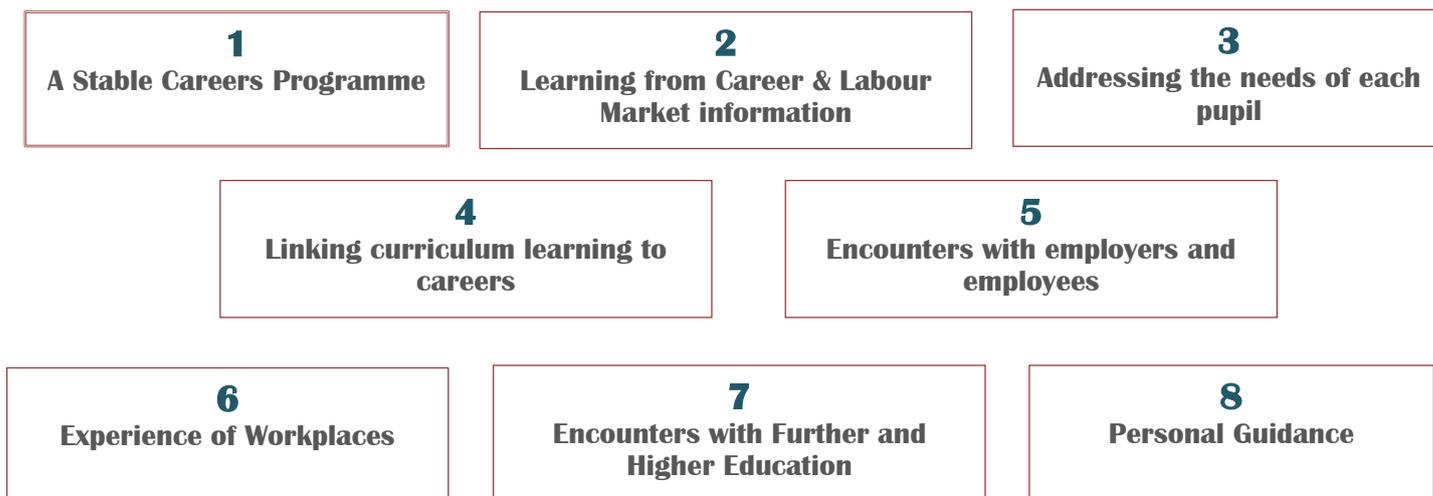


At Lawn Manor Academy we are committed to preparing pupils for Employment and Higher Education. In doing this, we make reference to the **Eight Gatsby Benchmarks of Good Careers Guidance (Good Career Guidance, The Gatsby Report 2014)**:



We have a Careers Advisor within the school who is available to any pupil who wishes to ask for advice about careers. Pupils are able to book an appointment to see the Careers Advisor during the school day. We subscribe to 'Fast Tomato' which allows pupils to see what jobs are available and what qualifications are required. The link to the website is here <https://www.fasttomato.com/>. If they need help with the login they can speak to the Careers Advisor. We are part of the Swindon Careers Hub which means that the advice we give is completely up to date and relevant to the pupils we have at Lawn Manor.

We have close links with our local colleges and they are present at our Year 9, 10 & 11 Parents Evenings. We run 5 PSHE days during the year and each one of these has a careers element. Each year group will experience some careers advice/guidance during these days. Throughout the year there are a number of visits to Universities.

WHAT TO EXPECT

YEAR 7: Pupils will start their Career Journey with Lawn Manor, familiarising themselves with the 'World of Work'. They will explore Jobs and Careers, understand the relevance of Personal Qualities and investigate stereotyping. Pupils will start writing their CV and this will be developed through Years 8-11. We arrange for visits from a cross section of local employers.

YEAR 8: We examine qualifications and their importance. We look at the routes into work and the difference between skills and qualities. Pupils will begin to understand their strengths and weaknesses. We will introduce them to Careers Information in a number of formats. In this year they will pick their options so will be issued with an Options Handbook, and asked to attend an **Options Evening**, where all subjects can be discussed in detail. All pupils are met and given an opportunity to talk through their option choices with the Careers Lead & Careers Advisor before committing to a course.

YEAR 9: In this important year, there will be on-going input and support from all staff, including the Careers Advisor. In Personal Development time, we look at many job sectors. Pupils will be equipped to make informed choices. They will also get an opportunity to visit our **Futures Fair** which is held in December. Here pupils have the opportunity to talk with a range of employers, further and higher education institutions, and apprenticeship providers. Opportunities might also be available to visit a University.

YEAR 10: Pupils get to take part in our **Mock Interview Day** which has proved very popular in the past. Local businesses and further education establishments give up their time to put our pupils through an interview experience offering feedback and advice. This will bode them well for our **Work Experience Programme** which is launched during Term 3, when all pupils are encouraged to go out and find their own placement as part of their continuing development into life after education. Support will be given by our Careers Advisor. There will also be Local College taster visits available for all pupils. Pupils will continue to develop and work on their CV. Pupils will also get an opportunity to visit our **Futures Fair** which is held in December. Here they will have the opportunity to talk with a range of employers, further and higher education institutions, and apprenticeship providers. We are part of the Villiers Park programme which gives pupils opportunity to visit Universities. There is a residential course in year 10.

YEAR 11: Preparation for Post 16 Options: In this crucial year, pupils will be given the opportunity to explore subjects at KS5 (A Levels/BTEC Diplomas Level 3) and will also receive visits from Local Colleges who will showcase their offers. There is a taster day at RWBA for pupils interested in studying in the 6th form. We also provide information about all Post 16 Open Evenings/Taster Days to our year 11 pupils. Pupils will be made fully aware of how the Apprenticeship route can be accessed. Pupils interested in the apprenticeship route are given an opportunity to visit JobFest which is at STEAM in Swindon. We ensure that every pupil is given access to the Careers Advisor for advice and guidance on their chosen route. She can also support your applications to Further Education or Training.

The next review of the information provided above will be at the beginning of Term 5 (April 2019)

The impact of any of the Careers Programme is measured by regular pupil voice and feedback from employers.

Pupils, parents & teachers access information about the careers programme via the website or by contacting the Careers Advisor or Careers lead directly.

CONTACT DETAILS FOR CAREERS ARE BELOW

Careers Lead

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Careers Advisor

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