

## **CAREERS EDUCATION AND GUIDANCE AT RANGE: INFORMATION FOR STUDENTS**

**Careers Education** has three strands:

### **Self-awareness and Development**

Careers Education helps you to learn the skills that you will need to make decisions about your future and also helps you to practise some of those skills. It is important to remember that most of the skills required for work are learned during the time that you are at school, through lessons in a variety of subjects, extra-curricular activities and activities and experiences which you have out of school. Sometimes, students do not realise what skills they have so Careers Education also helps you recognise what skills you have and to present those skills. It also helps you to consider what personal qualities you have that will be useful in further education and in the workplace.

### **Career Exploration**

During Careers Education lessons, you will learn to research different educational and career opportunities. You will do this by using a variety of different resources in school and, once you have done this, you will be able to access some of these resources at home. You will learn about what to look for when researching different courses and occupations. The resources which you will use will range from books and leaflets to websites.

### **Career Management**

Career management means managing your own Career decisions. This part of Careers Education brings together what you know about yourself and what you know about the world of work to enable you to make informed decisions about your future. An informed decision is one which is taken carefully after weighing up all the information available. Career management includes filling in application forms, writing CVs and interview skills – all the things you need to be able to do well in order to be successful in your applications for further study and work.

Careers Education takes place mainly on Citizenship Days but there are also other opportunities such as trips, talks and meetings which help different students to learn about opportunities available.

**Careers Guidance** is different from Careers Education in that it is usually more individualised. It takes place one-to-one or in small groups. A Careers Guidance meeting enables you to talk about your plans with a skilled and experienced Careers Adviser. It is important that you go to your Careers Guidance meeting equipped to be able to discuss your options, which is where the Careers Education programme comes in. By the time you have a Careers Guidance meeting, you should have developed an awareness of your skills and qualities and looked at some of the opportunities available to you. You should be able to talk about this in your meeting and it is also a good idea to take with you any questions you have following your research. All students will have a Careers Guidance interview in Year 11 but you do not have to wait until then – you can ask Ms Gooding at any time if you think that a Careers meeting will be useful to you.

