



Harlington School Careers Information for Parents & Carers

How can the Careers Team support me?

The careers team are always available to help you child explore your ambitions and next steps. They will hear from us in:

- PSHE lessons
- Group Guidance meetings in year 9.
- Individual guidance meetings in years 10-13.
- Special events and assemblies.

But most importantly, they can drop in to see us any time they need something. You'll find Ms Ogun and Ms Celebanska in the Careers room (opposite A4) and Mrs Stephens near A1. Should you need to contact us, you can do so by emailing us Careers@harlingtonschool.org or by calling 0208 569 1610

Essential Skills

Throughout our careers programme we focus on 8 essential skills which employees look for. You develop these skills all through school in your lessons and extra-curricular activities, but also in your personal life. It's really important to be able to talk about examples of times when you have shown these skills. We'll help you to think about this throughout the careers programme.

Personal Guidance

All our students are entitled to a 1-to-1 personal guidance appointment with our qualified careers advisor in year 11 and another in year 12. Some students might have an appointment earlier than that, or more than one appointment depending on individual needs. Guidance interviews are an opportunity for the student to explore career ideas and aspirations, discuss progression routes, as well as address any barriers they might be facing and receive information and advice that is tailored to their interests.

A personal guidance interview is a confidential opportunity for the student to speak to a trained guidance counsellor, as such parents and carers are not usually invited to attend this interview. However, if you would like to arrange an additional meeting for you to attend together with your child, please email Careers@harlingtonschool.org and we will be happy to arrange this. Students with an EHCP will also have a careers advisor present at their EHCP review meeting at key transition points.

Work Experience

We offer all our students the opportunity to find and complete a one-week work experience placement in year 12. Students are responsible for sourcing their own work experience placement, but we are able to access a small pool of placements, although these might be more general in nature. This is an important part of the process enabling them to develop their communication and organisation skills and build confidence. Students will be supported through this process in school by the careers team and their tutors. We appreciate your support in helping your child to secure a work experience opportunity, and your own networks and contacts will be a valuable resource for your child in this process.

Before students attend a work experience placement, we work with an organisation to conduct some simple health and safety, safeguarding and insurance checks. These checks are funded by Harlington School, but there may be a charge should your child not complete their placement. Further details about the process and access to support will be made available to parents during year 12.

Post-16 and Post-18 Routes

Moving on from school can be a daunting time for both students and parent/carers. Our students are well supported with information and guidance when it comes to making decisions about their Post-16 and Post-18 routes. We also offer parents information evenings or videos at key transition points to help you in your understanding of the decisions your child is making. Our Careers Team are available for you to speak to with any questions or concerns at parents' evenings, or at any time via email.

For information about your child's options post-16, please see the National Careers Service information. For students leaving Sixth Form, the UCAS website is an excellent resource.

For information about our own Sixth Form, please see the Sixth Form pages on our website. Applications for the sixth form take place in school between the Christmas and Easter of year 11.

Apprenticeships

Apprenticeships offer an alternative training route for school leavers either at age 16 or 18. These allow learners to begin work in a real job, and learn on the job spending 20% of their time working towards a qualification with a training provider. Apprenticeships are available in a huge and growing range of different vocational areas, and at all levels from intermediate (equivalent to GCSEs) right up to degree apprenticeships. To find out more about apprenticeships please visit [Amazing Apprenticeships](#) where you can also download a monthly Parent Pack with information and updates specifically aimed at parents and carers.

Labour Market Information (LMI)

To help students make informed decisions about their futures, our careers programme equips them to be able to find and make use of up to date information about the local labour market. LMI can help young people and their parents/carers to understand the salaries and promotion opportunities for different jobs, and the volume and location of vacancies across different sectors. Our online careers platform Unifog is a key source of LMI, but you will also find reliable and up to date LMI in the "Useful Links" listed below. The government also funds a high-quality service called "LMI for all"

which draws together official statistics and data to provide a current picture of the labour market in different sectors. This information can be accessed using this link <https://london-lmi.startprofile.com/page/regional-industries>

Useful links

www.unifrog.org.uk – Unifrog Careers Platform

<https://nationalcareers.service.gov.uk/> Careers information and advice

<https://www.bbc.co.uk/bitesize/careers> Careers information, top tips and information about the world of work

<https://amazingapprenticeships.com/> Information about Apprenticeships, Traineeships and T-Levels

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch> Current apprenticeship vacancies

<https://icould.com/> Careers videos, job information and personality quiz

<https://www.prospects.ac.uk/> Careers information and advice, specifically graduate jobs

<https://www.ucas.com/> Information about university courses and other post-18 routes

<https://london-lmi.startprofile.com/page/home-page> Click on Explore to see local Post-16 and Post-18 training and education providers