

Information, Advice and Guidance

Manor Community College

The following events take place during the Academic Year:

September – Post 16 Options Evening.

Parents/carers and students are invited to listen to a presentation on the options open to students at the end of year 11. This includes options for all levels from foundation to Level 3, students are given advice on the level of qualification they are studying and the opportunities that this will then lead onto. Students are given advice on who to seek out for further information. All local 6th form colleges attend where students are given the opportunity to pick up a prospectus and to ask general queries.

1:1 Interviews

Students are given the opportunity to have a one to one interview with a personal adviser from Connexions. They have at least one interview during year 10 and two interviews during year 11. Students are given the chance to explore the options open to them at the end of Year 11, to explore their career ideas, to discuss what options are open to them at the end of the course, be it further study, higher education or employment. For students wishing to go onto Higher Education they are given the opportunity to look at UCAS and given some basic advice on researching Degree courses.

For some students during Year 11 they have had more interviews than the prescribed amount. One student has had three weekly appointments since Christmas. One student has had five interviews, three students have had four interviews and 10 students have had three interviews. Access to see the Personal Adviser is either on a needs basis identified by school or by the students themselves. All students have been given a contact mobile number to ask further questions of the personal adviser during the Summer Term and upto October half-term of year 12 if they need advice or guidance.

Group Sessions

A level talk (Summer Term for Year 10 Students)

For students who have been identified as possible 5 GCSE C+ they are given a one hour talk on studying A levels, this is a session where students participate in small groups and answer a quiz, they are given a question and answer session on A levels, how they are studied, the difference between an AS and A2 course and how when amalgamated become an A Level course, students are told about their options for the end of the AS course and routes after this. Students are given the opportunity to look at UCAS and are shown how to use the site.

National Diploma talk (Summer Term for Year 10 Students)

For students who have been identified as possible 5 GCSE C+ they are given a 30 minute talk on studying National Diplomas, this is a session where students participate in small groups and answer a quiz, they are given a question and answer session on what is a National Diploma, differences between 12 and 18 unit course, how to combine with A S levels, how they are studied, the pros and cons of studying this course.

Students are told about their options for the end of the AS course and routes after this. Students are given the opportunity to look at UCAS and are shown how to use the site.

Apprenticeship talk (Winter Term for Year 11 Students)

A 30 minute talk is given to students who have shown an interest in applying for an Apprenticeship. Students are given advice on updating their cv, given leaflets on how to write speculative letters to employers, shown how to use the site Apprenticeship online and the local Connexions site Purple Pigeon. Students are then seen once a fortnight during form time to review progress, to re visit the site and to be encouraged to maintain their motivation. For students who have not been successful in securing a placement they are offered appointments during the Summer Term at the local Connexions office.

Careers Fair (Autumn Term – Years 10 & 11)

This year for the first time a Careers Fair was held for years 10 and 11. It was identified that students aspirations were too limited. Local and National employers were invited to encourage students to see opportunities that they had previously dismissed. Students were given a sheet to complete and had to ask questions of the employer to encourage dialogue.

Pathfinder sessions in Library (Spring Term for Year 9 Students)

Once the students have completed their pathfinder questionnaire they have a half hour session in the library. This includes information on how the library is set out, they are shown where the Connexions section is and are shown how to use the classification system. Students then complete a lesson on their career ideas, the lifepath to date, important factors and to identify their long term goals. They have to think about their strengths and weaknesses and identify people who influence their decisions.

CV Writing (Spring Term for Year 10 Students)

All students in Year 10 during Citizenship are given two lessons on how to write a cv, advice on layout, what to include, tips on words to use and during these sessions each individual has one to one time with the personal adviser on feedback on their progress. This is then used by students when applying for Work Experience.

College Taster sessions (Summer Term Year 10 students)

Students who are interested in attending Long Rd and Hills Road will have the opportunity to study for a day at these colleges. They will have the opportunity to attend some lessons, will spend a day with students already at the college to gain valuable insight into college life, the expectations of students and to see for themselves what it really is like.

Next year we are planning to expand this to Cambridge Regional College and are hoping that other 6th form colleges will give students this opportunity.

Wood Green Careers Fair (Autumn 2009 for Years 10 & 11)

Due to the success of our local careers fair students will be given the opportunity to attend a much bigger event with a broader range of employers and further education establishments to help them have a wider understanding of the options open to them at the end of Year 11.