



# Archbishop Holgate's School

A Church of England Academy Founded 1546



## Careers Education, Information Advice and Guidance



# Career Advisor's Welcome

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Welcome to Parents

Archbishop Holgate's is committed to developing the life chances of all students, and aims to encourage and inspire them through a comprehensive programme of CEIAG.

Students participate in a range of activities which include learning about themselves: their personality, strengths and qualities. They will begin to explore different career options in the modern world and gain an awareness of how they begin to research and plan various career paths.

All year groups will meet with employers and other outside agencies to gain independent and impartial advice about the options which are best suited to them as individuals.

As part of the Careers Advice, Guidance and Development, all students receive high quality impartial careers guidance, which help them to make informed choices about which courses suit their academic needs and aspirations. Students have access to the internal L6 Careers Advisor and pathway meetings with senior leaders.

The careers curriculum is enriched through external support with employability embedded into the curriculum across all key stages.

Yours sincerely,

Mrs F Adamson  
L6 Careers Advisor



# Careers Curriculum

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- Year 7 **Being Me:** This begins the process of students identifying their skills, interests and personality traits. The topic explores the links between school and future careers.  
**STEM Enrichment Day:** Explores different careers within Science, Technology, Engineering and Mathematics.
- Year 8 **The Real Game:** Students work through different career roles, disseminating qualifications, salaries, gross and net pay. They also consider the reality of salaries against living expenses and dream lifestyles.  
**Options assembly** for both students and parents. Year 8 students will focus on KS4 options and can have support from the Careers Advisor when making appropriate subject choices GCSEs.
- Year 9 **Industry Day:** Students are set in groups (dressed in workwear) and are tasked with forming a company, each being allocated a set position of responsibility. Their aim is to design, make and market a set of products. This includes brand name, logo, strapline, profit and loss, cash forecasting and a final presentation to a group of chief executives from the world of work.
- Year 10 **Preparation for Work Experience:** Year 10 students are given the opportunity to arrange their own work experience, as well as taking part in a careers event, which will develop their employability skills. Work experience provides the opportunity to gain knowledge of what employers expect, it allows students to gain skills in independence, initiative, timekeeping, team work, self awareness and reliability.
- Year 11 **Banking and Finance:** Students learn how to deal with the difficulty of budgeting, finance, dealing with debt, living expenses and personal statements. Students will also consider future pathways through the 'It's your Choice' programme, which explores vocational, apprenticeship and A Level option routes.  
Year 11 are offered an individual pathway interview and will focus on their Post-16 options, while learning how to make effective transitions from KS4. They can also request a meeting with Mrs Adamson, Careers Advisor.
- Year 12 and Year 13 Year 12 students are given the opportunity to arrange their own work internship. All students will also follow a progression programme which will focus on their individual Post-18 pathway. They will also have access to a number of employer and Higher Education careers events, such as a Careers Conference, Oxbridge university trip, Leeds university undergraduate fair and National Apprenticeship workshop. All students will be supported with their UCAS, Apprenticeship and Employment applications and CV writing. Individual careers advice interviews are available for all Year 12 students on request.

Some students will follow the widening participation programme following Green Apples and access to University initiatives, or alternatively complete an Employability programme with the support of external mentors and local employers. By the end of Year 11 (Year 13 for Sixth Form) all students who have attended Archbishop's since Year 7 will have had access to Careers advice involving 3 elements:

Self-Development (Who am I?)

Careers exploration (Where do I want to go?)

Careers management (How do I get there?)

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As a school we always appreciate expanding the careers curriculum and welcome parental support in the delivery of this. If you feel you can offer support to careers education in any way, please contact the AHS Careers Advisor, Mrs Adamson, via email: [fadamson@archbishopholgates.org](mailto:fadamson@archbishopholgates.org)

Free and confidential information, support, advice and counselling is also available to young people and adults aged 16 to 25 who live in the city of York. This can be accessed at; Connexions, 29 Castlegate, York YO1 9RN (01904 555400)



**VALUES - CARE - ACHIEVEMENT**