

The Careers Programme

What is the School's Careers Programme?

The School Careers programme is an integral part of the PHSE programme and consists of lessons, events and activities which are designed to achieve the learning outcomes recommended in the National Framework 11 -19 for Careers Education and Guidance in England which was issued by the Department for Education and Skills in March 2003. The School is a member of the Independent Schools Careers Organisation (ISCO) and has close links with the local careers service, Enterprise Careers which awarded the Department its Careers Excellence Award in 2002. This is subject to a re-assessment every three years and this will take place during 2005.

The Careers Department gives help in choosing subjects.

The Careers Department helps pupils to manage transition and change, working with subject specialists and pastoral staff in advising on option choices at GCSE, AS and A Level and contributing both to specialist option evenings for parents/guardians and daughters, and to the booklets describing subjects and possible combinations. Vocational Guidance Tests are arranged at the end of Year 10 and the results are incorporated into the individual interview and action plan which is produced for every pupil in Year 11. Pupils and their parents are warmly encouraged to consult Mrs Lipman, the Head of Careers about any individual concerns, and she also attends Parents Evenings from Year 9 upwards.

The Careers Department explains and develops careers skills.

Each pupil has a careers portfolio on the network to record evidence of their career preparation and planning for example through recording their experiences in Take Our Daughters to Work and on work experience. Careers information is widely available both in the Library and on the school network, and pupils are encouraged to develop the skills and resources which are necessary to progress their own careers for example through compiling a CV, preparing letters of application to employers and by accessing workplace contacts through using the School's database.

The Careers Department encourages contacts which will help in the future.....

The School makes full use of its position in the heart of the City to develop contacts with local employers, for example taking part in the inaugural work experience programmes run by JP Morgan and in a "Women in the City" programme run by Citibank. There is also an annual City Girls in the City programme which takes place in Year 10. The Bank of England, Herbert Smith, Lloyds of London, JP Morgan and Merrill Lynch were among the organisations who took part last year.

The Careers Department provides work related learning.....

All pupils take part in Young Engineers Day which takes place in Year 7, and in Take Our Daughters to Work Day which currently takes place in Year 9. At present there are proposals to bring this into a new Year 8 programme and to develop a fresh initiative for Year 9, which will include a leadership programme to follow up the School's 110th Anniversary "Women in Leadership" programme. A new development, City Girls in the Arts is at the planning stage. Each pupil undertakes a minimum of one week's work experience after their GCSEs and they are strongly encouraged to take part in Work Shadowing in Years 12 and 13. The School also arranges for groups of girls to visit work places most recently to the BBC, The Great Eastern Hotel and The Courts of Justice and many of the participants in the School's Speakers Programme discuss their own careers experiences. In addition areas as diverse as Engineering and the Environment, Art History, Psychiatry and TV production have been covered by representatives in a series of lunchtime meetings. However the event which leads to the largest and most diverse representation from amongst the school community is the biennial Careers Convention.

Here former pupils, parents, and numerous national and local organisations come together to offer pupils a unique insight into a huge range of possible careers with specialist sessions on careers in the arts, business, the media and science.

The Careers Department supports preparation for opportunities after School.....

The School produces its own Guide to Applying to Higher Education and it arranges an annual Higher Education evening which is attended by representatives from a large number of disciplines including Art and Music. Former sixth formers are invited each year to return to the school to share their experiences, and they also provide detailed written reports for pupils to consult. A further opportunity for present and past pupils to meet is provided by the Strawberry Teas which are held each year at Oxford and at Cambridge. In 2004 96% of the sixth form obtained entry to their first choice of university.

Where can I get help or book an appointment?

The Careers Office is in the Library. The appointment sheets are on the door.

WE NEED YOU ! Please help us to help you

Pupils! The Careers Department exists to help you. We want you to make full use of all its resources and even better, to contribute to and influence its activities. There is a Careers Committee made up of pupils from Year 9 upwards which meets regularly to make suggestions and to help plan careers events. If you would like to become involved please speak to Mrs Lipman or Miss Collins.

Parents! Many of you already give extremely valuable help through attending the Careers Convention, running workshops, and generally supporting careers events and this is enormously appreciated. We want to encourage even more of you to take part in this way and in particular if you are willing to come into School or to "host" a workplace visit to discuss your industry/profession/business/role with the girls please do contact Mrs Lipman or Miss Collins at the School.

(Email address lipmanc@clsg.org.uk / collinse@clsg.org.uk)

Old Girls! Many of you already give extremely valuable help through attending the Careers Convention, running workshops, and generally supporting careers events and this is enormously appreciated. We want to encourage even more of you to take part in this way and in particular if you are willing to come into School or to "host" a workplace visit to discuss your industry/profession/business/role with the girls please do contact Mrs Lipman or Miss Collins at the School.

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Who's Who in Careers

Mrs Lipman is Head of Careers – email lipmanc@clsg.org.uk Miss Collins is Assistant Head of Careers Mrs Gray is the Careers Consultant from Enterprise Careers – she is in school most Tuesdays Mr Darbyshire is the Regional Director of ISCO, the Independent Schools Careers Organisation. The ISCO website is www.isco.org.com for more information.

Work Related Learning – database of workplace contacts

Year 7 Young Engineers Day Year 8 Take Our Daughters to Work Day Year 9 Leadership Programme and City Girls in the Arts Year 10 Learning and Earning – City Girls in the City Year 11 Work Experience Year 12 Work Shadowing Year 13 Gap Year Placements