



Careers Provision
2025/26
Parent Handbook

COMPLETE
CAREERS



Careers Vision

“To empower and enable the students to be ambitious for themselves and their future. To establish the confidence and knowledge to make informed decisions, raise aspirations and increase social mobility”.

Key Staff and Roles

Name/Job	Contact	Role
Miss T Gallagher, RCDP Careers Lead and Advisor	Tracy.gallagher@havenhigh.net	Responsible for coordinating the whole school provision and personal careers guidance
Mrs Mitchell, RCDP External Careers Advisor	Contact school	Contracted to assist with personal guidance to Year 11 students

Key career dates for 2025/26

Activity	Dates
National Apprenticeship Week	9-13 February 2026
National Careers Week	2-6 March 2026
Careers assemblies	Week beginning 29 Sept, 19 Jan and 27 April
Year 9 GCSE options evening	5 March 2026
Year 10 Work Experience week	23 – 27 March 2026
Year 10 College taster day	26 June 2026
Year 11 1:1 Personal Guidance	September - April

Careers programme

Purpose and Aim

The aim of careers is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs.

Methods

The delivery of careers education, information, advice and guidance will achieve these goals by providing a range of opportunities that enhance the curriculum.

- Promoting awareness and understanding of self-awareness and skill sets.
- Promoting awareness and understanding of the workplace.
- Empowering students to plan and manage their own futures.
- Offering a responsive service that utilises IT and allows for face-to-face guidance.
- Relating skills, attitudes and knowledge learned in the classroom to the wider world.
- Developing personal and social skills.
- Providing informed and impartial guidance.
- Maintaining effective links with external support agencies and local businesses.

Delivery

Effective use of various delivery methods is key.

- ✓ Academy website.
- ✓ Academy social media, including teams.
- ✓ PHSE lessons.
- ✓ Career sessions delivered during tutor time.
- ✓ Assemblies.
- ✓ Work experience / enrichment programmes
- ✓ Face to face in the Careers Office.
- ✓ Display Boards

Careers Entitlement Statement 2025/26

Careers will support the delivery of a mix of opportunities, experiences, curriculum learning and personal guidance to enable all students to establish the confidence and knowledge to make informed decisions about their future.

All students:

- ✓ Will access a careers education programme, supported by outside agencies, visitors, and alumni. The programme will be delivered in various formats, including assemblies, PSHE lessons, cross-curricular, drop-down events, and external trips.
- ✓ Will have access to up-to-date, impartial careers information via the platform 'unifrog' and careers hub on school website which covers educational, vocational, and training options.
- ✓ Will have access to individual, impartial personal guidance from a qualified professional career advisor. Access will be at appropriate transition points in school year.

For positive career outcomes you need to....



Sources of careers information

School Website

[Haven High Academy - Careers Education and Guidance](#)

Your role in supporting your child with their career planning, decisions and transitions is important but can be as much of a confusing time for you as students. Please explore the other areas of this webpage for more information on options, our careers programme, work experience and other information.



Support for your research:

CAREER AND STUDY IDEAS

Unifrog: careers one stop shop www.unifrog.org

National Careers Service <https://nationalcareersservice.direct.gov.uk/job-profiles/home>

Prospects: www.prospects.ac.uk > careers advice > what can I do with my degree?

www.careersbox.co.uk Useful videos on careers, interviews, etc.

www.icould.com Try the mini-Interest Guide - The Buzz Test, which can be helpful for generating ideas.

TARGETCareers <https://targetcareers.co.uk> – try the “Degree Explorer” tool!

University of Kent information <https://www.kent.ac.uk/ces/student/workin/index.html>

Job market <http://www.careerpilot.org.uk/information/careerometer>

NHS and HEALTH & SOCIAL CARE

1 - www.stepintothenhhs.nhs.uk/careers/take-the-test

2 - www.healthcareers.nhs.uk/explore-roles/explore-roles

3 - www.lincstalentacademy.org.uk/work-experience/

www.careermap.co.uk/how-to-get-into-health-and-social-care/

CHOOSING YOUR NEXT STEPS

Your choices and much more - www.careerpilot.org.uk/information/your-choices-at-16

Useful information provided by the Russell Group <https://www.informedchoices.ac.uk/>

HIGHER EDUCATION

Apply for higher education courses in the UK - www.ucas.com

The Uni Guide: Compare universities in the UK - <https://www.theuniguide.co.uk/>

Unistats <https://discoveruni.gov.uk/> and Push Guide www.push.co.uk

STUDY ABROAD

British Council www.britishcouncil.org/more/study-work-create/study-abroad

EUNICAS www.eunicas.co.uk Study at European universities

Search for courses abroad taught in English <https://www.astarfuture.co.uk/>

APPRENTICESHIPS

1. Create a **CV** and a **covering letter** <https://nationalcareers.service.gov.uk/careers-advice#getting-a-job>
2. Contact **local employers** – use any family/friends' contacts. Look at Yellow Pages www.yell.com to find local employers' contact details.
3. Check **company's website** to see if they have any vacancies.
4. <https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch> - **register** and apply for anything suitable.
5. Check the following websites and apply for suitable vacancies:
www.indeed.co.uk www.monster.co.uk www.totaljobs.com www.thisislincolnshire.co.uk/jobs
6. **Apply** to colleges for apprenticeship training such as <https://www.boston.ac.uk/apprenticeships/>
7. Use **social networking** sites like **Twitter**, **LinkedIn** and **Facebook** to find opportunities.

VOLUNTEERING

www.volunteering.org.uk www.vinspired.com www.do-it.org

VIRTUAL WORK EXPERIENCE

Springpod www.springpod.com/virtual-work-experience

Barclays www.barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience/

TRANSPORT TO SCHOOL/COLLEGE - Contact Lincolnshire County Council

<https://www.lincolnshire.gov.uk/school-college-transport/apply-post-16-transport>

