



EPSOM

COLLEGE

Mrs R J B Harrop, Head of Careers

Summary of Careers Provision

Lower School PSHE Careers Programme

In September 2006, the Careers Department introduced a Careers module to the PSHE programme for M4 and U4 pupils, with the objective of providing, structured Careers and Education Guidance (CEG) provision across all year groups. This CEG promotes Careers awareness and the importance of informed, effective decision making, particularly with regard to subject choices at GCSE and A-level and the subsequent implications.

Middle Fourth Syllabus

- Unit 1 Timeline/Things I would like to achieve by 2012/Careers management and life planning
- Unit 2 The Future World of Work/Comparative levels of pay/the job market and growth areas
- Unit 3 Subject Choices GCSE and Beyond, intro to Higher Ideas
- Unit 4 Identifying your skills
- Unit 5 Higher Education The cost of Higher Education getting in, getting on/ How to choose where to study(geographical)
- Unit 6 Higher Education Researching courses and universities
- Unit 7 The work place and its problems

Upper Fourth Syllabus

- Unit 1 Timeline/intro to Futurewise/work experience/L6 programme and U6 programme
- Unit 2 Why do work experience? Researching work experience/ What makes a successful placement?
- Unit 3 Making a successful Application for work experience/C.Vs and letter of application
- Unit 4 Producing your own C.V. and letter of application (IT room essential)
- Unit 5 Building a personal portfolio and Higher Ideas

Careers and Education Guidance in the Fifth Form

CEG for the Fifth Form is a structured programme but not taught within the curriculum. The objective is to give the pupils as much information and support as possible to help them make the right subject choices individually and to encourage and support them in their preparation for the sixth form.

Michaelmas Term

The World of Work Evening: A wide range of guest speakers come to talk to pupils in small seminar type groups about the reality of working within a specific industry or working environment. Pupils choose 2 sessions from a range of 25. In response to pupil feedback, we brought this forward from the L6 to the 5th form, and again in response to pupil feedback, moved from the Lent Term to the Michaelmas Term as pupils wanted to have this opportunity before planning work experience. Asking guest speakers with a personal connection to the College is pivotal to the success of the evening, both in terms of reliability and empathy.

Futurewise Morrisby Profiling: All pupils take part in this psychometric careers profiling to help with their decision making and assess aptitude.

Work Experience Briefing: explaining the purpose and benefits of work experience and the nitty-gritty of how to get good work experience.

Lent term

Futurewise report interviews

Futurewise report sent to parents of pupils

AS Choices Briefing- New subjects at AS and A2 explained.

AS and A2 Subject Fair in Mackinder- for current pupils, pupils new in the Sixth Form and parents, timed to coincide with exeat to stimulate debate at home.

Preparation for work experience- support given to those pupils who need help arranging placements.

Summer term

Workshop on SATs and entry to universities in USA for pupils

Registration for SAT course in L6 where appropriate

Work experience week

Work experience

All 5th form pupils are encouraged to undertake work experience placements. Medical work experience is closely monitored by the Careers Tutors with responsibility for medical applications.

All placements are vetted for health and safety and pupils are not allowed to undertake placements which do not conform to Health and Safety legislation.

Finding a suitable placement forms a valuable part of the pupil's overall experience. The majority of pupils arrange work experience through personal contacts, and the quality of placements is very good as a result of this. Where pupils and parents do not wish to organise work experience in this way, or are unable to find a suitable placement, the Careers Tutor with responsibility for work experience will suggest contacts either from the database of previous employers, who have declared themselves willing to participate again, or from the O.E. database. Employers are asked for feedback after the placement, certificates and feedback relayed to pupils via Houses. Employers are also asked if they would be prepared to participate in the work experience programme in the future.

Sixth Form Careers Guidance

Objectives

- To develop a structured approach to the decision making process of the Sixth Form
- To bring forward the time scale where possible to enhance the success of UCAS applications

- To facilitate successful applications

Outcomes

An extensive programme of Careers Events during Lower Sixth in preparation for Upper Sixth.

Lower Sixth

Michaelmas Term

- L6 Induction: UCAS and the significance of the Lower Sixth year
- SAT Preparation course

Lent Term

- Presentation to L6 Parents on the UCAS application system
- Beyond Epsom - UCAS presentation to pupils

Summer Term: After AS examinations

- Beyond Epsom- The UCAS system explained/ How to write a successful personal statement/ Safe travel opportunities
- A dedicated University Open Day: All pupils are encouraged to participate. Visits arranged to 6 universities on one particular day, covering a range of environments e.g. campus/city based. Universities have been very helpful in organising an open day of activities specifically for our pupils. The idea is to give the pupils a taste of the university ambiance, while minimising academic disruption by taking all pupils out of College on the same day. It also strengthens links between the College and the universities and gives the pupils the benefit of teacher guidance during their visit. Universities participating over the last two years include Bath, Exeter, Leeds, Loughborough and Nottingham.
- How to choose your university /course workshops
- How to write your personal statement workshops
- Start your UCAS application workshop - all pupils fill in basic personal information on-line under supervision
- Gap Fair at Epsom College
- Vocational workshops.... So you want to be a doctor/ lawyer/engineer/..in the media (range of vocations in response to pupil feedback each year)
- Medical Admissions evening for pupils and parents with a medical school admissions tutor

Upper Sixth:

CEG for the Upper Sixth is mainly on an individual basis, although organised events include

- Guest speakers on relevant topics e.g. student finance
- Workshops on UCAS apply and personal statements

Public benefit:

Where possible these events are open to the maintained schools in the area via Fiona Anderson, e.g. Gap Fair, Medical Applications Evening.

Individual Career Guidance:

All pupils are encouraged to drop into the Careers Department for informal advice or to sign up for an appointment if necessary. There is an informal drop-in session every day.

Oxbridge

- Oxbridge briefing evening for pupils and parents
- Discussion of strategies between HMMs, HODs and Oxbridge tutors
- Guidelines issued to parents
- Programme of Academic activities
- Mock interviews with visiting examiners

Medical students

- Briefing for pupils and parents with Admissions Tutor from a London Medical School
- BMAT Preparation/UKCAT
- Guidelines issued by Medical Admissions Tutor, including advice on work experience and reading lists
- Programme of Academic activities
- Mock interviews

LNAT

- LNat preparation for applicants to law school

Application to university in USA

- A SAT preparation course is run if there is enough demand

Medical and Courses Work Experience at Epsom College

At present all potential medics are identified at the beginning of each year in the 5th, L6th and U6th.

All years are on mailing lists from JNV-H and any information regarding medic courses and work experience received is passed on to them.

Whilst they are in 5th Form following the mocks and just prior to their information evening, they are met with to be given advice on subject choices and work experience. All 5th Form pupils are told that they can come to see a member of staff for help with organising work experience if they need to. A minimal number do.

Throughout the L6th they are reminded of the need for work experience and given advice on the type of work experience they should aim to organise.

At the end of the L6th they have a talk from Jonathan Salisbury who is in charge of medical admissions at Kings and complete the day long conference run by Wiser Words 'So you want to be a doctor.'

Since the beginning of Michaelmas Term 2006 the following courses have been advertised to the medics via email:-

- GAP Year Placements in Medical Research e.g. Administrative Assistant at the Cancer Research UK Epidemiology and Genetics Unit in Sutton.
- Easter Lecture for Young People: 'Can cancer be cured?' Monday, 26th February 2007, at 5.00pm Free of charge at the Royal Society of Medicine

- Medical Careers Days: 'So you want to be a doctor?' Monday, 5th March 2007, from 10.00 - 5.30 pm £20 at the Royal Society of Medicine in London
- Medicourse: 14th-16th April 2007 for 15-18 year olds with an interest in studying medicine, at the University of Kent at Canterbury.
- 'So you want to do Medicine' course run by the National Orthopaedic Hospital on Wednesday, 2nd May, consisting of half-day of lectures and half-day of hospital visits for £60.
- 'Examine your Future' run by UCAS and NHS Careers to provide students who are interested in studying medicine with information on how to apply and the range of possible careers within the medical field: 21st and 22nd June at the Business Design Centre in London.
- Get Into Medical School: Oxford University on Saturday 7th and 8th July to help 6th formers.
- Medical Interview Preparation weekend on 26th - 28th October.
- Wednesday, 21st November 2007: So you want to do medicine? at the Royal National Orthopaedic Hospital. Please see me for application forms.
- 16th - 19th December 2007: Medlink at University of Nottingham.
- 19th - 22nd December 2007: Vetlink at University of Nottingham.
- Improve Your Chances of Becoming a Doctor: Saturday, 26 January 2008, 10.00am to 4.30pm, at University College London and Saturday, 1 March 2008, 10.00am to 4.30pm, at University College London

Members of the Careers Department

Areas of Responsibility

Mrs Roxanna Harrop	(R-Harrop@epsomcollege.org.uk)	Head of Higher Education and Careers Guidance and UCAS
Mr Rob Worrall	(R-Worrall@epsomcollege.org.uk)	Senior Careers Tutor with responsibility for the Sixth Form
Mr Paul Gillespie	(PIG@epsomcollege.org.uk)	UCAS Technical Support, Economics And Business Studies
Mr Mike Hobbs	(M-Hobbs@epsomcollege.org.uk)	Medical Careers Tutor
Dr Adam Hughes	(AWH@epsomcollege.org.uk)	Careers Tutor with responsibility for Engineering and Department Statistics
Mrs Joanna Vernon-Harcourt	(Jnh@epsomcollege.org.uk)	Medical Careers Tutor
Mr Rod Wycherley	(RMW@epsomcollege.org.uk)	Careers Tutor with responsibility for the Fifth Form.

Careers Drop-in Clinics

A member of the Careers Department is available to answer queries without an appointment on a drop-in basis at the following times:

Monday: 4.00 – 4.30 p.m. (Summer Routine) 2.00 – 2.30 p.m. (Winter Routine)

Tuesday: 1.45 – 2.15 p.m.

Wednesday: 2.00 – 2.30 p.m.

Thursday: 1.45 – 2.30 p.m.

Friday: 1.30 – 2.30 p.m.