Pocklington School

Careers and University Advice and Guidance Policy

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Contents

Aims 3

Procedure 3

Responsibilities 6

Revisions 8

Aims

The Careers and University Department seeks to:

- Elevate pupils' ambitions, enabling them to make well-informed and realistic decisions about future career and study options whilst also encouraging them to be aspirational in their personal goals.
- To organise a programme of careers events to inspire and advise pupils, and to develop their understanding of work and careers.
- Provide careers guidance and support for pupils in planning their career and Post-18 study options, including university and apprenticeship choices.
- Provide information, advice and guidance on careers, higher education, non-university options, further education choices, study abroad and gap years.
- Provide a point of referral for the pastoral teams when specialist careers and university advice is required.

Procedure

- Pupils across all years will cover careers topics in line with the PSHE Association recommendations and Gatsby Benchmarks as part of their timetabled tutor programme. The basis of these sessions is to introduce career ideas and encourage career planning. These lessons give pupils the knowledge and skills for planning and managing their future careers by:
  - Self-awareness – pupils learn about the career planning process; they reflect on their skills, values and qualities with respect to the world of work;
  - Self-development – pupils identify the key skills employers value and how they can develop them. They reflect on their abilities and areas for improvement. Pupils gain an understanding of the implications of making non-stereotypical occupational choices.
  - Careers exploration – pupils learn where to go for and how to evaluate reliable information. They identify and investigate appropriate career pathways and develop their understanding of the full range of education, training and employment options available to them both in school and elsewhere.
  - Careers management – pupils learn about LMI (Labour Market Information), where and how to research it and its importance when making career decisions. They learn the effects of changes in technology, economic and market trends and how to make suitable career development choices. Pupils develop skills in career planning, decision-making and how to manage transition.

YEAR GROUP	CAREERS PROGRAMME
First and Second Year	• The focus of timetabled tutor periods in this phase is to introduce career ideas and encourage career planning. • All First Year pupils take the Morrisby Careers aspirations psychometric assessment in the summer term, providing each pupil with an individualised student careers 'passport'. This is then followed up in tutor periods through individual discussion and group activities.

YEAR GROUP	CAREERS PROGRAMME
	• The Careers and University Adviser is available for meetings with pupils and/or parents who may wish to discuss particular careers or subject choices. • Pupils have access to the Careers library for resources to inform and support current and future learning and choices.

Third Year	• The focus of timetabled tutor periods in this phase is to introduce the importance of good career planning, effective decision making and development of transferable skills.
	  • The Careers and University Adviser is available during term time to meet with pupils and parents to discuss GCSE options related to career or university choices. Advice and guidance on careers, universities, and apprenticeships are also offered. Meetings can also be arranged at the Third Year Parent's Evening in the Lent term.
	  • In Third Year pupils get the opportunity to attend a series of virtual or in- person careers events. Representatives from a wide range of careers give career insight talks about their work and career journey.

Fourth and Fifth Year	• The focus of timetabled tutor periods in this phase is to broaden pupils' knowledge and understanding of the range of career options available to them and to encourage career planning. • All Fourth Year pupils take the Morrisby Profile assessment in the summer term, giving insight into aptitudes, aspirations, and personality as well as comprehensive career and subject suggestions. This then forms the basis of further individual discussion and group activities in tutor periods as well as supporting pupils as they make the transition to the Fifth Year and begin considering options for Post-16 study. • In Fourth Year pupils get the opportunity to attend a series of virtual or in-person careers events. Representatives from a wide range of careers give career insight talks about their work and career journey. • Fifth Year pupils will have an initial meeting with their tutor regarding their Post-16 plans/subject options which is followed by a meeting with a senior member of staff following their mock results to discuss their provisional subject options further. • Each Fifth Year pupil will have an individual or group meeting with the Careers and University Adviser that will cover the Morrisby report, progress at GCSE, career ideas and university choices, Sixth Form choices or alternative further education options including apprenticeship opportunities as appropriate. The discussion is intended to help pupils to define their areas of career interest and the pathway to achieve them. For pupils who are

YEAR GROUP	CAREERS PROGRAMME
	undecided about their career ideas, the meeting should help the pupil to begin the process of identifying the options that might best suit them. • Further meetings are available as and when they are required. Pupils can refer themselves. • The Careers and University Adviser will be available at the Fourth and Fifth Year Parents' Evenings and attends the Sixth Form Information Evening to offer help to pupils choosing their Sixth Form subjects. • Assistance is available on and after GCSE Results day for pupils that are, for example, undecided about their Sixth Form subject choices. • Army and RAF Careers Advisers visit the school on a regular basis and pupils can make appointments with them to discuss career options in the Army and RAF via the Careers and University Adviser. • The School encourages Fifth Year pupils to undertake a non-compulsory week of work experience following their GCSE exams. Pupils are encouraged to find their own placement; if they are having difficulty securing a placement the school will ask the OP network for possible opportunities. Pupils can discuss work experience opportunities with the Careers and University Adviser.
Lower and Upper Sixth	• The focus of timetabled tutor periods in this phase is to broaden pupils' knowledge and understanding of the range of career options available to them and to encourage both aspiration and realism in their approach to Post-18 options and career planning. • Individual meetings can be arranged with the Careers and University Adviser at any time throughout a pupil's Sixth Form career. Pupils can refer themselves as and when required. • All Sixth Form pupils have access to Morrisby Higher and advanced research tools for Post-18 options (including universities, vocational pathways and apprenticeships). • Pupils will undertake questionnaires using Morrisby Higher to look at their aspirations, interests and personality to help them make informed decisions about their future. • Pupils will be given the opportunity to attend a variety of careers events intended to inform pupils about the variety of Post-18 options available to them. • Sixth Form pupils are helped with their Post-18 applications, including UCAS, via a structured programme in conjunction with the Careers and University Adviser, their tutor and Housemaster/mistress. • All Upper Sixth students will have an individual meeting with the Careers and University Adviser to discuss their UCAS and/or overseas university applications.

YEAR GROUP	CAREERS PROGRAMME
	• The Careers and University Adviser, in collaboration with the Head of Sixth Form, will arrange and facilitate Post-18 options presentations, events and workshops for pupils, staff and parents. • The Careers and University Adviser supports pupils making applications to elite courses including Medicine, Veterinary Medicine, Dentistry and Allied Health Professions. Those pupils considering Oxbridge are assisted in their applications by the Academic Scholar and Oxbridge Co-ordinator. • The Careers and University Adviser supports pupils making applications to overseas universities. • Upper Sixth pupils are offered interview practice, for example, in readiness for university and apprenticeship interviews, and the option of attending a CV workshop. • The Careers and University Adviser will be available at the Sixth Form Parents' Evenings, Post-18 Options Evening and the Lower Sixth Divisional Evening. • Help and advice is available on Results Day if pupils need assistance in securing a university place or need to find a place in Clearing. • Pupils can make appointments with the Army and RAF Careers Advisers when they visit the school through the Careers and University Adviser. • In addition, The Careers and University Adviser: o monitors trends in university entry procedures and updates pastoral staff on changes in these trends as appropriate. o monitors university offers received by Sixth Formers. o promotes any university, apprenticeship, employment and scholarship opportunities that arise. o maintains a careers information noticeboard in the 6th Form study area. o supports students with student finance, bursary and scholarships applications.

Responsibilities

The Careers and University Adviser will:

- Identify the needs and requirements of the careers programme within school and be responsible for the organisation of, and leadership of all careers events.
- Procure, administrate and support the delivery of careers activities, events and information provided by external specialist advisers/companies, including the organisation and leadership of school trips to careers events as appropriate.
- Provide support to pupils through individual meetings as required. This may also include meetings and/or communication with parents. Support will also be provided to OPs, subject to staff capacity.
- Prepare and deliver CIAG lessons as part of the tutor programme.

- Prepare and deliver information, support, presentations and workshops to pupils, staff and parents on career-related and UCAS topics.
- Advise on, co-ordinate and administer the UCAS process within school. The Careers and University Adviser administers the UCAS process and is the main contact regarding university applications in the UK and overseas.
- Advise on, co-ordinate and support students making applications for overseas study, apprenticeships, work experience and employment.
- Arrange and co-ordinate or facilitate training sessions for staff.
- Co-ordinate and administer Morrisby within school.
- Take responsibility for the administration of personalised online Morrisby psychometric careers assessments.
- Compile and deliver a report for the Governors' Education Committee concerning the destinations of Upper Sixth Leavers.
- Collect data and compile a report regarding destinations of Fifth Year Pupils.
- Administer the careers centre and office and the departmental budget.
- Provide advice and information for pupils in the school who are planning their Gap Year and take responsibility for collecting information concerning Gap Year opportunities for pupils.
- Support External Relations department with Pock Connects.
- Take responsibility for collecting information concerning scholarships and other opportunities for pupils. Support students with their applications.
- Promote, support and administrate the William Akroyd Scholarship Competition for Upper Sixth students.
- Liaise with the armed services advisers.
- Liaise and support students and staff with university admission tests in the UK and overseas.
- Liaise with the EAL Co-ordinator regarding university entry requirements for international students.
- Support the Academic Scholar and Oxbridge Co-ordinator.
- Act as the Medicine and Veterinary Adviser as detailed below.
- In the absence the Academic Scholar and Oxbridge Co-ordinator will carry out the roles as detailed below.

Reports to: Deputy Head (Academic)

The Medicine and Veterinary Adviser will:

- Identify potential medicine, veterinary, dentistry and allied health professions applicants.
- Have knowledge of course specific admissions requirements and procedures in the UK and overseas.
- Plan and lead a programme of support for medicine, veterinary, dentistry and allied health professions applicants, including personal statements, admissions tests and interview preparation, liaising with staff as required.
- Deliver advice and guidance to medicine, veterinary, dentistry and allied health professions applicants in making their course choices and writing their personal statements.
- Review UCAS references for medicine, veterinary, dentistry and allied health professions applicants and deliver feedback and guidance to house staff as required.

- Help to prepare medicine, veterinary, dentistry and allied health professions applicants for interviews and other admissions requirements.
- Organise a programme of practise interviews for applicants.
- Organise the procurement of external consultants to assist pupils with their admission tests and interviews.

Reports to: Deputy Head (Academic)

The Academic Scholar and Oxbridge Co-ordinator will:

- Identify potential Oxbridge pupils and encourage interested pupils to be involved in the deepening of their academic lives required for successful applications.
- Plan and lead a programme of support for Oxbridge applicants, including personal statements, admission tests and interview preparation, liaising with the Careers and University Adviser, academic mentors and house staff as required.
- Review UCAS references for Oxbridge applicants and deliver feedback and guidance to house staff as required.
- Organise a programme of practice interviews for Oxbridge applicants.
- Organise an annual visit to both universities for pupils in the Lower Sixth.
- Organise information events for pupils in the Fifth Year and Lower Sixth and parents.

Reports to: Deputy Head (Academic)

Revisions

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