



Surrey Heath Area Partnership for Education

IAG Area Entitlement

As stated in the SHAPE area policy, the partner schools in SHAPE agree that the area provision of information, advice and guidance for careers support will:

- P** Provide access to a range of providers and relevant resources
- R** Respond to the needs and views of the students and their parents
- I** Impartial, transparent, honest and fair advice, given, whenever possible, by qualified, recently trained staff
- D** Differentiate to meet the needs of the individual and that there will be access for all regardless of race, colour, age, religion, disability and gender
- E** Events supporting transition and be available at the published times during the school day

Aspects common to the programmes available in all partner schools, delivered within the National Framework

Year Group	Activity	Learning Outcomes	Partners are working towards including:
Year 7 & 8	<p>Transition Skills</p> <p>Dream Jobs</p> <p>Self-awareness</p>	<p>The students will be able to:</p> <p>Review their feelings on transition from primary to secondary.</p> <p>State feelings associated with change.</p> <p>Explain different ways of managing change.</p> <p>Identify their interests and dreams.</p> <p>List ideas for developing their interests and dreams.</p> <p>Begin a personal action plan.</p> <p>Clarify the views about themselves and aspects of their lives.</p> <p>Record their own and others' views about themselves.</p>	<p>Financial Awareness</p> <p>Introduction of a school bank</p>

	Problem Solving	<p>State practical solutions to issues that arise. Identify why facts are needed before judgements are made.</p> <p>State strategies for dealing with difficult situations.</p> <p>Consider their own and others' values when making decisions.</p>	
Year 9	<p>Decisions, Choices and Action Planning.</p> <p>Parents Evenings, Option Choices & Options talks.</p>	<p>Students are able to:</p> <p>Identify appropriate sources of help.</p> <p>To list different resources available in the careers library.</p> <p>State features of career interest.</p> <p>Be aware of available progression routes.</p> <p>Have opportunity to attend all talks in order to make informed decisions.</p> <p>Have a copy of the relevant departmental/ school/college documentation.</p> <p>Receive departmental guidance and support.</p> <p>Access on-line careers advice.</p> <p>Where possible to have informed parental support in making option decisions.</p> <p>Have the opportunity to access additional advice and support from school guidance staff.</p> <p>Identified students will receive Connexions support</p>	An individual interview for each student to focus on planning.

<p>Key Stage 4</p>	<p>Applications for jobs/interviews/career planning Interviews (Connexions where appropriate and internal provision)</p> <p>Work Experience plus preparation, project & debrief Specific careers lessons</p> <p>Revision sessions</p> <p>Drop-in facilities</p> <p>Access to careers library, Pathfinder live and Careers ETC</p> <p>Connexions Booklets post 16</p>	<p>Students will have;</p> <p>Gained confidence and motivation in order to successfully complete application forms.</p> <p>Gained confidence in speaking and expressing themselves to employers in an adult environment. Had access to resources in order to equip themselves with all the information to make appropriate choices regarding further/higher education and employment. Gained employability skills, transferable across all skills sectors, in order to make a successful transition from education to employment. Learned the necessary skills to make applications & write CVs appropriate to their needs. Advice & guidance signposting them to a wide range of resources to enable them to gain the knowledge to make informed choices regarding their future. Gained confidence, support and guidance from the Tutors enabling them to achieve higher grades. Understood there is the opportunity for an informal discussion, in confidence, to ask for advice and guidance without any need for appointments. Gained knowledge and information to help them make unbiased well-informed choices regarding their future. The knowledge to understand who to ask and where to go for advice and guidance regarding personal and career issues.</p>	<p>An individual interview for each student to focus on planning for the future.</p> <p>Online debrief for work experience.</p>
--------------------	---	---	---

<p>Key Stage 5</p>	<p>Form Tutors manage the day to day support and IAG</p> <p>Parents' Evenings</p> <p>Oxbridge programme</p> <p>Mock Oxbridge interviews</p> <p>HE Conference</p> <p>Careers department interviews and drop-in sessions</p> <p>Rotary Club mock interviews</p> <p>Sixth Form Interviews</p> <p>Year 11 into Year 12</p> <p>UCAS Talks and preparation sessions</p>	<p>Students receive IAG from adequately trained tutors.</p> <p>Parents and students are made fully aware of current performance and likely outcomes</p> <p>Students are able to make an informed choice regarding colleges and courses and can explain the selection process.</p> <p>Students are able to face an interview with confidence.</p> <p>Well informed student. All students are invited to attend the HE conference and Careers Fairs.</p> <p>Students are motivated to complete courses for the outcome required.</p> <p>Students have investigated a range of careers with the support of facilitators.</p> <p>Students are motivated and gain confidence through the process.</p> <p>Students make a successful transition into the Sixth form.</p> <p>Students complete a successful application form, meeting the deadlines set.</p>	
--------------------	---	---	--

The SHAPE Careers Fair is held at Tomlinscote School every year and is open to all students from SHAPE partner schools.