



### Careers Information for Year 10 Students

**Please note:** This information is to give you an understanding of the application timeline and is based on a **typical year**. Delivery of the careers service will be reviewed in line with COVID guidance to ensure safety of staff and students. Changes will be communicated to Students.

#### Careers Appointments:

- Between April and November you will be offered an appointment with your Positive Steps Career Adviser.
- Whilst School is closed your Career Adviser will call you at home and carry out your appointment over the phone. When School is re-opened you will usually be given an appointment time during lesson and see your Adviser in the Careers Office on Level 3. Appointment times will be displayed on the screens, careers room window and notice boards in School, it is your responsibility to check these.
- Your appointment with your Adviser is to help you think about what you might want to do in the future and longer term. They can give Information, Advice and Guidance on different pathways for when you finish Year 11, including different types of College and Work Based options. They will help you work out which pathway might suit you best and advise on what grades you might need to achieve your goals.
- After your appointment you will receive a Progression Plan based on your discussion with your adviser. This will outline a summary of the information they gave you and action points of things you need to do next, such as attend open days, research a career and complete applications. A copy of your Progression Plan will also be sent to your PLG (with your consent) and School email.

#### Applications for Colleges:

- You should expect to apply for College at the **start** of Year 11, most applications will need to be in by Monday 16th November – this is the internal School deadline. Applications can be submitted online or via a paper form, any paper form you complete needs to be returned to the Careers Room in School by the deadline.
- Please inform the Careers Adviser of any applications you submit online, so that your reference can be forwarded on.
- You can apply to as many Colleges as you like and hold offers of places at more than one College, it is advisable to apply to at least 2 Colleges so that you have a back up plan in place.

#### Interviews:

- Following your application to College you will be expected to attend an interview to discuss your application. Colleges often tell you at this stage whether they can offer you a place or not, this is usually a 'Conditional' offer. Meaning that it is on 'condition of you achieving the desired grades, attendance and behaviour expectations'.
- Colleges will contact you via email / phone to invite you to interview. Traditionally Oldham Sixth Form College and Oldham College interview students in School, these will be arranged by the Careers Adviser usually after Christmas.

## **PROGRESSION INFORMATION**



### **Work based routes:**

- Applications for Apprenticeships / Traineeships are usually done later in the School year, if this is of interest to you then please make the Careers Adviser aware and further information will be given at the appropriate time.
- It is strongly advised that you have a back-up plan in place, as there is no guarantee of securing an Apprenticeship. Therefore, please consider an application to College as a back-up.

### **What next:**

- Please ensure you have a sensible email address to use for your College applications and that you check this regularly / store your password.
- Attend Year 11 Parent's Evening – local Colleges will be in attendance, so this is your opportunity to speak to them about their courses and entry requirements.
- Log onto your School account, download and complete the Progression Plan which has been set as a task for you. Complete this and return to the email provided.

If you have any questions at all then please contact your Careers Adviser or come up to the Careers Room during break or lunch.

### **Contact:**

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