



# **Careers Education, Information, Advice and Guidance 2024-2025**

**RGS' Careers Department:  
“National Centre of Excellence in Careers”**



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# CAREERS TEAM

## **A Warm welcome from the Careers Team!**

We are thrilled to announce that our school has achieved the prestigious status of “National Centre of Excellence in Careers”, awarded by Challenge Partners. This remarkable recognition highlights our commitment to providing outstanding all-round education for our students.

We believe that every student deserves the opportunity to explore their passions, develop essential skills, and chart a path towards a fulfilling and successful career. Our comprehensive career strategic plan is designed to provide our students with the necessary resources, guidance, and support to make informed decisions about their future careers. By aligning their interests, talents, and aspirations, we aim to empower them to thrive in an ever-evolving job market.

Throughout their time at RGS, students will have access to a wide range of career exploration opportunities. We will organise career assessments, invite guest speakers from various industries, facilitate challenges/competitions and develop workshops. These initiatives will expose them to diverse career options, helping them discover their true passions and interests.

We strongly believe in the importance of education as the foundation for career success. Our academic programmes are designed to provide students with a rigorous and well-rounded education, equipping them with essential knowledge and skills to prepare them for the world of work. Additionally, we integrate career-related education into our curriculum, giving access to our careers resources to provide them with a deeper understanding of different industries and professions.

Practical experience is invaluable in shaping a student's career path. To this end, we will establish partnerships with local businesses, organisations, and universities to provide opportunities such as work shadowing, insight events, hands-on projects and work experience. These experiences will allow students to apply their knowledge in real-world settings, build professional networks and gain a competitive edge.

Our career guidance services will play a pivotal role in empowering our students. We provide personalised guidance, assisting students in setting goals, developing career plans, and making informed decisions.

Our careers programme is carefully designed to align with the guidelines set forth by the Department for Education (DfE). We have taken into consideration the recommendations and requirements outlined by the DfE to ensure that our students receive a comprehensive and high-quality career education. By incorporating the DfE guidelines into our career strategic plan, we aim to provide our students with a well-rounded and impactful career development experience. Our programme addresses the key areas highlighted by the DfE, such as career exploration, education, experience, and empowerment, while also emphasising the importance of personalisation and tailored guidance. Furthermore, we regularly review and update our careers programme to stay up-to-date with any changes or revisions made by the DfE. This ensures that our students benefit from the most current and relevant Careers Education, Information, Advice and Guidance (CEIAG) available.

### **Mrs Sweta Thakrar – Careers Lead**



Mrs Thakrar [MSc, LSE] is the Careers Lead, heading up the Careers Department, working closely with pupils, parents, staff, volunteers and external parties. A qualified Psychologist with the British Psychological Society (including Level A & B Psychometric testing qualification), Mrs Thakrar also has a strong background in industry, having worked in student, graduate and experienced hires' recruitment across all vectors in global organisations (such as AOL, the NHS, Honeywell & KPMG) before entering education. She is a “Champion Careers Lead”, a title awarded to her by the Careers and Enterprise Company from the DfE. She often leads county meetings with Buckinghamshire schools sharing good practice in Careers Education, has written articles for the DfE about Careers Education and delivered national seminars in this field.



### **Ms Fiona Morley-Smith – Careers Administrator**

Mrs Morley-Smith worked in the corporate world as an Administrator and an Executive Assistant, before taking some time off to raise her 4 boys. She knows the RGS' environment really well as she is a parent of children who attend/have attended Bucks grammar schools.

## Introduction

RGS' Careers Education, Information, Advice and Guidance (CEIAG) Programme is a comprehensive and structured approach aimed at assisting pupils in exploring, planning and preparing for their future careers. It provides valuable guidance, resources and opportunities for pupils to make informed decisions about their career paths and develop the necessary skills and knowledge for success in the world of work.

1. **Careers Exploration:** The programme offers various activities and resources to help pupils explore different pathways and career options. These include careers fairs, guest speakers, work experience placements, workshops and access to online resources - [Unifrog](#) and psychometric assessment tools – [Morrisby](#).
2. **Career Guidance:** A trained Level 6 Careers Adviser is available to provide personalised guidance and support to pupils. They assist in identifying strengths, interests and goals, helping pupils to align their aspirations with suitable career paths.
3. **Education and Skill Development:** The programme provides relevant education and skill- building opportunities to equip students with the necessary competencies for their chosen pathways. This may involve workshops, classes on CV writing, interview skills, networking and professional etiquette.
4. **Work-Based Learning:** The programme facilitates real-world experiences for pupils, such as Work Shadowing/Work Experience placements, apprenticeship opportunities, volunteering ideas and insight events. These experiences allow pupils to apply their knowledge in practical settings, gain hands-on experience and build professional networks.
5. **Collaboration with Industry Partners:** The careers department establishes partnerships with businesses, organisations and industry professionals to provide pupils with insights into the current job market, industry trends and potential career pathways. This collaboration involves challenges pupils can take part in, guest lectures, visits and many more.
6. **Post-16 and Post-18 Preparation:** The programme assists pupils in navigating application processes, researching higher education options and understanding financial aid opportunities. It also provides guidance on alternative paths such as vocational training, T Levels or apprenticeships.
7. **Alumni Engagement:** RGS leverages the experiences and expertise of former pupils who have successfully embarked upon their next step journeys, Alumni are invited to share their paths, offer advice and serve as role-models.

In conclusion, RGS' CEIAG programme takes a holistic approach, addressing pupils' self-exploration, training and community engagement. By providing a wide range of opportunities and resources, we empower pupils to own their careers pathways and develop the necessary skills for success in their chosen fields. Our programme aims to create well-rounded individuals with a character that prepares them for the challenges of the future, equipped to lead fulfilling lives.

As such, a number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Examples are included in Implementation above and in our [Careers Programme](#).

## Monitoring and Evaluation

At RGS we believe it is very important to assess the impact of our careers programme. We do this in a number of ways:

Destination Data: we identify and analyse the destinations of our Year 11 and Year 13 pupils, taking into consideration their prior attainment and noting any new trends that emerge.

Audit/Survey: we are keen to get the views of pupils regarding the CEIAG activities they have received. In the summer term we ask all year groups to complete an online audit/survey to give their overall feedback and assessment on the programme that year.

Student Careers Leaders: we have a number of Careers Prefects (Year 13) and Careers Champions (Year 7 to Year 12) that serve as the “student voice” for all things careers. The Careers Lead meets with them on a frequent basis using them as focus group, listening to their feedback, making sure recalibration of the programme occurs where needed. These pupils also join county meetings with other schools in Buckinghamshire along with the Careers Lead, sharing good practice and opportunities that allow cross-pollination.

Parent/Carers: we value feedback on how impactful they feel the careers activities of their children have been and how supported they have felt in aiding their children in career decisions. This information is received through audit/surveys sent to them.

Employers: after each event employers support us on, they are asked for feedback that helps us understand the value of our programme with our key stakeholders and general assessments of the events themselves. These include talks, workshops, competitions, work experience programmes, mock interviews, amongst others.

Event Feedback: after key careers activities, pupils are asked to provide feedback via forms.

## Personal Guidance

Personal guidance interviews are organised by Mrs Thakrar and Ms Morley-Smith. Year 11 (early in the school year) and Year 12 (towards the end of the school year) pupils are prioritised to help them during key decision-making points of their school journey.

SEND students and those on free school meals (Pupil Premium) are also given priority to make sure they get the support they need in critical junctures of their educational journey.

The personal guidance interviews include information about the full range of education and training options, including apprenticeships and other vocational pathways, enabling pupils to have a wider view of the different pathways available to them, addressing each of their individual needs.

Pupils can request a personal guidance interview with our external careers adviser by contacting Mrs Thakrar.

# Apprenticeships

- An apprenticeship is a real job: available to individuals aged 16+ (with no upper age limit), and apprentices are typically employed for at least 30 hours per week.
- Apprentices are paid a salary: All apprentices will earn a salary of at least the National Minimum Wage for apprentices which is currently £6.40\* per hour. Many employers pay more!
- Apprenticeships last a minimum of 12 months: Most apprenticeships take between 1 - 4 years to complete. It will depend on the level and delivery model of the apprenticeship.
- Apprenticeships range from Level 2 to Level 7: There are apprenticeships at levels equivalent to GCSEs right up to Master's level and you can now achieve a degree through an apprenticeship.
- Apprentices do not pay for their training: All apprenticeship costs are paid for by the employer and/or the government meaning that an apprentice will never have to pay for their training.
- Apprentices will receive paid off-the-job learning: The equivalent of 6 hours per week of an apprentice's paid time will be spent undertaking off-the-job learning, gaining valuable skills and qualifications.
- Apprentices will spend the majority of their time on-the-job: Most of an apprentice's paid time will be spent on-the-job, working with colleagues to learn new skills and gain experience of the workplace.
- There are thousands of apprenticeships in more than 170 industries: New apprenticeships are advertised each week covering a wide range of job roles. You will be amazed at the variety and breadth available!

# What are Degree/Higher Apprenticeships?

Degree/Higher Apprenticeships are gaining popularity at RGS. What are they? See the information below from [Amazing Apprenticeships](#)

- Degree apprenticeships are exactly what they say - an apprenticeship programme that leads to a full degree level qualification. This could be a bachelor's or master's degree, or an equivalent professional qualification.
- Who are they for? Degree apprenticeships can be for new recruits into apprenticeships (for example, those leaving school) or they can be for an existing employee who is looking to upskill or retrain in their job role.
- How long do they take to complete? Degree apprenticeships will typically take between 2 - 6 years to complete, depending on the level and programme. The apprentice will split their time between working and studying with a training provider.
- How much do they cost? The apprentice will not be required to pay towards the cost of the training, this will be funded by the employer and/or government. The apprentice will earn a salary throughout their apprenticeship, which means they are being paid to learn and will not incur student fees.
- How do you find a degree apprenticeship? Degree apprenticeships are still relatively new and the number of vacancies is expected to increase each year.

Top places to look include:

- <https://www.gov.uk/apply-apprenticeship>
- <https://amazingapprenticeships.com/higher-degree-listing/>
- <https://careerfinder.ucas.com/>
- What else happens if I don't finish the apprenticeship? Do I have to pay the fees back? No, the apprentice will never be expected to pay back the apprenticeship training costs.
- Do employers value degree apprentices as highly as they value a traditional degree? Yes! Employers really value degree apprenticeships because you will be applying what you learn immediately in the workplace and helping to introduce and suggest new ideas and approaches.
- Do apprentices get a social life? Of course! You get the benefits of meeting new people at your workplace and through your training provider. There are also many networks you can join as an apprentice to meet others as well as applying for an NUS Apprentice Extra Card to access fantastic discounts and benefits.
- Is a degree apprenticeship a real degree? Yes - it is exactly the same degree that you would study full-time, except it will be studied in a different way and your apprenticeship may also include additional qualifications and/or professional accreditation.
- Do I apply to the employer or the university? Firstly, you will need to secure an apprenticeship with an employer, and they will decide which training provider is best suited to the needs of their business. Depending on which training provider they are using, there could be additional applications or assessments that you will need to undertake.

## Parent Zone

This section of the website is aimed at helping parents/guardians source information to support their children.

To view the full range of careers activities that your child will experience whilst at RGS click [here](#).

### **Psychometric Testing**

RGS partners with [Morrisby](#) to offer an opportunity for our pupils to undergo psychometric testing - called Morrisby Profile - which will help them think about their future choices. Pupils from Years 10-13 can sign up to complete a Morrisby assessment.

Below you will find three sections: information about education options, types of jobs and local opportunities.

### **Education Options**

There is a variety of educational routes available to pupils when they leave RGS.

Click each button below to find out more:

- Apprenticeships:

<https://www.gov.uk/apply-apprenticeship>

- Further Education:

[Further education courses and funding: Find a course - GOV.UK \(www.gov.uk\)](#)

- Local 6th Forms:

[All schools and colleges in Buckinghamshire - GOV.UK - Find and compare schools in England](#)  
(<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/>)

- University:

<https://www.ucas.com/>

### **Types of jobs:**

Pupils who have an idea of where they want to be in the future may find it easier to plan their next steps more easily. To help students and parents to get an understanding of what types of jobs are out there, we would suggest looking at a number of these websites:

<https://www.unifrog.org/> (All pupils at RGS have access to this one-stop universal careers and next steps platform, using their school email address)

<https://nationalcareers.service.gov.uk/>

<https://www.careerpilot.org.uk/>

### **Local Job Information:**

<https://bucksskillshub.org/media/800/Careers-in-Buckinghamshire-Booklet-min.pdf>

<https://bucksskillshub.org/educator/resources/buckinghamshire-local-skills-report>

<https://careerslondon.org/LMI-London>



**Get involved:**

RGS is always keen to welcome parents who would like to support our careers programme. If you or your organisation would like to get involved by delivering talks, workshops, sponsoring events, or in any other way, please contact Mrs Thakrar on [careers@rgshw.com](mailto:careers@rgshw.com).

Follow the RGS Careers Department on [X](#) and on [Instagram](#).

## Pupil Zone

Our aim is that our pupils have a truly successful and rewarding future after RGS. With that in mind, during your time here, you will take part in a number of careers activities to help complement your academic attainment. Please click [here](#) for the full Careers Programme.

All pupils from Years 7-13 have access to [Unifrog](#), a universal careers and next steps platform, to help you explore pathways and research options for your future. You will have workshops on how to use [Unifrog](#) and will also be encouraged to track all your activities on the platform, in order to have a holistic view of your all-round experience. Through [Unifrog](#), you can also sign up to MOOCs (Massive Online Open Courses), webinars, and work experience opportunities.

### **Some other useful links about the world of work are:**

<https://buckskillshub.org/>

[Watch Videos About Jobs](#)

[Learn About the 350 Jobs in the NHS](#)

[Take This Quiz to Find Jobs Suited to You](#)

<https://buckskillshub.org/media/800/Careers-in-Buckinghamshire-Booklet-min.pdf>

<https://buckskillshub.org/educator/resources/buckinghamshire-local-skills-report>

<https://careerslondon.org/LMI-London>

### **Find out about courses and pathways:**

[What each qualification means](#)

<https://www.futurelearn.com/courses/career-planning-and-your-degree>

[Further education courses and funding: Find a course - GOV.UK \(www.gov.uk\)](#)

<https://www.gov.uk/school-performance-tables>

[Apprenticeships](#)

[University](#)

[Compare Universities](#)

[Russell Group Universities](#)

### **Build your skills and strengths:**

[Skills Employers Want](#)

[Creativity and Entrepreneurship](#)

[Massive Online Open Courses \(MOOCs\)](#)

**Work Experience websites:**

[www.investin.org](http://www.investin.org) (students pay for this but use RGS HW10 for a 10% discount code)

<https://amplifyme.com/> (students pay for this as well)

<https://www.springpod.com/>

<https://www.speakersforschools.org/>

<https://young-professionals.uk/>

<https://pathwayctm.com/events/>

<https://www.theforage.com/>

<https://www.thebrokerage.org.uk/>

<https://bucksskillshub.org/work-experience>

Please contact Mrs Thakrar for any advice relating to Careers and Next Steps.

Follow the RGS Careers Department on [X](#) and on [Instagram](#).

# Employer Zone

## Help RGS inspire the next generation!

We are always looking to partner with employers and organisations who will help us give flavour and context to our careers programme. We are really proud of our employer connections who help us meet the 8 Gatsby Benchmarks <https://www.careersandenterprise.co.uk/careers-leaders/gatsby-benchmarks/>, in fun, practical ways, which have meaning and impact both to pupils and employers.

Our employer connections help with delivering talks, running enterprise days, doing workshops with our pupils (in areas such as skill-building, interviews, STEM), work-related learning events, trips, work experience opportunities and much more.

We also have a strong link with the [Buckinghamshire Skills Hub](#), working very closely with our Enterprise Coordinator, Susannah Edwards, our link to the county and the DfE.

Our two Enterprise Advisors, Zitah McMillan and Alistair Antoine also work strategically with the Careers Team to progress RGS' Careers Provision.

[Zitah McMillan](#) has an extensive background in Communications directorship roles, with expertise in cutting-edge FinTech and AI sectors. She brings exponential expertise in branding, high performance, engagement and partnership; all key skill areas for pupils to leverage from.

[Alistair Antoine](#) has a track-record in delivering talent, skills, innovation and forward-thinking People Strategies, all very important when looking at upskilling our pupils. His background in tech and the digital world is also a huge contributor to a provision focusing on futures.

Our Careers-Link Governor, Dr Martin Goodier, is also a key stakeholder in our careers provision. He not only has the experience of working in industry in the past, but is also now working in education, as a teacher at our school and managing careers-related [Young Enterprise](#) teams at RGS. He brings a wealth of knowledge and skills that give him a coaching role with our pupils in entrepreneurship.

Please contact Mrs Thakrar on [careers@rgshw.com](mailto:careers@rgshw.com) if you would like to be involved in our careers provision.

## What to expect

As an employer, if you would like to use your outreach/CSR services to help contribute RGS' careers provision, we would love to hear from you! Getting involved with our school will allow you to have an influence on the future workforce, by inspiring young minds. Through this, you will develop new skills for your staff and also forge close links to the community, serving as positive role-models for a future talent pipeline, raising brand-awareness of your organisation at the same time.

We will support you throughout your visit to RGS. Our Careers Lead is Mrs Thakrar ([careers@rgshw.com](mailto:careers@rgshw.com)) and she will:

- Be your main point of contact for all queries
- Provide information/scope/help target any interactions you offer to the School
- Share logistical information about your visit (parking, venue, audience, IT)
- Make you aware of any safeguarding guidelines
- Listen to your feedback and ensure processes are changed where necessary
- With your permission, publicly thank you on school communications and socials
- Keep in touch and include you at future events if you are happy for us to do so

Follow the RGS Careers Department on [X](#) and on [Instagram](#).

## Alumni Zone

At RGS we are always very keen to reconnect with ex-pupils. Do sign up to our [Alumni Portal](#) to keep in touch with us.

Alumni are a great source of relatable inspiration, serving as role-models for our pupils. We celebrate their achievements and experiences by inviting them in to share their next steps after leaving RGS.

Please do get in touch with our Careers Lead, Mrs Thakrar [careers@rgshw.com](mailto:careers@rgshw.com) if you would like to return to school to share some words of wisdom with the next generation!

Follow the RGS Careers Department on [X](#) and on [Instagram](#).

For further information on RGS' Careers Department please contact Mrs Thakrar (Careers Lead) or Ms Morley-Smith (Careers Administrator) on [careers@rgshw.com](mailto:careers@rgshw.com) or 01494 524955.