



FUTURES POLICY

Aims

To ensure that every student understands and can benefit fully from the relevant administrative systems and the guidance and advice available at each stage of their progress from Year 7 to Year 13.

Staffing (currently both the roles outlined below are the responsibility of one member of staff)

Futures Coordinator

1. Head of Futures – responsible for Higher Education and UCAS advice in the Sixth Form. With support from Oxbridge advisor, Medic advisor and Sixth Form team.

- 1.1. Contacts students to ascertain post 18 intentions and shares with relevant staff.
- 1.2. Organises a team of referees to write all UCAS References; all Oxbridge candidates' references are written by the Assistant Principal (Training, Development and Engagement). Arranges internal and external interviews for Oxbridge candidates. All medicine and veterinary science applications written by the Medic Advisor. Conservatoire references written by the Director of Music, Musical Theatre (early applicants written by the Head of Drama). Other applicants assigned to relevant teachers.
- 1.3. Provides full training to staff and students for access to the Unifrog platform and UCAS website for researching and applying to courses and tracking progress. Futures Day organised for students to access UCAS and developed into workshops with Admission Officers, employers and subject specialists according to student aspirations.
- 1.4. Organises, with collaboration with the Head of Sixth Form, the Higher Education and Careers advice through a programme of timetabled lessons, collapsed timetable time and evening meetings.
- 1.5. Organises the colloquium on Higher Education (Year 12) with opposite number at Ladies' College: An evening for parents and students with speakers from Universities and the States of Guernsey Education Department (Finance office), coinciding with the States' HE Convention, is coordinated by the UCAS Coordinators of Elizabeth and the Ladies' Colleges.
- 1.6. Distribution of opportunities for training and revision programmes, bursaries and employment opportunities linked to students and parents. Future aspiration database used to target students with specific advertisements.

2. Head of Futures – responsible for a programme of careers advice for Years 7-13 in collaboration with the Head of Wellbeing.

- 2.1. Liaises with Head of Well-Being and Deputy Head of Sixth Form to arrange careers related input in the Wellbeing/Enrichment programmes.
- 2.2. Responsible for organising Year 12 Work Experience advice for all students, and links with outside agencies. Includes liaison with Guernsey Work Experience and training students and staff on the GWex portal and overseeing progress. Responsible for arranging on-site visits to



students on work experience by staff. Responsible for administration linked to GWex with support from IT and the Sixth Form Team.

- 2.3. Work Experience: All Year 12 students complete a week of work experience in the end of year Investigation and Discovery week. Students taking part in other college activities supported in sourcing independent placements during the holidays.
- 2.4. Responsible, in liaison with opposite number at Ladies' College, for Year 12 Careers Fair in the Michaelmas Term.
- 2.5. Liaison with the Armed Services: Head of Futures coordinates the visits of the three Services' Liaison Officers and supports the applications of the student candidates.
- 2.6. Morrisby tests: Are offered to the students at a subsidised rate and administered by a visiting consultant, with voluntary individual follow-up interviews. The arrangements are overseen by the Head of Futures.
- 2.7. The States of Guernsey Careers Fair: Communication sent to parents of students in Years 10 and 11 to visit this annual event is coordinated by the Head of Futures.
- 2.8. States of Guernsey Careers Service: Good relations are maintained by the Head of Futures through attendance at monthly meetings, and by facilitating the visits of their Careers Advisors to Wellbeing classes (especially Years 9 and 11).
- 2.9. Distribution of marketing for career opportunities on island. Database set up on Firefly.

3. In addition to these two post holders, other members of the teaching staff support the Careers & HE programme as follows:-

- 3.1 The Assistant Principal (Head of Sixth Form). Supports the development of the futures programme in Sixth Form and line manages the futures programme across the college.
- 3.2 The Assistant Principal (Training, Development & Engagement): Advises candidates and their parents for Oxford and Cambridge applicants in collaboration with HE Coordinator and writes their UCAS references.
- 3.3 Sixth Form Year Head: Shares the writing of the remaining UCAS references with the UCAS Coordinator, subject specialists and form tutors.
- 3.4 Sixth Form Tutors and Enrichment Teachers: Advise and assist their students in the writing of Personal Statements, and making good choices of University and course. Write UCAS references.
- 3.4 Vice-Principal(academic): Organises the preparation and distribution of information about Option Choices for GCSE courses (to Year 9) and for GCE (to Year 11). Arranges interviews for all Year 9 and 11 students to discuss their choices.
- 3.5 Vice Principal (academic) tracks documentation regarding applications to Sixth Form College and College of Further Education and ensures that counselling is given as necessary.
- 3.6 Year 7 – 11 Year Heads: Monitor the progress of their students in making wise, informed choices about Options and future career paths, keeping a record for filing and passing on to the next Head of Year.

- 3.7 Wellbeing (PSHCE) HoD: Organises the inclusion of careers advice and subject option advice in the Wellbeing programme.
- 3.1 Wellbeing Tutors: Inform students in Wellbeing sessions of the opportunities available for research into career choices both in-house and locally, as directed by the schemes of work and lesson plans provided by the HoD.