



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. Higher Education Coordinator – responsible for Higher Education and UCAS advice in the Sixth Form.**
 - 1.1. Advises candidates for medical, dentistry and veterinary courses and ensures their UCAS references are written by an appropriate member of staff.
 - 1.2. Organises a team of referees to write other UCAS References; all Oxbridge candidates' references are written by the Assistant Principal (Training, Development and Engagement). Arranges internal and external interviews for Oxbridge candidates.
 - 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.
 - 1.4. Writes a proportion of the remaining UCAS references relevant to subject expertise.
 - 1.5. 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.
 - 1.6. 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.
 - 1.7. Distribution of opportunities for training (Headstart), revision programmes, bursaries and updates linked to HE to students and parents.

- 2. Careers Officer – 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 to arrange careers related input in the Wellbeing/Enrichment programmes.
 - 2.2. Responsible for organising Year 12 Work Experience and Young Enterprise careers 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.



- 2.3. Responsible, in liaison with opposite number at Ladies' College, for Year 12 Careers Fair in the Michaelmas Term.
 - 2.4. Liaison with the Armed Services: The Careers Officer coordinates the visits of the three Services' Liaison Officers and supports the applications of the student candidates.
 - 2.5. 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 Careers Officer.
 - 2.6. Applications from College students for post-16 courses at the States of Guernsey Sixth Form Centre (Grammar School) and College of Further Education:- Documentation is channelled via the Careers Officer and Head of Year 11 who ensures that applications are duly processed, and that counselling is given as necessary.
 - 2.7. Management Shadowing (a local scheme operated in partnership between the States of Guernsey Education Department and the local branch of the Institute of Directors):- Arrangements are supervised by the Careers Officer from the initial presentation by the IoD through to the placement of students in companies, and the final presentation of awards.
 - 2.8. Work Experience: All Year 12 students complete a week of work experience in the post-exams period in June. Students in other year groups who make their own arrangements will be advised if needed by the Careers Officer.
 - 2.9. Young Enterprise Scheme: Arrangements for involving students are overseen by the Careers Officer. Includes arranging the initial presentation by members of the YE board and involving students to share experiences and advice.
 - 2.10. The States of Guernsey Careers Fair: Arrangements for Years 10 and 11 to visit this annual event are coordinated by the Careers Officer.
 - 2.11. Army Team Training and Challenge Days: Whenever possible these opportunities are made available to students in Years 9 and 10 through liaison between the Careers Officer and the Army District C.O.'s staff.
 - 2.12. States of Guernsey Careers Service: Good relations are maintained by the Careers Officer through attendance at monthly meetings, and by facilitating the visits of their Careers Advisors to Wellbeing classes (especially Years 9 and 11).
 - 2.13. Distribution of marketing for career opportunities on island.
- 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: 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 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.
- 3.6 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.