

Grays Convent High School - Supporting Pathways into Work for Young People.

Transferable skills and employability skills taught at Grays Convent School (we have students aged 11-16)

We follow the National Curriculum and therefore cover the following transferable skills particularly within PSHEC and Careers sessions. Students use the National Careers Service website.

- Communication
- Leadership
- Organisation
- Problem-solving
- Teamwork
- Using initiative
- Taking risks
- Adapting to change
- Handling uncertainty
- Financial capability
- Confidence
- IT skills
- Creativity
- Public speaking
- Negotiation

Employability skills

- Application of ICT
- Self-management
- Business awareness
- Problem-solving
- Communication
- Literacy
- Teamwork

These are embedded into most subjects i.e. in English, students prepare and deliver presentations taking into account the needs of the audience and in Mathematics students tackle real life financial problems.

In addition, as a faith school we carry out a considerable amount of charity work whereby students plan an activity, promote it and raise the money. They also plan and deliver Masses and Assemblies.

In terms of Careers Information and Guidance, we have an external Careers Adviser for 2 days per week. Students have experience of the following:

Year 8 – Initial thoughts about your future and possible careers.

Year 9 – Use of diagnostic careers software and advice regarding options. Personal careers interviews take place. Involvement in Thurrock's Next Top Boss.

Years 10 & 11– Personal interview by the external careers adviser, introduction to the National Careers Service, mock interview day and preparation of CVs (external local businessmen and business women interview our students), recognition of transferability of skills. All our Y10 students attend the Opportunity Thurrock event.

Work Experience

We do not currently have students participating in work experience due to the rise in the age that students can take up paid employment and the pressure to ensure all students achieve the best GCSE grades possible.

Duke of Edinburgh Award

We have a large number of participants who greatly benefit in term of their development of problem-solving and teambuilding skills. Many achieve Bronze Award and some go on to Silver.

Palmer's College – Supporting Pathways into Work for Young People.

Through the use of employability skills framework students are provided with the opportunity to develop their attitudes, skills, knowledge and experience in preparation for entering the workplace.

Attitudes

Self-perception - Motivation, confidence, positive attitude, self-belief, pride, positive body language, self-expression and willingness to learn. Opportunities to develop these skills are provided through activities such as: weekly tutorials, group events/activities, 1:1 meetings with tutors, preparation for employment workshops and briefing for students/parents, work experience, volunteering, mentoring programmes, and following the college behavioural policy – Respect, Effort, and Pride.

Attitude towards progression- demonstrating an understanding of career options, progression routes, and job roles that are connected to or relevant to vocational and academic subjects, showing aspiration, motivation to progress, setting career goals, enhanced awareness of job market, willingness to seek advice and guidance. Opportunities to develop these attitudes arise through careers events (internal and external) careers tutorial sessions, preparation for employment workshops and briefing for students/parents, work experience, volunteering, guest speaker programmes, industry visits. 1:1 meetings with careers staff and through the college Work Experience/Volunteering/Employer Engagement Team.

Skills:

Self-Management - skills including the ability to manage time effectively, dress and behave appropriately, accept responsibility, monitor and evaluate progress, set goals, be punctual and reliable, overcome challenges, take constructive feedback, demonstrate flexibility. Opportunities to progress these skills are provided through activities such as the college daily schedule, practical activities, preparation for employment workshops and briefing for students/parents, lessons, trips and visits, work experience, volunteering, 1:1 tutor mentoring, Student Support Services, Trips and visits, guest speakers, Your Life Fair.

Problem Solving Skills- use of creative thinking to develop solutions, generate ideas, analyse facts and situations, identify problems, find creative solutions, prioritise, plan, reflect and use initiative. Opportunities for development arise through team building activities, lesson activities, trips and visits, work experience, volunteering, meeting coursework deadlines, self-study, seeking help where appropriate.

Team working – demonstrating awareness and respect of others including the ability to listen, contribute and provide feedback, leadership, co-operation, negotiation, diplomacy, working towards a common goal, peer feedback and constructive feedback. Opportunities to develop these skills arise through lessons, workshops, practical team building activities, work experience, volunteering, Voluntary Service programme, clubs and activities, team games.

Knowledge

Practical use of Maths – able to represent, analyse and interpret a situation using maths including use of calculating, estimating quantities, relating numbers in a business context and applying formulae. Opportunities for development provided through workshops and competitions, tutorials and lessons highlighting the practical use of maths in the working world.

Practical use of ICT – Use of a range of ICT systems to find, select, develop and present and communicate information including use of word processing, spread sheet packages, the internet, file management, telephones and mobile devices. Opportunities for development include workshops, tutorials, use of ICT suite, production of coursework, tutorials and lessons highlighting the practical use of ICT in the working world.

Communication and literacy - communication skills including oral presentation, verbal understanding, following instructions, writing accurately, comprehension, writing clearly, presenting facts orderly and questioning. Opportunities for development include workshops, tutorials, team working activities, guest speaker and network meetings, preparation for employment workshops and briefing for students/parents, clubs and activities, team games, enterprise events, careers fairs (internal and external), CV workshops and 1:1 sessions, interview skills workshops and mock interviews, work shadowing, work experience, insight days, volunteering, Voluntary Service Programme, Your Life Fair, production of coursework, tutorials and lessons highlighting the practical use of literacy in the working world.

Business Awareness – understanding the key drivers for business success such as profit, recognising needs of customer, customer service. Opportunities provided through guest speaker events, workshops, careers events lessons, enterprise activities, preparation for employment workshops and briefing for students/parents.

Experience – Students have the opportunity to improve their attitudes, skills and knowledge through experience gained by participating in:

- Competitions
- Enterprise events
- Guest Speaker Programmes
- Lessons highlighting numeracy/literacy and employability skills
- Trips and visits
- Independent Volunteering opportunities (regular on-site presence of local volunteering agency)
- College Voluntary Service Programme
- Course related work experience programmes including 2 week placements/ one day per week placements/ ½ day placements/ holiday work experience programmes/ paid work during summer holiday period.
- Part-time jobs
- Internal and external Careers events
- Independent work experience opportunities
- Employability skills workshops

- Guided tutorials
- Team working events
- Preparation for employment workshops and briefing for students/parents
- Work shadowing and insight days
- Mentoring programmes
- Employer recruitment presentations and workshops