

13 September 2018

Dear Parents,

Careers Programme

At Ripon Grammar School we recognise that an effective careers programme can help prepare young people for the opportunities, responsibilities and experiences that lie ahead. From this year, careers provision in school has been re-organised so that advice and guidance, education, work experience, events and enterprise activities will be provided jointly within the Careers Department, comprising Mrs Jill Locke and Mr Bob Walker. The former will be working in the areas of advice, guidance and education across all year groups and the latter will be covering all other areas, again across all year groups according to the particular activity. In addition, Year 11 students will also benefit from individual careers appointments during the Autumn term, with an external Careers Adviser, Ann O'Connell from Aspire-i.

The careers education programme is delivered within school across all year groups, through PSHCE, Tutor Groups, Enrichment and off-timetable events according to year groups, and a summary of activities is available on the website and within student planners. Students can arrange guidance appointments by e mail to lockej@ripongrammar.co.uk or by dropping into the Careers Room, either to organise a specific time or just to chat informally and to use the available resources.

The next **Careers and Higher Education Evening** will be held on **Wednesday 13 March**. This is an annual themed event, with the aim of affording an insight for students into a greater breadth of career areas. **In 2019 the focus will be on business, finance, law, arts and humanities**. The purpose of the event is to raise our students' awareness of the wide range of career and educational opportunities that lie ahead of them and to provide inspiration and ideas about ways which enable them to stand out from the crowd in future university or employment applications.

A **Study Abroad Roadshow** has also been organised on **Monday 25 March**, when students will be able to explore the opportunities for study outside of the UK and meet with representatives from a range of universities from the USA, Canada, Asia and Europe.

There are also a number of opportunities for business representatives to work with specific year groups. This term our Lower Sixth students will be given the chance of a **practice interview** in order to increase their confidence and to develop the skills needed in relation to gaining work experience during the forthcoming year. **Medical mini interviews** will additionally be offered to students interested in a career within the healthcare professions. A **Higher Education Evening** will also be held on **2 May 2019**, for both parents and Lower Sixth students to hear about the process and financial implications of applying to universities and colleges.

Careers Club meets monthly on Wednesday lunchtimes, when students from all year groups are invited to come along to informal presentations from guest speakers about a wide range of careers.

We are constantly looking for opportunities to develop further links with employers and representatives from businesses and other organisations and would like to hear from parents who could contribute to our careers, work experience and enterprise programme.

4th Year students will be taking part in a work experience week commencing on Monday 20th May 2019. This is an excellent opportunity for students to experience the world of work, gain and improve their soft skills and to think about their future progression. Mr Walker will be guiding them through the application process and all students will have access to NYBEP's work experience database to search for suitable placements. If, as an employer, you might be able to offer one or more of our students a work placement please contact Mr Walker at school. **The deadline for students to confirm work placements with Mr Walker is Friday 22nd February.**

Lower Sixth students will also be taking part in a work experience placement commencing on 8th July 2019. By this stage students have a clearer picture as to which career path they wish to follow and therefore these placements are carefully matched with their career aspiration and progression. Again, students will be guided through the application process by Mr Walker and will have access to the NYBEP work experience database. **The deadline for students to confirm work placements with Mr Walker is Friday 12th April 2019.**

In addition to work experience, there are a whole host of exciting and challenging work related opportunities throughout the year. 3rd Year and 1st Year students will be taking part in our annual enterprise workshops organised through NYBEP.

4th Year students upwards have the opportunity to take part in the London Institute of Banking and Finance's Student Investor Challenge. This is an ideal way for students to gain an insight into the world of stocks and shares and there are some fantastic prizes to be won.

Lower Sixth students can take part in the Young Enterprise Company Programme. This is an excellent and very demanding opportunity for Economics and Business Studies students to run their own business. The school has been very successful in the competition in the past.

Students in the Lower Sixth who are interested in Law can take part in the Bar Mock Trial. Together with other students in the region, students take part in a mock trial at Leeds Crown Court on Saturday November 17th. A barrister will be in school to guide them through the legal process.

If any Lower Sixth students are considering accountancy as a future career, the school will be taking part in this year's ICEAW Accountancy Challenge. Students who took part last year in this competition went on to the UK final.

These are just a sample of the work related opportunities available already to our students. Mr Walker is always actively seeking new opportunities for our students and as and when they arise he will inform the students.

If you feel that you, or your organisation, would be able to contribute to any of these events or other areas of our careers programme, please complete the attached pro-forma or e-mail lockej@ripongrammar.co.uk or walkerb@ripongrammar.co.uk. Further information about our careers programme and links to useful careers and higher education related websites can be found on the careers pages of the school website.

Yours sincerely,

J. Locke



Jill Locke, Head of Careers and Bob Walker, Enterprise, Work Experience and Events Coordinator

Please tick as appropriate and return to Mrs Jill Locke/Mr Bob Walker, Careers Department

(For those parents who have offered to help previously, there is no need to complete, unless details below or offer of help has changed)

My organisation may wish to participate in future careers evenings

I, or a colleague may be able to help with practice interviews or medical mini interviews (please delete as appropriate)

I would be willing to give a presentation / informal talk to Careers Club / run a workshop relating to my field of employment (please delete as appropriate)

I would be willing to offer employer engagement activities within curricular areas (please specify subject area/s)

My organisation may be able to offer a work experience placement to a suitable student

I would be willing for a group of pupils and appropriate staff to visit my workplace

Other (please give details)

Name.....

Parent of..... Form

Organisation.....

Job Role.....

Contact Details (please include email and / or telephone number)

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