

## Useful Careers Websites



Useful to research Job profiles, create a CV, view information for 13-19

[www.nationalcareersservice.direct.gov.uk/](http://www.nationalcareersservice.direct.gov.uk/)



Suffolk Website for information about issues that may affect students

[www.thesource.me.uk/](http://www.thesource.me.uk/)



Play the Plotr game, answer questions to find suitable careers for you

[www.plotr.co.uk](http://www.plotr.co.uk)



Useful to register for Job alerts and search for apprenticeships in Year 11

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)



Website for university information

[www.ucas.com](http://www.ucas.com)

## The Careers Team Contact Details

Mrs Baker – [bbaker@tgschool.net](mailto:bbaker@tgschool.net)

**Year 10 Work Experience**

Miss Brown – [rbrown@tgschool.net](mailto:rbrown@tgschool.net)

**Sixth Form Work Experience**

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Leaflet

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The Mark of Quality  
for Careers Education  
and Guidance  
2015-2017



Join TGS Careers on Twitter for  
information



Winner 2015



## Year 10 Careers Entitlement

Experience the  
Joy of Working



This leaflet sets out to offer  
information to support  
students and parents/carers  
in decision making

## Work Experience

Students in Year 10 are entitled to ten days work experience in two five day blocks.

**When?** From October 2016 to July 2017

**What?** Work Experience may be defined as a placement on an employer's premises in which a pupil carries out a range of tasks or duties, just as an employee would do, but with an emphasis on the learning aspects of the experience.

**Where?** Students usually work with a local employer in Sudbury or the surrounding area. Some students do choose to travel further.

### What support does the school give?

Full work experience preparation is provided for students in Year 9, followed by a mock interview in Year 10.

- Health & safety in the workplace
- Interview techniques with employer interactions
- A mock Interview

Mock interview preparation is provided during ICT lessons in June and July. Year 9 students are introduced to the following by the careers team and ICT teachers

- Introduction to Work Experience and Careers provision at TGS presentation
- How to research Career pathways
- Skills and qualities awareness
- CV and Letter planning and writing

### Careers Support

The Careers team offers support to individual students to find suitable placements. Students are encouraged to visit careers to express an interest in work experience in September.

If the placement requires an up to date risk assessment, the Careers team will arrange this. During work experience students will either receive a visit if the placement is local or a telephone call if a visit is impractical.

## How to apply for Work Experience

The employer must have Employer and Public liability insurance to be covered by our own insurance policy. The **agreement form** should be signed by the student, a parent or carer and the employer.

The **teacher permission form must** be signed by all your teachers for the week you are intending to be at your placement. You must sign the form to agree to catch up with any missed coursework.

**All forms are available** in the Careers Hub.

The forms **MUST** be returned to the Careers Hub at least **ONE month** before work experience can commence, this is **very important**.

### Simple steps

- Visit the Careers Hub to arrange
- Return the signed forms - one months' notice
- Make sure you are up to date with work
- Visit Careers again to collect your log book
- Attend work experience
- Place completed log book in ROA folder
- Complete the work experience evaluation in careers

### Record of Achievement Folders and Excellence Ribbons

All students have an ROA folder to place their achievements inside and outside of school. Our aim is to celebrate all achievements of individual students. Evidence can be in the form of newspaper cuttings, photos with statements, newsletters, certificates, references and awards. Students in Year 9 to 11 will work towards their Employability Award and excellence ribbons. Full details of the above award and excellence ribbons can be found on the website or by visiting the careers hub.

### Enrichment Clubs and Activities

It is important to continue to attend enrichment clubs at school and outside of school. The clubs can teach you employability skills to help you in the future. Skills such as: reliability, teamworking and showing initiative, organisation, communication and adaptability, decision making, leadership and negotiation.

## General Careers Information

**All students** are entitled to a career guidance interview with Mrs Baker or an independent careers adviser. Please contact Mrs Baker to arrange an appointment. [bbaker@tgschool.net](mailto:bbaker@tgschool.net) or 01787 375232

Mrs Baker and the Independent careers adviser are fully qualified Careers Practitioners.

### Employer Engagement

Employers visit Thomas Gainsborough on a regular basis to conduct **Employer Workshops**. These are advertised in the Careers Hub, on Student Noticeboard and in the Newsletter. Students sign up to attend the workshops in the Careers Hub.

The workshops are usually held in the Careers Hub at 1pm – 1.30pm. Students are encouraged to network with the employers by asking questions and taking part in group discussion.

### Enrichment days

Careers education is delivered in a number of ways to all students on Enrichment days in the form of planned events and activities.

### Progression in Year 11

All Year 11 students are offered full support to choose a further education pathway in Year 11. Students are supported to apply to sixth form, college, apprenticeship or the armed forces. All Year 11 students are offered a careers guidance interview and personalised support is offered when required.

### Careers in Year 12 and 13

Students are offered a number of interactions with employers, a careers guidance meeting to discuss progression at the end of Year 13. Students in Year 12 can complete a 5 day work experience placement. A positive progression route for Year 13 students can be either University or a higher apprenticeship.

### Careers Resources

There are a great number of resources available for students to read and research. We have College, sixth form and university prospectus. We have publications and magazines. We have access to online careers websites and games. The Careers Hub provides students with a quiet corner and tables to study.