**[Careers Education](http://hollylodge.liverpool.sch.uk/policies/careers-education-and-independent-guidance%22%20%5Co%20%22Permalink%20to%20Careers%20Education)**

Holly Lodge Girls’ College is committed to providing Careers Education, Advice and Guidance to all students.

Careers Guidance will focus on the specific needs of the individual student to promote self- awareness and personal development.  It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner and be confidential.  Students have access to advice from our Careers Coordinator and Careers Connect Adviser.  In May 2014 we were awarded the ROQA Skills for Life Award in recognition of the range and quality of our work providing opportunities for our students to enhance their futures in addition to their academic qualifications.

The Careers Programme will ensure:

Students gain a better understanding of the education, training and employment progression opportunities available to them.

Students sufficiently develop the skills they need to plan and manage their personal development and career plans.

Students have access to up to date careers information, taster days and relevant work experience.

Students can gain a better understanding of employability skills from links with local employers.

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| **Year   Group** | **Activities** |
| 8 | Students are introduce to Connected Portal, an online resource, provided by Career Connect and have the opportunity to use other online resources, such as Kudos, Careerscape and the National Careers Service.  A day of Life Skills work is offered with support from Barclays Life Skills. They have group sessions with our Career Connect adviser. |
| 9 | A key   focus in Year 9 is decision making. There is particular emphasis on preparing   students to be fully informed regarding choices Post14. Students are   supported in selecting their GCSE options.  The students get an opportunity to work with local professional women on International Women’s Day. They have group sessions with our Career Connect adviser. |
| 10 | During   Year 10 students start to consider their plans for Y12.  They will attend Taster Days in our Sixth Form or at local colleges.  They have a Careers’ Fair to help them consider next steps. They have group sessions with our Career Connect adviser. |
| 11 | The   Year 11 programme focuses on Post 16 options. All year 11 students have individual meetings with the Careers Adviser. Students will  also write CVs and complete practice application forms. Students have a week’s work experience and all have a mock interview with a local employer. |
| 12 | During   Year 12 students explore Post 18 option choices as well as having the opportunity to complete some work experience. Students   considering applying to higher education attend specific events throughout   the year.  Programmes of Study for vocational courses include work experience. |
| 13 | For   those students applying to higher education the emphasis in Year 13 is the UCAS process. Students who are not considering H.E are supported in applying   for further education, training and employment. |

**Staff Contact**

Ms B. Hitchings, Senior teacher, has overall responsibility for Careers Education Information, Advice and Guidance (CEIAG)

Mrs J. Billington is the Careers Connect Adviser.

If you would like to discuss your daughter’s careers’ options, please contact Ms Hitchings.

**Careers Information and Online Resources**

Students have free access to Connected Portal ([www.connexionslive.com](http://www.connexionslive.com/)), an online resource which can be accessed from home using a password.

Other useful sites include:

The National Careers Service

[https://nationalcareersservice.direct.gov.uk](https://nationalcareersservice.direct.gov.uk/)

Careersbox
<http://www.careersbox.co.uk/>

I Could
[http://icould.com](http://www.careersbox.co.uk/)

Plotr
[https://www.plotr.co.uk](https://www.plotr.co.uk/)

**Higher Education**

UCAS
[www.ucas.com](http://hollylodge.liverpool.sch.uk/policies/www.ucas.com)

The Russell Group
[http://www.russellgroup.ac.uk](http://www.russellgroup.ac.uk/)

Prospects UK
[http://www.prospects.ac.uk](http://www.prospects.ac.uk/)

Apprenticeships
[http://www.apprenticeship.org.uk](http://www.apprenticeship.org.uk/)

**Labour Market Information**

Liverpool City Region
[www.liverpoollep.org/default.aspx](http://hollylodge.liverpool.sch.uk/policies/www.liverpoollep.org/default.aspx)

Warwick University Labour Market Trends
<http://www2.warwick.ac.uk/fac/soc/ier/ngrf/lmifuturetrends/>

Labour Market Information website
[http://www.lmiforall.org.uk](http://www.lmiforall.org.uk/)

Jobs for Tomorrow
<http://www.connexionslive.com/SchoolsAndColleges/JobsForTomorrow>