



The designated Head of Careers administers careers guidance with the assistance from subject staff, tutors and SMT and Principal.

The aim is to ensure that all pupils, in the course of their school career from S2 through to S6 pursue a meaningful programme that will best equip them for their post-school years.

The programme begins at S2 with the Second Year Course Choice Handbook.

This is in two sections, the first of which S2 parents receive in December/January. It contains information on effective course choice at S3. It also contains a copy of the Careers Guidance Programme from S2 to S6 and a preliminary list of entrance requirements for tertiary education.

The second section contains an explanation of the structure of Standard Grade/Intermediate 1&2 and course descriptions of all the subjects on offer.

There is also A Second Year Careers Programme Booklet which includes self-assessment material and a preliminary personal information questionnaire which the pupils complete after discussion with their parents. When this Careers Programme booklet is returned to school (approx two weeks after issue), their tutor will interview each S2 pupil. This Careers Programme return is retained in the pupil's personal file, which is maintained and processed as the pupil moves up through the school.

A Careers Conference takes place biennially in November of the Autumn Term for both pupils and their parents. Visiting professionals from a range of vocational areas, as well as representatives from FE Colleges and Universities, are in attendance to offer advice. A Careers Officer from the local Careers Service is also present to deal with specific enquiries.

Pupils from all years may use this conference.

At S3 level, we have frequent visits from the Armed Services who deliver group talks, followed by individual interviews for interested parties.

An Industry Awareness Day takes place in the Summer Term for S3 pupils. Representatives from various Industrial backgrounds act as group organisers to oversee pupils in their efforts to solve problems of an industrial nature.

All S3 pupils are interviewed by their tutors several times during the session, and their S2 Record File is updated and amended as appropriate.

Individual Career Interviews for S4 Pupils, conducted by the Head of Careers, take place in the Spring Term when the results of the Prelim Examinations are known. Record files are discussed and updated, Prelim performance is analysed and possible Higher choice noted. The S4 Work Experience Scheme is outlined and each pupil is issued with a 'Job Hunting Reference Card', which deals with Job applications, CV's and interview techniques.

The S4 Work Experience Week takes place during the last two weeks of the summer term. Letters go home in the Spring Term (March), explaining the Scheme and encouraging parents to motivate their sons/daughters to fulfil the requirements of the programme. Parents acknowledge receipt of the letter. The pupils are encouraged to find their own work experience, not with their parents. There is a Job Register of willing employers available but only after the pupils have made every reasonable effort and



failed to secure a placement. Letters are sent out to employers (June), including Insurance details and assessment sheets to be completed and returned to the school at the end of the Work Experience Week. Employers are asked to indicate if they are willing to add their names to the School Job Register.

Individual Interviews for S5 Pupils take place in the Autumn/Spring Terms. Record files are updated, Standard Grade results and progress with Higher Still Courses are discussed and any problems identified. Work Experience, both positive and negative aspects, is discussed and pupils are shown employers assessment sheets, which are retained for their records. Assistance is given with the UCAS Process as required, although the vast majority return for S6. In addition, all S5 pupils are given the opportunity of a Vocational Interview with a member of the Careers Service and individual plans of action are drawn up and information packs collated as appropriate.

Visiting speakers from the field of Higher Education offer presentations highlighting the demands of University life or to discuss the UCAS process. Pupils may attend University Open Days on request.

Course Finder 2000 is designed for S5&6 pupils, to give guidance in choosing the right degree course. The Course Finder computer system matches responses with its comprehensive degree course database and homes in on the degree courses, universities or colleges that seem most suitable. Each pupil then receives a comprehensive personal report detailing all this information. There is a charge for this service.

The programme for S6 is very similar to that for S5. Individual Interviews take place early in the Autumn Term and records are updated. Great emphasis is placed on the whole UCAS process and this period is one of significant pupil contact while application forms are being completed. The pupils are issued with a step-by-step guide on writing an effective UCAS personal statement and a selection of sample statements for guidance.

The Head of Careers also maintains a Careers Library, ensuring that materials are catalogued and kept reasonably up to date. All pupils are actively encouraged to make use of this facility. It contains many general reference texts and a wide range of Further Education and University Prospectuses covering institutions throughout the U.K.