

## **STUDENTS**

Careers education includes any learning or experiences relating to education, training and employment after you leave high school.

**Careers Lead** – Mr Williams, Assistant Head teacher

This is the person who co-ordinates the careers curriculum in school and organises careers events, visits and experiences. Mr Williams can be found in the Deputy Head's office near room 4.

**Careers Advisor(s)** – John Plaiter, Eleanor Willett - Connexions

A careers advisor is an independent advisor who works with individual students to discuss and plan career options and pathways. They are in school on Tuesdays and Thursdays and are based in the Connexions office in Student Services. They can be contacted on [careersadvisors@salehighschool.org.uk](mailto:careersadvisors@salehighschool.org.uk)

### **Careers Advice and Guidance in School**

You will have at least one appointment with a school careers advisor during key stage 3 and key stage 4

Year 11s are prioritised for appointments with a careers advisor during the first term of every year.

Students from any year can request appointments with a careers advisor at any time. You can also arrange for your parents to attend appointments.

In addition to the careers advisor there is a careers section in the school library, which you can visit at break, lunch or after school. You can also speak to any member of staff, including your teachers and form tutor for guidance and advice.

# xello

All of our students are registered to access **Xello**, an online program on the GMACS (Greater Manchester and Careers Service) platform. **Xello** is an engaging and interactive program that prepares students for post-secondary success in academics, careers and life.

The Xello link and login details are as follows:

<https://gmacs.login.xello.co.uk/>

Username: First letter of First name (capital), Surname (starting with a capital) For example: Richard Smith would be RSmith

Password: you will be told to change the password to your usual school password when you first signup

### **Access to records of careers and enterprise experiences**

We hold detailed records of student participation in careers events and activities, and employer encounters on Compass+, an online planning and monitoring tool provided by the Careers and Enterprise Company.

Pupils or parents/carers can request a copy of their individual participation record at any time by dropping into the Connexions office and speaking to our careers advisors, or by emailing

[jwilliams@salehighschool.org.uk](mailto:jwilliams@salehighschool.org.uk) or [info@salehighschool.org.uk](mailto:info@salehighschool.org.uk).

From September 2022 our pupils will also be making use of the GMACS website and the careers platform Xello to research careers, skills and post 16 / 18 opportunities – on this platform they have the responsibility to add their employer encounters and reflect on them. We recommend that parents log in with their child at home to support their exploration of careers and future opportunities.

## **Qualifications and Pathways**

During Year 9 you will make your GCSE option choices.

For more information visit the school website: <https://salehighschool.org.uk/students/year-9/>

## **Apprenticeships**

Apprenticeships are an increasingly attractive option to young people post 16. Whilst apprenticeships have often been associated with traditional trades such as plumbing, joinery and electrician in the past, they are now available in many sectors and industries, including accountancy, legal, advertising, childcare, construction and many more.

Apprenticeships involve a combination of work-based training and experience with a business or company, and classroom-based learning with a training provider such as a post-16 college.

Key things to know about apprenticeships:

- Learning time split between employer and training provider
- Apprenticeships are paid
- Available at different levels
- Some apprenticeships can now be pursued to degree level
- Many apprenticeships lead to an offer of employment
- Apprentices are subject to high standards and expectations of attendance and conduct

More and more apprenticeship opportunities are created every year and they are in high demand. The application process is competitive and should not be seen as an easy option.

The school will communicate any apprenticeship opportunities we are made aware of to ALL students and parents.

If you are interested in trade apprenticeships such as plumbing, plastering, mechanics, engineering and electrical, you can visit The Growth Company Skills Centre, an apprenticeship training provider in Salford. Please see the careers advisor or careers lead in school for more information.

As part of our assembly programme, The Growth Company delivers talks in Years 10 and 11 about apprenticeships in general and the application process. They are also invited into school to run drop in sessions.

The school also invites companies representing a range of industries and sectors to present in assemblies, including information on apprenticeship pathways where applicable.

For more information on apprenticeships visit the following websites:

<https://amazingapprenticeships.com/apprenticeships/>

<https://www.gov.uk/topic/further-education-skills/apprenticeships> This website provides lot of information about apprenticeships

<https://www.gov.uk/apply-apprenticeship> Use this website to search for apprenticeships in your area

<https://www.gceducationandskills.ac.uk/apprenticeships/> provides useful information and you can search for vacancies

<https://www.notgoingtouni.co.uk/apprenticeships-223>

## **Year 11**

In the first half-term of Year 11 you will attend assemblies delivered by local colleges and sixth-forms in our area, including Loreto, Xavarian, Trafford College and Manchester College. These institutions are also invited to all Welcome, Information and Parents' Evening events across the year. We will give you information from other education providers, including a comprehensive list of open day/evening events in Trafford.

We recommend that you apply to at least two college/sixth-forms or other training providers. If you are planning to apply for an apprenticeship (see below for further information) you should also apply to at least one college or sixth form.

Whilst dates vary year to year, the following is a useful guide to the post 16 application process in Year 11:

September/October:

- College and 6<sup>th</sup> form assemblies in school; Open evenings and taster days at colleges and sixth forms
- Year 11 Welcome Evening – a range of colleges, sixth forms and other training providers will attend
- Tutors support the writing of applications and personal statements during form time

December

- College and sixth form applications submitted to our Careers Advisors or the main office by mid December. The school will complete the attendance and predicted grade sections, attach references and send to the college or sixth form

January onwards

- Conditional offers issued by colleges and sixth-forms (please be aware that each institution has its own process and timescale for processing applications. If you are concerned that you have not received an offer, please contact the admissions office of the college or sixth form or contact school)
- Invitations to taster days
- Interview appointments at some colleges/sixth-forms

August

- GCSE Results day – hopefully you will have achieved the results you need to secure a place at your chosen college, sixth-form or training provider. Staff will be on hand on results day and thereafter to offer support and guidance for any student who does not have a post-16 place

Please find the following links to colleges and sixth forms in our area:

<https://trafford.ac.uk/school-leavers> Trafford College

<https://www.tmc.ac.uk/> Manchester College

<http://www.xaverian.ac.uk/> Xaverian College

<https://www.loreto.ac.uk/> Loreto College

<https://www.salegrammar.co.uk/154/sixth-form> Sale Grammar Sixth Form

<https://www.altrinchamcollege.com/sixthform> Altrincham College of Arts Sixth Form

<http://www.bthcc.org.uk/sixthform/welcome-to-our-sixth-form/> Blessed Thomas Holford Catholic College,  
Sixth Form

<https://www.trinityhigh.com/sixth-form/> Trinity Church of England High School, Sixth Form