Careers Programme

Student Portfolio

Name: _____

The Burton Academy
Part of The Catch22
Multi Academies Trust

Contents

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Morrisby Careers

We provide every student at The Burton Academy with a **Morrisby Careers** account.

When you log into your account you will be able to:
- Complete an **aspirations survey**. This will help you to identify the different career opportunities that connect with your interests and skills.
- Find out about the **school subjects which are useful in your dream career**.
- Find out about **careers which are connected to the subjects you like most** in school.
- Use the **online research library** to find out about the different careers that you are interested in.
- Create an **action plan** which will help you to be clear about how you can achieve success in your chosen career pathway.
- Use the **resource library** to find out about careers related topics, including: apprenticeships, further education, student finance, employment, gap years, studying abroad and work experience.

Morrisby Tracker

Morrisby Tracker is a resource bank of **lessons and activities linked to careers education**. Every student at The Burton Academy has access to these resources.

You will participate in learning activities throughout KS3 and KS4 covering the following topics:
- What is work?
- Self awareness
- Aspirations
- Successful interview techniques
- Preparing for work experience
- Employability skills
- Apprenticeships
- CV writing
- Job search techniques
- Writing a personal statement
- Choosing a degree subject
- Completing application forms

Skills Builder

The **Skills Builder Universal Framework** was designed to address gaps in key employability skills based on feedback from employers.

There are **8 essential skills**:
- Listening
- Speaking
- Problem Solving
- Creativity
- Staying Positive
- Aiming High
- Leadership
- Teamwork

Each essential skill has been broken down into **16 steps**, so you can identify where you currently are and what you need to do to move on and improve your skills.

There are **4 platforms** available to use:

Hub
Your teachers will use the hub to assess your class against the essential skills. This will help identify activities to help you all develop your skills within lessons.

Benchmark
This is the area where you will self assess your skills in each area. This will help you to identify your strengths as well as the employability skills that you need to develop. Once you have completed your assessment, the programme will suggest simple tasks and activities you can complete to improve.

Launchpad
You can use Launchpad on your mobile phone or tablet. It will give you different tasks to complete that will develop your essential skills. It will also keep a record of the learning tasks you have completed so you can track the improvements you are making.

Homezone
Homezone will give you and your parents and carers ideas about activities you can do together to build your essential skills.

CSW Group

We ensure that you will be provided with **independent** careers information, advice and guidance by commissioning CSW Group to work with you when building your future plans.

CSW Group advisors are trained and qualified professionals with the skills and knowledge to work with you on your career development plans.

Your CSW Group advisor is: **Darren Baker**

Your CSW advisor will work with you to:
- Understand your individual needs
- Listen to your ambitions and interests
- Identify your education and career options
- Provide tailored advice
- Support you in the decision making process around your education and career pathway

Your CSW advisor will also support you in visiting **further education providers** to see the range of options available to you post-16. You may wish to visit one or more of the following local FE providers:
- South Devon College
- Exeter College
- Brixham College Sixth Form
- Bicton College
- Plymouth College of Art

Your CSW advisor can also support you if you prefer to move onto an **apprenticeship**, where you train as you work for an employer in your chosen field.

Your CSW advisor will visit you at The Burton Academy, and we will provide you with time and space to have these important conversations about your future.

Work Experience

CSW Group can also support you in finding a **work experience placement** if this would be helpful to you in building your future plan.

You can search for a work experience placement in an area of interest to you on the Veryan Webview website: https://devon.learnaboutwork.org/search.asp

Alternatively, you may know a local business or employer who can offer you a work experience placement. We can support you in setting this up provided we have the following information:
- Name of business
- Address of business
- Name of employer
- Contact details of employer (telephone and email address)
- Workplace insurance documentation
- Brief overview of the role you will be undertaking at the placement

Employer Encounters

The Burton Academy works closely with our **Local Enterprise Partnership**, Heart of the South West. They cover Devon, Somerset, Plymouth and Torbay, forming a partnership between:
- 4 universities
- 16 local authorities
- 72 enterprises
- 10 FE colleges
- 2 national parks
- 1.8 million residents

Part of our work with Heart of the South West includes **making connections with local and regional employers**. This enables us to provide you with opportunities for meaningful encounters with employers where you can learn about work, employment and the skills that are relevant and valued in the workplace.

The employer encounters you experience during your time at The Burton Academy will include some or all of the following:
- Talks by local employers
- Site visits to local businesses
- Mentoring by local employers
- Enterprise activities
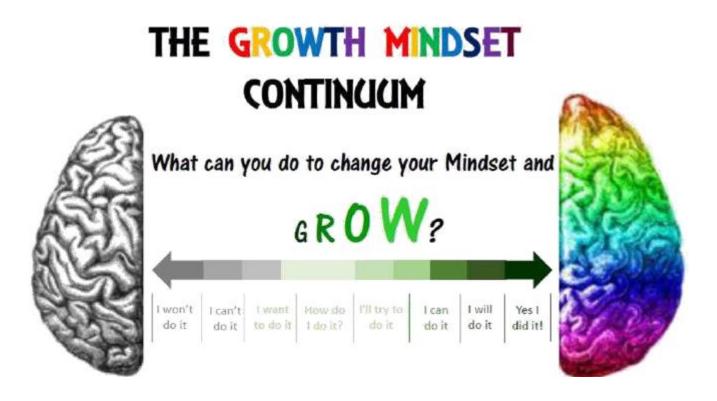- Mock interviews
- Work experience

Career Coaching Sessions

Career coaching sessions are an opportunity for you to meet with our Careers Leader on a **1-2-1** basis.

Your coaching sessions will be completely **tailored** to your individual interest and needs. Through these sessions you will be able to:

- Define your **desirable career options**

- Understand your **individual** skills, qualities and strengths

- Set personal goals towards **achieving your aspirations**

- **DREAM BIG**

- Develop a **growth mindset** towards achieving your career goals

- Work through anxieties around your future plan and develop **helpful strategies**

- Create a **Personal Career Plan** with actions to help you move towards your goal

Coaching sessions will take place at The Burton Academy and we will make time and space for you to attend these sessions.

Post-16 Options

You can leave school on the last Friday in June if you will be 16 by the end of the Summer holidays. You must then choose whether to:
- Stay in full time education
- Start an apprenticeship or traineeship
- Spend 20 hours or more a week working or volunteering while also doing part-time education or training

You will be offered support, advice and guidance on finding a suitable Post-16 Option for you by staff and external advisors throughout your time at The Burton Academy. Your local authority has a duty to make sure you are offered a suitable place by the end of September (the September Guarantee).

You may be eligible for the 16-19 Bursary Fund, which can help with things like books, equipment and travel if you are likely to struggle with education or training costs.

Stay in Full Time Education

If you choose to stay in full time education, you can select from a wide range of qualification options:
- GCSEs (in addition to those you gain in Year 11 and/or exam retakes if necessary)
- A Levels
- T Levels
- Technical and Vocational qualifications
- Applied qualifications

Combined Work and Study

You may prefer an option which enables you to gain practical skills, get work experience and achieve a qualification that employers need. If this is of interest to you, there are several options you can explore:
- Traineeships
- Supported internships
- Apprenticeships
- School leaver schemes

Information is available about all of these options through your Careers Leader and your Independent Careers Advisor.

Further Education Providers

There are several different types of Post-16 education providers which are available to you. It is worth taking time to research the options available to ensure that you make the correct choice for **you**.

Further Education College
A further education college provides you with opportunities to study a wide range of academic and vocational qualifications. These qualifications will enable you to access higher education, higher level apprenticeships or the world of work. Some FE colleges also offer degree courses for Post-18 students.
FE colleges near us: South Devon College, Exeter College, Bicton College

University Technical College
University Technical Colleges (UTCs) are government funded schools with a STEM focus (science, technology, engineering and maths). They provide technical qualifications and usually have industry standard equipment and specialist staff. If you are interested in pursuing a career in a STEM industry, these are worth exploring.
UTCs near us: South Devon UTC (Newton Abbot), UTC Plymouth

Studio School
A studio school is a specialist school designed to give students practical skills in workplace environments as well as academic and vocational courses of study. They have links to local employers and the curriculum is closely aligned to the world of work.
Studio Schools near us: Devon Studio School

Sixth Form College
A sixth form college is a place where students aged 16-19 study for academic and vocational qualifications. They offer a broad range of courses, and you can achieve qualifications including A levels, BTECs and the International Baccalaureate Diploma.
Sixth Form Colleges near us: Templar Academy (Newton Abbot)

School Sixth Form
Many secondary schools have a sixth form, providing education for students in Years 12 and 13. Students who attended different secondary school provision can apply to attend the sixth form of other secondary schools. They will each have their own suite of qualifications and subjects which can be studied, and will have their own entry requirements and application processes.
Schools with Sixth Forms near us: Brixham College, Torquay Academy, Spires College, Churston Grammar, KEVICC, Newton Abbot College

University (Post-18)
After completing the two compulsory years of further education post-16, many students decide to head to a university to complete a degree level qualification in a more specialist educational field. If you are interested in attending a university and studying in a specific, specialised area, there may be requirements for you to study specific qualifications post-16. Further information about this can be found at https://www.ucas.com/ .

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Traineeships and Apprenticeships

Traineeships

A traineeship is a skills development programme that includes a work placement. Most traineeships last for less than 6 months, although some can last for up to one year. A traineeship can get you ready for work or for an apprenticeship.

You can apply for a traineeship if you are:
- Eligible to work in England
- Unemployed and have little or no work experience
- Aged 16 to 24 and qualified up to and including level 3 (A level)

Traineeships can help you develop the 'soft skills' such as organisation and communication, alongside more specialist skills linked to the sector you have chosen. Traineeships can also involve interview preparation and support in filling out application forms for further education, employment and training opportunities.

Apprenticeships

An apprenticeship is an opportunity to work in a particular field of employment and train at the same time. As an apprentice you will:
- Be an employee, earning a wage
- Work alongside experienced staff
- Gain job specific skills
- Get time for training and studying linked to the role

There are different levels of apprenticeship

Intermediate	– level 2	– equivalent to GCSE
Advanced	– level 3	– equivalent to A Level
Higher	– levels 4, 5, 6 & 7	– equivalent to foundation degree and above
Degree	– levels 6 & 7	– bachelor's or master's degree

Apprenticeships take between 1 and 5 years to complete, depending upon their level.

Apprenticeships are available in a wide range of employment fields. You can search for available apprenticeships here:
https://www.gov.uk/apply-apprenticeship

Further information about apprenticeships can be found at:
https://amazingapprenticeships.com/
https://www.apprenticeships.gov.uk/influencers/what-is-an-apprenticeship#
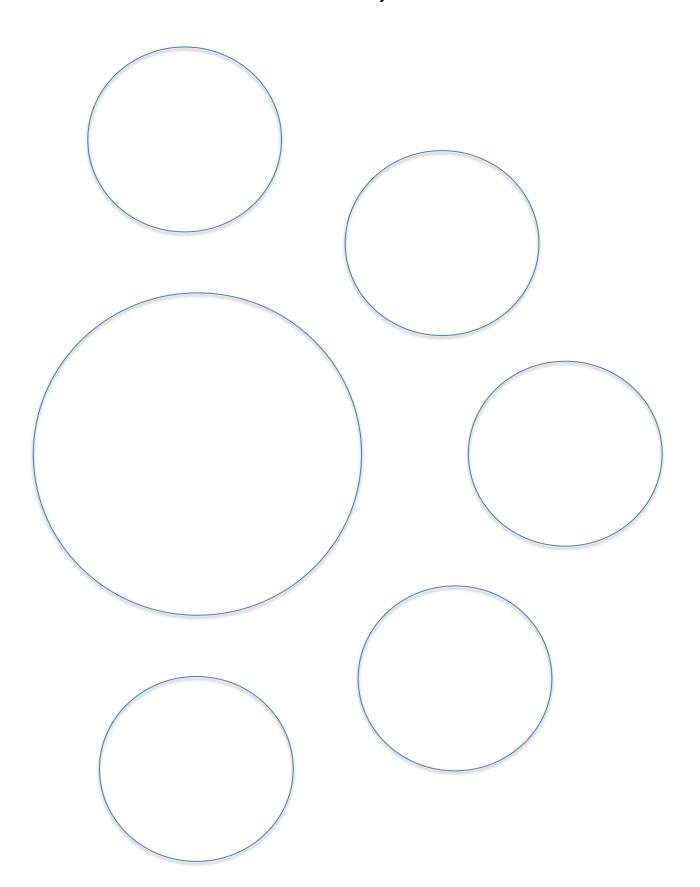**https://www.ucas.com/understanding-apprenticeships**

Aspirations: My Interests Profile

Note any of your own career ideas
Include careers you have considered prior to completing the Aspirations questionnaire.

What does your interests profile tell you about your main careers preferences?
Go to the **About Me** area of your Morrisby account and select **Interests** if you need a reminder.

Are there any surprises in your profile?

Do your career suggestions reflect any of your own career ideas? If your answer is NO can you work out why?
Go to **My choices/Careers** for a reminder of your career suggestions

Are there any related careers in your suggestions that are similar to your own career ideas? If your answer is YES, note them below.

Now favourite any careers that appeal to you, either from your own suggestions or your own ideas.
Favourite careers by clicking on the heart icon in your preferred careers. You can use **Search Careers** below **Best Matches** to find careers that have not been suggested.

Note down three careers that you want to consider further. You will look into these in the lesson 'Investigate Careers'.

1.
2.
3.

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Investigating Careers

List your three chosen careers:
    1.
    2.
    3.

What do you like about each career?
Career 1:
Career 2:
Career 3:

What do you dislike about each career?
Career 1:
Career 2:
Career 3:

List sone of the day-to-day tasks you would do in each career:
Career 1:

Career 2:

Career 3:

Which GCSE subjects, or equivalent, if any, are required or useful for entry to this careers?
Career 1:
Career 2:
Career 3:

Which A Level subjects, or equivalent, if any, are required for entry to this career?
Career 1:
Career 2:
Career 3:

If there are no requirements, which subjects could be useful for this career?
Career 1:
Career 2:
Career 3:

Is there a specific skill or subject you would need to improve in to pursue this career?

Career 1:

Career 2:

Career 3:

Having researched this career, do you think it would suit you? Why?

Career 1:

Career 2:

Career 3:

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What is Work?

My definition of 'work':
Why do people work?

Work Styles

Would Like	Not Sure	Would Not Like

Work Places

Would Like	Not Sure	Would Not Like

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Employability Skills: Skills Audit

For each of the essential skills, tick the steps you feel you have already achieved.

Listening	Speaking
o I listen to others and can remember the main points o I listen to others and can tell someone else what it was about o I listen to others and know why they are communicating with me o I show I am listening by asking questions o I am aware of how a speaker is influencing me through their tone	o I speak clearly to people I know o I speak clearly to individuals and groups I do not know o I speak effectively by making points in a logical order o I speak effectively by using appropriate language o I engage my listeners by using tone of voice, expressions and gesture
Problem Solving	**Creativity**
o I complete tasks by finding someone to help if I need them o I complete tasks by finding information I need myself o I explore problems by thinking about pros and cons of possible solutions o I explore complex problems by building my understanding through research o I analyse complex problems by using logical reasoning	o I generate ideas when I have been given a clear set of instructions o I generate ideas to improve something o I use creativity in my school work o I develop my ideas using mind mapping o I develop ideas by asking myself questions
Staying Positive	**Aiming High**
o I can tell when others feel positive or negative o I keep trying and stay calm when things go wrong o I keep trying when things go wrong and think about what happened o I keep trying, and encourage others to keep trying, when things go wrong o I look for opportunities in difficult situations	o I know what doing well looks like for me o I work with a positive approach to new challenges o I set goals for myself o I set goals, ordering and prioritising tasks to achieve them o I create plans that include clear targets to make progress tangible
Leadership	**Teamwork**
o I manage dividing up tasks between others in a fair way o I manage group discussions to reach shared decisions o I recognise my own strengths and weaknesses as a leader o I recognise the strengths and weaknesses of others in my team o I support others through mentorship	o I work well with others by being on time and reliable o I work well with others by taking responsibility for completing my tasks o I contribute to group decision making o I contribute to group decision making, encouraging others to contribute o I improve the team by resolving unhelpful conflicts

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Employability Skills: Skills Development

In the boxes below, record any skills you are developing, or could develop, in different area of your life.

Home	Hobbies/Interests	Part time work

School	My Transferrable Skills	Volunteering

Sport	Music/Drama	With friends

Now create an action plan to help develop your essential skills.

Skill I want to improve:	How I will improve this skill:	When I will do this:

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Challenging Workplace Stereotypes

How are teenagers labelled by adults, society and the media?

What are the consequences of these labels?

How can stereotypes be challenged?

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Decision Making

My career-related decision is: ……

<table>
<tr><td>

What information do I need before I can make my decision?

</td></tr>
<tr><td>

What factors will influence my choice?

</td></tr>
<tr><td>

Who can help me make my decision?

</td></tr>
</table>

My Action Plan

What I will do	When I will do it	What it will achieve	What I need to do this

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Careers for the Future

Use the table below to sort the jobs into categories.

Past/Rare Jobs	Present Jobs at Risk
Present Jobs Thought to be Safe	**Future Careers**

What skills will be needed to be successful in Future Careers?

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Work Experience Diary

Employer:	
Dates of work experience:	

	Tasks I completed today	Something new I learned today	Something I found difficult today	Skills I used today
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				

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My CV

Use this template to create your own CV on the computer. Print it off and stick it on this page.

<div align="center">

Name
Email address
Mobile Number
Address

</div>

Brief personal statement listing your key skills and qualities.

Educational History
    List the name of the school on the left hand side and the dates you attended on the right hand side.

Qualifications achieved / Predicted grades
    Include school related achievements and positions of responsibility you have held.

Experience
    Experience includes paid and unpaid work and could include:
-   Work experience
-   Part or full time jobs
-   Volunteering (including Duke of Edinburgh
-   Positions of responsibility

Skills
    Which essential skills do you possess? Give examples of how you have demonstrated these skills, at school and in your wider life.

Hobbies/Interests

Referees
    Academic referee
    Referee from outside of school

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Aptitudes

Note any of your own career ideas Include careers you have considered prior to completing the Aptitudes assessment.
What does your aptitude profile tell you about where your strengths lie? Go to the **About Me** area of your Morrisby account and select **Aptitudes** if you need a reminder.
What does your interests profile tell you about your main career preferences, work style and work place preferences?
Are there any surprises in your profile?
Do your career suggestions reflect any of your own career ideas? If your answer is NO can you work out why? Go to **My choices/Careers** for a reminder of your career suggestions
Are there any related careers in your suggestions that are similar to your own career ideas? If your answer is YES, note them below.
Now favourite any careers that appeal to you, either from your own suggestions or your own ideas. Favourite careers by clicking on the heart icon in your preferred careers. You can use **Search Careers** below **Best Matches** to find careers that have not been suggested.
Note down three careers that you want to investigate further. 　1. 　2. 　3.

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Options at 16

The career I have chosen to focus on is: ………………………………………………………………………………………………………

Which options at 16 are possible routes to your chosen career?

A Levels/IB?   **YES/NO**
More detail (including any subjects required for entry)

BTECs/T Levels   **YES/NO**
More detail (including any subjects required for entry)

Apprenticeships   **YES/NO**
More detail (including any subjects required for entry)

What is your preferred learning style?

Which of the following options at 16 are suited to your preferred learning style?

A Levels/IB?   **YES/NO**
More detail

BTECs/T Levels   **YES/NO**
More detail

Apprenticeships   **YES/NO**
More detail

Given your answers today and your own thoughts, which options at 16 will you consider and why?

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Apprenticeships

Use the table below to record the pros and cons of apprenticeships.

Pros	Cons

Research Task

Use the internet to research apprenticeships linked to your chosen career path. Use the space below to record key information about the apprenticeships available.

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Successful Interviews

How might you act differently in a one-to-one interview compared with a panel interview?
How might you act differently in a telephone interview compared with a face-to-face interview?

Preparing for an Interview

Use the table below to identify what actions you could take to prepare for an interview.

Research	Appearance and Presentation	Logistics

STAR INTERVIEW TECHNIQUE

S – SITUATION
Describe the situation you were in.

T – TASK
Describe the task you had to do.
Highlight.
- Challenges
- Constraints
- Deadlines
- Issues etc.

A – ACTION
Describe the Action you took.
Highlight.
- Teamwork
- Leadership
- Initiative
- Integrity etc.

R – RESULT
Describe the outcome of your actions.
Highlight.
- Achievements
- Improvements
- Cost Saving
- Delivery etc.

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Career Coaching Session 1

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 2

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 3

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 4

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 5

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 6

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 7

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 8

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 9

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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Career Coaching Session 10

Date	
Long term goals	
Short term goal	
Current situation	
Skill/knowledge gap	
Actions to take	
Resources to help	
Desired outcomes	
Evaluation (at next coaching session)	

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