

ORMISTON  
**CHADWICK**  
ACADEMY

AGE QUOD AGIS



**YEAR 7**

**PARENT**

**INFORMATION**

**PACK**

**2021-2022**

# **Talking to young people about their future**

It can be tricky to get young people to talk about anything, especially what they might want to do next. However, it is important they think about their future, what they might like to achieve and what they need to do now so they can get themselves on the right track.

This is even more relevant in 2020/2021, with Covid-19 impacting on young people's lives and them feeling like they have to wait until things get back to 'normal' before looking ahead- we mustn't

To help you and your child, OCA embed a diverse programme of learning linked to raising aspirations and identifying future career paths.

We have produced this booklet to help you discuss your child's future options and how the future world of work will look for them.

Let's start with a top 10 list of how to talk to your child about their future.

- 1** **Accept their idea of success may be different to yours**  
Their dreams and ambitions might not align with your dreams and ambitions for them. This can be disappointing but let them walk their own path.
- 2** **It's OK if they're not sure on a career route yet**  
They don't need to make that decision right now. They do need to develop skills that will help them progress, and that should be their focus.
- 3** **Try not to make the decisions for them**  
They have more options than when you were their age - whether that's in taking qualifications, where to study or what job to train for. Your guidance is valuable, but the decision is theirs to make.
- 4** **Encourage them to turn passions into money-makers**  
They're more likely to be successful (and happier) pursuing a career in something they enjoy.
- 5** **Help them navigate their limitations**  
Not being academic should not be a barrier to success and there is usually more than one way to reach a destination.
- 6** **Encourage them to explore careers that are interesting to them**  
Give them permission to explore careers that are interesting to them rather than interesting to you. This is especially relevant if you have a family tradition of all going into the same field of work or if you own a family business.
- 7** **Encourage them to explore all their options**  
Help them plan out a route that focuses on their strengths. School leaver programmes, traineeships, apprenticeships and higher education options can often provide entry points into the same industry.
- 8** **Help them if they are struggling to look far ahead**  
Setting short-term, achievable goals will help them strive towards a long-term ambition.
- 9** **It's OK if they change their mind!**  
Reassure them that if they tell you they have their heart set on one direction, then later change their minds, you won't berate them for it.
- 10** **Empower them: they have control over their future**  
The decisions they take and what they do matters.

# CEIAG PROGRAMME 2021-2022 - YEAR 7

The programme below is an indication of the careers education, information, advice and guidance your child will experience throughout their time in Year 11.



Additional activities are added on throughout the year as those opportunities arise.

Activity	Date	Details	Students involved	Benchmark
Morning enrichment	September 2021	Being aware of the sources of help and support available and responding positively to feedback.	Whole year	8
Morning enrichment	September – October 2021	Job of the week – looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market education system.	Whole year	8
Morning enrichment	September – October 2021	LMI know the facts. A deeper insight into labour market information and the benefits to students knowing this information	Whole year	7 & 8
European Day of Language	September-2021	Linking curriculum learning to CEIAG. Raising awareness of languages around the world. Activities based around CEIAG.	Whole year	5, 7 & 8
CEIAG Assembly	October 2021	Introduction to CEIAG & career connect. Information, advice and guidance, next steps	Whole year	2, 3, 4 & 7
Careers & Enterprise (PD Session) Dragons den	November 2021	A 4 week project which involves students understanding different types of business ownership, how to come up with a business idea and how to pitch a new business idea.	Whole year	3 & 8
Black History month Assembly	October 2021	The importance of the BAME in British history. Linking curriculum to careers	Whole year	7 & 8
World mental Health day	November 2021	Raising aspirations and awareness. Emphasising the need to look out for each other. Lose the stigma.	Whole year	8
Speaking out Assembly	November 2021	Empowering students to 'speak out'- why this is important and it can help them to develop essential skills	Whole year	Various (specifically 4)
New year new you (Assembly)	January 2022	Students will look at new year's resolutions and discuss targets for the year ahead raising aspirations and mapping out future progress. Students identify their entrepreneurial skills and link this to career aspirations and succeeding in education.	Whole year	8
Parents Progress Evening	December 2019	An evening in which parents find out the progress of their children and what their next steps are. Post 16 provision is available and a parent survey to review the CEIAG programme.	Whole year	8

An opportunity for you to discuss your child's progress with their subject teachers;

Year 7 Progress/Parents Evening – **Thursday 25<sup>th</sup> November 2021**

## Morning Enrichment Schedule 2021-22

A period of 20-30 minutes is designated every morning (8.30-9.00am) to this, led by form tutors to their form groups. This is a programme that is designed to enrich the Curriculum and provide a holistic theme for the week that will expand a student's vocabulary of the wider world and contexts that bring their learning to life. It embraces national celebrations, opportunities and raises awareness of world issues creating thought provoking debates and links to the larger curriculum.

	Mon	Tue	Wed	Thu	Fri
Y7	Assembly	Cultural Capital	Reading	Literacy	Careers
Y8	Cultural Capital	Assembly	Reading	Literacy	Careers
Y9	Cultural Capital	Reading	Assembly	Literacy	Careers
Y10	Cultural Capital	Reading	Literacy	Assembly	Careers
Y11	Cultural Capital	Reading	Literacy	Careers	Assembly

## Personal Development

Personal development sessions are embedded into the OCA curriculum as they are designed to help students to stay safe, healthy and feel prepared for life's challenges and opportunities. PSHE (personal, social, health and economic) education is a school curriculum subject through which pupils develop the knowledge, skills and attributes they need to manage their lives, now and in the future.

Shown here is this year's dates and the topics covered each term for the year 7 cohort

Term	Date	Day	Period
Autumn 1	17 <sup>th</sup> Sept	Friday	5
	30 <sup>th</sup> Sept	Thursday	5
	13 <sup>th</sup> Oct	Wednesday	5
Autumn 2	2 <sup>nd</sup> Nov	Tuesday	5
	15 <sup>th</sup> Nov	Monday	3
	1 <sup>st</sup> Dec	Wednesday	3
	7 <sup>th</sup> Dec	Tuesday	4
Spring 1	6 <sup>th</sup> Jan	Thursday	4
	21 <sup>st</sup> Jan	Friday	4
	2 <sup>nd</sup> Feb	Wednesday	4
	14 <sup>th</sup> Feb	Monday	4
Spring 2	3 <sup>rd</sup> Mar	Thursday	3
	18 <sup>th</sup> Mar	Friday	3
	29 <sup>th</sup> Mar	Tuesday	3
Summer 1	28 <sup>th</sup> April	Thursday	2
	11 <sup>th</sup> May	Wednesday	2
	24 <sup>th</sup> May	Tuesday	2
Summer 2	13 <sup>th</sup> June	Monday	2
	1 <sup>st</sup> July	Friday	2
	14 <sup>th</sup> July	Thursday	1

Term	Year 7
Autumn 1	Relationships (SRE)
Autumn 2	Careers & Enterprise (CEIAG)
Spring 1	Government, Election & Voting (Citizenship & British Values)
Spring 2	Difference is Normal (Citizenship & British Values)
Summer 1	Help I'm Hairy (Health & Wellbeing)
Summer 2	Bullying (SRE)

# **ADULT CAREER PROGRAMME**

The National Careers Service offers an adult careers programme in which you can seek support and guidance in a variety of ways:



- Completing a job application
- Writing a CV
- Preparing for an Interview
- Seeking guidance into further and higher education to extend learning

If you would like any further information such as exploring different careers, there are plenty of resources available on their website –

[www.nationalcareersservice.com](http://www.nationalcareersservice.com)

You may also find the resources below useful –

<https://www.careerconnect.org.uk/Parents-i7.html>

<https://targetcareers.co.uk/parents-and-teachers>

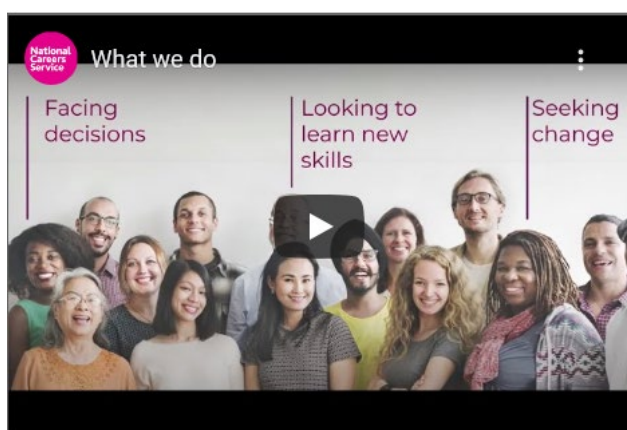
<https://icould.com/stories/information-for-parents-choosing-career-paths/>

<https://www.ratemyapprenticeship.co.uk/advice/parents>

<https://www.ucas.com/further-education/post-16-finance-and-support/parents-and-carers/how-you-can-help>

<https://www.gov.uk/know-when-you-can-leave-school>

<https://www.thecompleteuniversityguide.co.uk/preparing-to-go/advice-for-parents/>



## **Find out what they do**

The National Careers Service provides high quality, free and impartial careers advice, information and guidance. Their service is available to anyone aged 13+ no matter what stage of the careers journey you're at.

This video will give you a brief overview of some of the work the National Careers Service does.

<https://youtu.be/BN4rdE2HXaw>

**CAREER CONNECT**

We also have a service level agreement with Career Connect in the academy. Our adviser is:

## **Alison Bellmon**

These are highly qualified, impartial advisers that help prepare our students for life after Year 11. We have a bespoke programme set up in which all students by the time they have reached the end of Year 11 will have met with our adviser at least once, however, the programme does it target groups right from Year 7.

If you would like any further guidance or information from our adviser please email our careers coordinator Mrs Martindale to arrange an appointment –  
Email – Mrs Martindale ([martindales@ocacademy.co.uk](mailto:martindales@ocacademy.co.uk))

### **Get Connected Portal:**

To assist with ideas of what specific careers involve, what skills and qualities they require or what jobs your personality may suit please visit the Career Connect Portal.

You will need to sign up and register for an account with your details, however, you can then access this at any time as there is a wealth of resources available on there.



You can find the link on [www.careerconnect.org.uk](http://www.careerconnect.org.uk) or on the school website.

Students will also have the opportunity to access the advice and guidance from our Careers Adviser during the allocated programme for identified students or they are welcome to drop in;

## ***Thursday – Break and Lunchtime – N6***

N6 is the careers hub at OCA and has a multitude of information on;

- The Labour Market
- Apprenticeships
- Further and Higher Education prospectus'
- Career opportunities
- Top Tips i.e. writing CV's, completing job applications etc.

**(This service will be unavailable at time's when COVID restrictions are enforced)**

# Unifrog Careers Platform

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we will now be using Unifrog; an award-winning, online careers platform. All students in Years 7, 8, 9, 10 and 11 now have access to this excellent website.

## How to Guide



OCA are introducing  
unifrog

**LET'S GET  
STARTED**



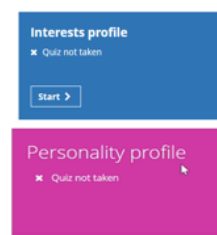
Students, Parents, Carers  
Visit unifrog on your  
phone, laptop or iPad.

[www.unifrog.org/signin](http://www.unifrog.org/signin)

- ✓ Sign in and register
- ✓ Use your school email

A one stop  
shop for  
exploring  
careers

Complete the interests / personality  
profile quizzes.



Unifrog brings into one place every apprenticeship, college and sixth form course in the UK, as well as other opportunities, such as School Leaver Programmes. This makes it easy for students to compare and choose the best university courses, apprenticeships or further education courses for them.

Additionally, the platform helps students successfully apply for these opportunities by using Unifrog to write their personal statement, applications and CVs and guiding them through the process, allowing teachers to give live feedback.

Students access the platform by clicking a link in their welcome email, where they create a password and can begin using the platform. They login to Unifrog using their email address and password and they can do so from any computer, tablet or smartphone. We would encourage you to use the platform with your child so you can support them through the process of deciding their next step.

We have also set up a parent login so that you can use Unifrog as if you were a student yourself, allowing you to truly support your child. The form code you need is: **ocaparents** and you can sign up here: [www.unifrog.org/code](http://www.unifrog.org/code)

For more information, go to [www.unifrog.org](http://www.unifrog.org) or contact [Mrs Martindale](mailto:martindales@ocacademy.co.uk)  
Email : [martindales@ocacademy.co.uk](mailto:martindales@ocacademy.co.uk)

# A parent's guide to apprenticeships



As a parent, you want your child to get the best possible start in their career. There are many options available to young people after they leave school, and in this guide, we outline information and benefits about apprenticeships as a key route into a successful career.

**What's an apprenticeship?** It is a genuine job, with training, meaning you can earn while you learn and gain a nationally recognised qualification.

## What are the benefits?

Apprenticeships are now available up to degree level and beyond. Over 70 national universities are currently offering a range of degree apprenticeships with more to be confirmed throughout the year.

- Earning a salary and paid holiday;
- Excellent progression opportunities, whether looking to study further or climb the ranks within the workplace;
- Increased future earning potential – apprentices enjoy marked salary increases on finishing their training and those completing a higher apprenticeship could see increased earnings of an estimated £150,000 over their lifetime.\*

## What levels are there?

There are various levels of apprenticeship to apply for depending on current skills and qualifications. Apprenticeships have equivalent educational levels:

Name	Level	Equivalent educational level
Intermediate	2	5 GCSE passes at Grades A*– C or 9 – 4
Advanced	3	2 A level passes
Higher	4, 5, 6 and 7	Foundation degree and above
Degree	6 and 7	Bachelor's or master's degree

All apprenticeships include elements of on the job and off the job training leading to industry recognised standards or qualifications. Some apprenticeships will require an assessment at the end of the programme to assess the apprentice's ability and competence in their job role.

## How do you apply?

At any one time there are between 12,000 – 20,000 apprenticeship vacancies available online in a variety of careers and industries across England. Visit [GOV.UK/apply-apprenticeship](https://www.gov.uk/apply-apprenticeship). You can search by keyword (job role, occupation type or apprenticeship level) and by location.

Once the right job comes up, your son or daughter can simply register on the website and follow the step-by-step instructions to apply for the role.

Our YouTube channel has useful hints and tips on applying plus other videos on apprenticeships, visit YouTube and search apprenticeships/NAS.

If they are not quite ready for an apprenticeship or job, they could try a traineeship with a local employer to gain valuable work experience and the opportunity to improve their English and maths, if needed. Visit [GOV.UK/find-traineeship](https://www.gov.uk/find-traineeship) for more information or to apply for traineeship opportunities.

Brought to you by  
**National  
Apprenticeship  
Service**

NAS-P-170003 April 2018

\*University education – is this the best route into employment?  
AAT and CIBR Feb 2012

## Salaries

The minimum wage for apprentices is £3.70 per hour, but many employers pay more than this. This is dependent on the sector, region and apprenticeship level. E.g. some higher apprenticeships pay up to £500 per week.

More details on salaries and entry criteria in specific apprenticeship occupations can be accessed by looking at the vacancies on 'Find an apprenticeship'.

## Entry requirements

Apprenticeships are available to anyone over the age of 16, living in England. There are different entry requirements depending on the sector and job.

Recent legislation has come into effect which changes the minimum English and maths requirements needed to complete an apprenticeship for people with a learning difficulty or disability. The changes will lower the English and maths requirements for these apprentices to an Entry Level 3 qualification.

A Disability Confident Employer will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria as defined by the employer. For more details, search Disability Confident on [GOV.UK](https://www.gov.uk).

## School leaving age

The government has stated that all young people must stay in some form of education or training until at least their 18th birthday. This does not necessarily mean staying in school; young people have a choice about how they continue in education or training post 16, which could be through an apprenticeship or traineeship.

**Search apprenticeships  
on GOV.UK**



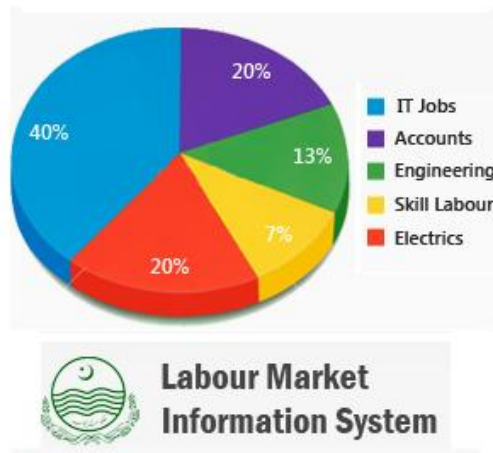
# LABOUR MARKET INFORMATION

The Labour Market Information refers to;

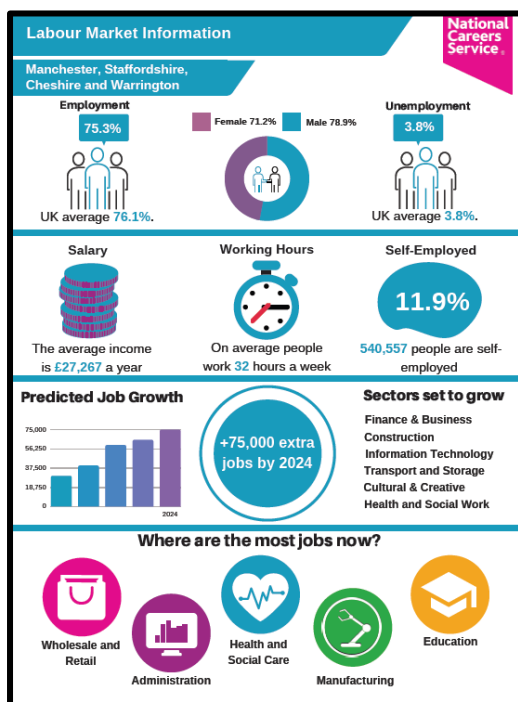
**‘Labour market information covers the principal elements of the labour market and its operations. The principal elements are the demand for labour and the supply of labour. Demand means the number of jobs available. Supply tells you the number of people who are able work.’**

It is important that both yourselves as parents/carers and students understand the changes to the Labour Market as this will impact what jobs and careers are available and which sectors are growing.

For example:



Students will receive regular updates every 3 months regarding these changes throughout:



The OCA morning enrichment programme is run daily during registration time. During these sessions vital information is shared with your child linked to current LMI information and the vital changes in the future world of work.

A personal development programme has also been written for 2020/2021 to introduce your child to a varied range of educational topics and challenges they face as a young person. During these sessions they are given careers guidance and support in understanding how their future pathways work.



# Understanding Pathways

## **AS PARENTS AND CARERS, YOU CAN PLAY AN IMPORTANT ROLE IN ENCOURAGING YOUR CHILD TO EXPLORE CAREER IDEAS AND PLAN FOR THE FUTURE**

It's highly likely that they will feel unsure of what job they might like to do and be confused by the range of choices and opportunities available. Even if they already have specific job idea in mind, they may still be unclear about the path to get there. Whatever their situation, by supporting them to follow the steps below, you can help clarify their thinking and start to plan for the future.

### **Start with some self-reflection**

- Help your young person gain a better understanding of who they are, where they are right now and what is important to them in a job. Encourage them to answer the following questions to take stock of their interests, strengths, skills and motivations:
  - What am I passionate about? What subjects do I enjoy/dislike? Are there any specific topics within a subject I especially enjoy studying? What are my interests in my spare time?
  - What am I good at doing? Which subjects am I strong in? How do I learn best?
  - What skills do I already have? Try to list your skills and then think about which ones you most enjoy using.
  - What do I want from my career? What is important to me? (e.g. money, challenge, fulfilment, security, job satisfaction, success, travel, status etc.)
  - What sort of work environment would suit me? (e.g. indoors/outdoors, office/active, team or independent work)



They can also try the **Unifrog personality quiz**, which is a short online quiz that identifies the respondent's personality type and which job areas typically suit people with these traits.

### **Encourage career possibility exploration**

This can be done by simply logging into Unifrog and accessing their comprehensive range of careers and educational pathways.

They will receive a range of detailed information on job profiles outlining key information such as responsibilities, qualifications and skills needed, pay and career prospects. They also have information on which jobs relate to a particular subject, and, if your young person is struggling for initial ideas, contain tools which suggest potential job ideas or job sectors based on stated skills, interests, motivations and personality. When using these websites, urge your young person to be open-minded to new career possibilities, rather than dismissing certain jobs or sectors without giving them any real consideration.

## Encourage work experience opportunities

Encourage your young person to take up any available opportunities for work experience, work shadowing and voluntary work. These can give valuable insights into a job or industry of interest before making any further commitment. Students will also gain practical skills in a working environment, increase their network of connections and potentially even gain paid work as a result.

## Support with decision making and future planning

- You may be able to help your young person to compile a shortlist of those jobs that are of most interest. Use their answers to the earlier questions to help assess the level of 'fit' with these jobs. Do they have the right skills, qualities, interests and temperament for the role? Do they have or expect to get the right qualifications? Does it correspond with their preferences in terms of pay, working conditions, training and career development?

Encourage them to take plenty of time to make a decision, rather than rushing the process or making a snap choice based on a particular piece of information they've read or heard. Writing down key points and preferences can help to clarify and make sense of things, as can reading and reflecting back on the information gathered about job ideas over a period of time. If they are able to move towards a decision they feel comfortable with, it is also beneficial to write an action plan. This will set out short and long-term goals and the steps your young person needs to take to achieve them. This plan will need to be reviewed regularly, with new information added and changes made if needs be. Staff from school/college (such as a careers adviser) will be able to support your young person with this.

Lastly, it is really important to understand that job ideas are likely to change and develop over time as your child has new experiences, learns new things and meets new people. As such, it is important that they take a flexible approach in terms of career planning and decision making.



Simply using a model like this to discuss their routes into employment can help them to feel confident in their choices and encourage them to aspire to aim for a career path they may never have considered.

Discuss the different routes available to them to discover what will work best for them.



# Enrichment 2021/2022



Follow us on the Enrichment  
Instagram  
@ oca\_enrichment

## What is enrichment?

“The action of improving or enhancing the quality or value of something.”

- ✓ Extra-curricular activities (outside of school time)
- ✓ Activities that are meaningful, substantial and rewarding.
- ✓ Experiences that maintain high aspirations and provide new opportunities.

## Our Aim

- ✓ 100% of all students to attend at least 5 enrichments within the year
- ✓ Increase opportunities for students to be involved in purposeful enrichment activities including activities that promote volunteering and student leadership.



Here at OCA we are proud of the support we provide for our school and local community.

Over the past three years we have had a group of OCA ‘iwill’ ambassadors who have lead the way in social action and been the force behind a number of fantastic community projects.

This year we will be continuing to support local and regional charities with a range of exciting enrichment projects and fundraising opportunities and we are looking for more students to join our ambassador team.

We have a weekly enrichment timetable which contains a wide range of activities to suit all our students needs and provide opportunity for new and exciting experiences. Follow the @oca\_enrichment Instagram page to see regular updates and new entries to the timetable.

## SOME OF WHAT WE WILL OFFER 2021/2022



Dodgeball



Chess



Dance



Football



Netball



Art



Rugby



Music



Climbing



Drama

DT



Cinema Club

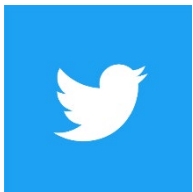


## SOCIAL MEDIA

Please follow the academy's social media sites as you find updated important information and news regarding the school:



team\_oca



@OATChadwick



Ormiston Chadwick Academy



If you were, or know of anyone else, who was a past student at this Secondary School on Liverpool Road, please share your story.

Our Alumni page on the school website needs populating with success stories of how students have worked their way into a range of careers. Tell us about your pathway and an overview of your current role. Tell us your highs and memories from life at school.

We would like to celebrate your successes with our current students and illustrate just what they are capable of.

Email [martindales@ocacademy.co.uk](mailto:martindales@ocacademy.co.uk) to be sent a password that will enable you to complete a profile on the website.

Please spread the word.

