
- Have you got a plan and a back-up plan for what you do after Year 11?
- Do you know what grades you need to go on to your next stage of education?
- What strengths did you have in your interview?
- What things do you need to work on to improve your interview technique?
- How can you develop these weaknesses in your interview techniques?
- Do you have specific examples of skills you have developed to use in interviews or in the application process? Give me some examples.
- Would you like more practice at interview?
- Do you know how you need to do progress in your chosen career? Explain this to me? How can you get those experiences/knowledge?
- What skills will you need to get for your chosen career path or course choice?
- How can you develop those skills?

Example Targets

- Make a list of the institutions that offer Post-16 education and find out what they courses can offer you. Explain this to me at our next meeting.
- Come up with benefits and drawbacks to each of the institutions that interests you for your Post-16 education.

- Login to the apprenticeships and find out more about what they offer. Report this back to me before the end of this half term.
- Find out how to progress in your chosen career path and outline the steps you need to take by the next meeting.
- Find out the career and educational options you will have when you finish in Year 11. Explain these to me next time.
- Join a relevant extra-curricular activity inside or outside of school that will help bolster your skills and experience within the next 2 weeks. Tell me how it has helped at our next meeting.
- Come up with a plan and a back-up plan for what you are thinking of doing when you finish Year 11.
- Find out what grades you need to move on to your next stage of education. E-mail me your findings within 2 weeks.
- Think of 3 ways to improve your interview techniques and begin to work on their development. Tell me how much you have improved and the way you achieved it the next time we meet.
- Research your chosen career to find out where you need to head next and what kinds of skills you need to develop. This must be done before the next academic tutoring session.
- Find out what skills you need for your chosen career and reflect upon which courses and extra-curricular activities might help you to do this. We will discuss this further at our next meeting.

Year 11 IAG Focus: Opportunity awareness, decision-making transitional skills and transferable skills

Example Questions

- What career areas are you interested in?
- What opportunities are available to you once you finish Year 11?
- What courses are available?
- As you don't have a chosen career pathway, are you aware of what is available after you finish in Year 11?
- What are the benefits of the different institutions?
- What are the drawbacks of the different institutions?
- What do you know about apprenticeships?
- What opportunities are available to extend your experience?
- What opportunities are there to extend and develop your skills?
- What opportunities are there to find out more about careers?
- Do you know who to speak to about careers?
- Have you spoken to Connexions about your future progression?
- Have you got a plan and a back-up plan for what you do after Year 11?
- Do you know what grades you need to go on to your next stage of education?
- Do you know what you need to do progress in your chosen career? Explain this to me? How can you get those experiences/knowledge?
- What skills will you need to get for your chosen career path or course choice?
- How can you develop those skills?
- What is your plan for the next academic year?
- What courses are you choosing?
- Why have you chosen those courses?
- What is your back-up plan?
- Can you explain to me how your course choices will help you with your future career?
- What skills will you gain or develop from each of your choices?
- Have you completed your application forms for your next step in education?

Example Targets

- Make a list of the institutions that offer Post-16 education and find out what they courses can offer you. Explain this to me at our next meeting.
- Come up with benefits and drawbacks to each of the institutions that interests you for your Post-16 education.
- Find out how to progress in your chosen career path and outline the steps you need to take by the next meeting.
- Find out the career and educational options you will have when you finish in Year 11. Explain these to me next time.
- Join a relevant extra-curricular activity inside or outside of College that will help bolster your skills and experience within the next 2 weeks. Tell me how it has helped at our next meeting.
- Come up with a plan and a back-up plan for what you are thinking of doing when you finish Year 11.
- Research your chosen career to find out where you need to head next and what kinds of skills you need to develop. This must be done before the next academic tutoring session.
- Find out what skills you need and reflect upon which courses and extra-curricular activities might help you to do this. We will discuss this further at our next meeting.
- Create a back-up plan for unforeseen circumstances. Make sure you discuss this with me before the options deadline.
- Ask the subject leaders (or other institutions) what transferable skills you will develop from taking the course. Make a list of the skills you will develop and bring it to the next meeting.
- Complete your application forms and show them to me before the deadline dates.

Notes

- Students interested in **Medicine, Veterinary Science or Physiotherapy** should take Biology, Chemistry and either Maths or Physics. Some Medical schools like to see one Humanities subject to show breadth of study.
- Students interested in applying for **Oxbridge** should speak to Miss Lowney

Software and websites

www.fasttomato.co.uk

This is the preferred site for College career suggestions. It allows staff to monitor how students are progressing and gives us access to the careers they select.

www.ucas.com

This is the university course search engine. It is also the place where students apply for their university places, adding a personal statement and details of their course and university choices.

www.yini.org.uk

This is the Year in Industry website. They offer gap years or post-university work in industry for graduates and A-Level/BTEC students.

www.universityoptions.co.uk/teachers/6/

A guide to careers for students going to university.

www.universityoptions.co.uk/teachers/6/1/it.asp

A brief guide to careers-earning potential, most with university qualifications.

www.connexions.gov.uk/

Loads of information, example CVs, career information and advice on health, finance and much more

www.connexions-

direct.com/index.cfm?pid=258&catalogueContentID=634

A post-16 choices quiz. Brief quiz but some useful tips that may assist!

www.apprenticeships.org.uk/

This is a guide to modern apprenticeships. It tells students what is on offer and how it can help them find a career. There are plenty of good links on the site to further details.

www.connexions-direct.com/jobs4u

Jobs index courtesy of Connexions. Has a neat search facility.

www.connexions-

direct.com/index.cfm?pid=74&catalogueContentID=415

This has some good resources and some useful links. It also has access to an online careers advisor and some telephone numbers for people to ring.

www.bteducation.org/resources/view.ikml?id=92

Online Interview that may help students to appreciate the interview process. It is perhaps more useful for the younger students as it does not develop higher thinking skills required for more challenging interviews. However as a starting point it does provide some help.