

Leeds City Council  
Children and Families

## The Leeds Careers Newsletter

*Preparing young people for learning,  
training and employment*



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The next CEIAG meeting will be held on  
18 October 2018  
3.30 - 5.30pm  
Venue - TBC  
[Click here to Book a place](#)

## Welcome

Welcome to the Summer edition of the Leeds Careers Newsletter. We hope this issue finds you well during a very busy period for students, particularly those in year 11 who are sitting exams and making plans for their post-16 studies.

Twenty one schools are currently taking part in this year's round of the 'Moving On' project co-ordinated by Leeds City College. Our thanks go out to all the schools and providers taking part and helping to make this a success for the students involved. We will also be holding the [#Leeds Next Steps](#) event again this year on Thursday 30 August at Kirkgate Market. Please help us get the word out to any young people still needing to secure themselves an offer of post-16 learning for September.

We would like to take this opportunity to remind schools/colleges that the IOD2a spreadsheets were sent out at the beginning of June, detailing the offers for young people leaving year 11 and year 12, the deadline for return is 9 July. We are asking for updated offer information on these young people along with asking schools/colleges to highlight young people who might not take up their offer/not enrol/have their offer revoked. It is crucial that we have accurate details as we use this information to select those students who will receive a postal invite to the [#Leeds Next Steps event](#), so please help us to get this right!

We hope you enjoy this edition and wish you and your students all the best for summer 2018.

## Careers and IAG Network

Thanks go once again to Aspire-Igen for their continuing sponsorship of the Leeds IAG network and to The Farnley Academy for hosting the event. The last network was well attended and was packed with presentations/best practice:

- Harriet Fern and Michelle Hunter-Fee from the Leeds Enterprise Partnership gave an overview of the Future Goals Campaign and Chris Webb from the Ruth Gorse Academy shared his perspective on use of the Compass Tool to measure progress against the Gatsby Benchmarks;
- Graham Cooper from Agfa presented information about the Leeds Manufacturing Festival to promote careers in manufacturing;
- Rick Cowling from Aspire-Igen shared the benefits of the last Careers Live Workshop and delegates had the opportunity to discuss in groups what they would like the next event to include;
- Akeel Hussain from Prospects shared details of a programme being run to engage and support BAME young people who are at risk of or are NEET into apprenticeships.

Sally's hot-picks gave details of up and coming events, noted that the advert for the lead professional for the Network was being extended (encouraging delegates to apply!) and Sally thanked on behalf of herself, Katie and Jackie the Network for their incredible support over the years. Sally also introduced Jane Zanzottera from Extended Services who will be supporting the quality assurance of the Network, Tracey Greig from Employment and Skills, who will also support the Network and Tracy Waud from the Sufficiency and Participation Team who will be taking on some of Sally's work including supporting the Network now that she has moved on to lead the team that fixes schools!

Please visit the Leeds Pathways website to download the presentations from the Network:

<https://www.leeds.gov.uk/leedspathways/professionals>



## In the Spotlight

### Aspire-igen programmes

#### The aspire2work study programme



Sixth form and college isn't for everybody. For school leavers looking for full time vocational alternatives that could lead to a rewarding career, the aspire2work study programme is a great option.

##### Who is it for?

The aspire2work study programme is available for anybody age 16-19 looking for an alternative to sixth form or college. We don't have specific entry requirements, as we can tailor our courses to meet learner's individual needs.

##### How does it work?

- A course and qualification delivered through classroom based and practical activities
- A work experience placement with a real employer
- An opportunity to improve learner's English and maths (learners can also retake English and maths GCSEs alongside their course if they don't have the required grades)
- Non qualification activity, such as tutorials, work related learning and personal development to support your programme goals

##### What courses are available and where?

We have a number of aspire2work skills centres across Yorkshire and the Humber, with courses varying according to the location. Visit our website to see what courses are available <http://www.aspire-igen.com/aspire2work>

#### Career guidance for Primary schools in Leeds

The Shine Careers Service from Aspire-igen currently works with 35 schools and colleges around the Yorkshire & Humber region and beyond, mostly with secondary schools and post-16 providers. We provide a range of careers IAG services, particularly personal guidance delivered by Level 6 qualified guidance professionals. Did you know that Shine is also available to Primary Schools?

Shine can deliver a range of careers advice and aspiration-focused group activities tailored to the needs of individual primary schools. We deliver classroom activities on topics such as addressing gender stereotyping in careers, aspirational career ideas and considering dream jobs. One of our Leeds secondary schools is an all-through Community School. We provide opportunities for the Year 6 learners making the transition to secondary school, to consider the relationship between learning in school and the wider world of work, inspiring younger learners to identify what excites them about different jobs and understanding that succeeding at school will help them to get there.

For more information about the Shine Careers Service Secondary or Primary school career guidance: [shine@aspire-igen.com](mailto:shine@aspire-igen.com) or Rick Cowling [rick.cowling@aspire-igen.com](mailto:rick.cowling@aspire-igen.com)

### Leeds City Academy

Street League, the UK's leading Sport for Employment Charity, has facilitated a 10-week programme at Leeds City Academy with all Year 11 boys.

This programme has combined discipline on the sports field, employability skills, sporting activities, interview tips and CV writing. All students have thoroughly engaged in the activities they have taken part in and the enthusiastic Leeds Street League Team have been instrumental in the successful running of this programme and the positive impact it has had on our students.

Students have gained confidence and maintained positivity throughout the programme and 40% of the boys further participated in activities at the Street League premises over the Easter holiday enabling them to forge long lasting relationships with their peers and other students in the community.





## Leeds Manufacturing Festival October 2018

Manufacturing in Leeds is a vibrant sector in which to work. There are massive opportunities for young people to grow skills and have satisfying well paid careers in manufacturing. This is especially the case in the coming years, as a skilled generation retires from work. Consequently, there is a high demand for new recruits but surprisingly low interest to take up the jobs offered.



This festival will consist of events across the city in October this year where manufacturing companies will open their factory doors to host school visits and go into schools to talk about their business and the sector.

Leeds has 1,800 manufacturing firms in the city employing 26,000 people making it the 3rd biggest manufacturing area in the country by local authority area. Companies in the city make an astonishing range of products from every McFlurry® sold in the UK, to all of the Lynx effect products sold in Europe, including one of the leading manufacturers of high tech medical lighting used in hospitals all over the world, to the only vinyl playing Juke Box manufacturer in the world and many (1,796) many more.

However, despite those facts, manufacturing is a sector that few people outside of it know about or understand, indeed many people do not know it exists thinking manufacturing has gone from our local economy. Far from gone, the 8% of the workforce in Leeds who work in manufacturing contribute 11% of the economic output of the city. The lack of knowledge of the true but hidden picture of manufacturing in Leeds results in recruitment problems being widespread. To combat the very real perception vs the facts problem, the festival aims to show the young people of Leeds the real picture of modern manufacturing so that they can go into factories and see for themselves what rewarding jobs are available.

Visit [www.leedsmanufacturingfestival.co.uk](http://www.leedsmanufacturingfestival.co.uk) to find out more about this festival which is planned to be an annual event.

## West Oaks SEN Specialist School and College

West Oaks SEN Specialist School and College have shown a real commitment to preparing students for adulthood through their extensive careers and 'Futures Week' (part of [National Careers Week](#) (NCW)) programme. The school states they won first place this year for their NCW case study with judges commenting that they were "very impressed with the reach, differentiation and opportunity for students". It was a great opportunity to promote the careers strategy and programme with parents/carers and to gain feedback from parents on what they'd like to see the school do next.



The NCW resources were very useful in preparing for and developing 'Futures Week' - for example using printable door signs across the school allowing students to go on a tour and learn about all the different career pathways staff have had and the transferrable skills they have gained. There was a washing line where students could add their work throughout the week to display the excellent work happening in classrooms. Two classes extended students' experiences by undertaking a soap and bath bomb concept to market enterprise activity and in the build up to 'Futures Week' students carried out a survey to find out preferred fragrances in Maths, students wrote labels for the packaging in English and in Science, students produced the products.

During 'Futures Week' Lush delivered a free workshop around products and working in retail, this was sensory based and inclusive to student's needs. The British Library spoke to students about their organisation's differing roles and the skills students will require for the world of work. This allowed students to reflect on and identify skills that they would like to develop. A Jobcentre Plus Schools Advisor delivered a workshop on interview skills and then carried out mock interviews with 12 students. The school held a coffee morning focused on 'Futures' for parents/carers to learn more about transition planning with the school's Careers Leader, Careers Advisor, Jobcentre Plus School Advisor and the National Citizenship Service all in attendance. Parents/carers watched The Big Assembly along with many of the classes across the school, and the school participated in one of the National Careers Service's digital workshops to learn more about what they have to offer to students. The week culminated with a whole-school assembly allowing students to share and learn from their teacher's aspirations when they were at school. Younger pupils dressed up for the

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professions they wish to work in and older students dressed up as though they were going to a job or college interview!

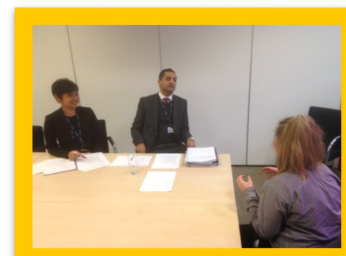
The school has valued taking part in NCW and see this as an excellent entry or exit experience that adds to their year-round curriculum offer. The school has seen an increase in organisations wanting to work in partnership to develop personalised opportunities for students including developing internships and apprenticeships. During 'Futures Week', the Senior Management Team noted, "there was a clear buzz around the school developed from the involvement of parents and external organisations which evidences the importance of having a well-planned and embedded careers programme. We have some exciting ideas to take 'Futures Week' and our careers programme to the next level."



Relevant articles/references and websites: <http://nationalcareersweek.com/resources-blog-linked/>  
[www.westoaksschool.co.uk/careers](http://www.westoaksschool.co.uk/careers) and [www.westoaksschool.co.uk/wecandoco](http://www.westoaksschool.co.uk/wecandoco)

## Case Study from The Ruth Gorse Academy

LF and BJ are both currently in Year 10 and as part of their GCSE studies are working towards a BTEC L1 WorkSkills qualification. In order to achieve their unit on 'Job Interviews', both students had to successfully complete a mock interview – however, rather than sticking to the tried and tested format of using staff from school, at The Ruth Gorse Academy we decided to branch out and give them the chance to experience what an interview feels like in a real work environment!



Thanks to our Enterprise Adviser from Leeds Teaching Hospitals Trust, Mohamed Jogi, we were able to arrange a date shortly after the Easter break to bring LF and BJ over to the NHS Employers offices at Brewery Wharf to take part in a simulated interview with Mohamed and his colleague, Parvin Morris. When we first revealed to our students that this trip would be taking place, there were more than a few nervous looks but thanks to an extensive period of preparation, including sessions on commercial awareness, top interview 'dos and don'ts', identifying possible interview questions and expanding on interview answers, our students began to put together a comprehensive interview pack to help them feel more confident about their upcoming mock interviews. To ensure that our students were as prepared as humanly possible, we also put them through not one, but two practice interviews in advance of their visit to the NHS Employers offices. While the first practice interviews took place in the WorkSkills classroom with Mr. Webb and Miss Mace, the follow-up interview was conducted in the boardroom by none other than the school principal, David Craine, which proved to be a slightly nerve-wracking but ultimately valuable experience for the students!

With the preparation out of the way, LF and BJ were ready to tackle their final mock interviews at the NHS Employers offices. Although initially a little nervous, both students conducted themselves admirably and really began to open up to the interviewers after the first few questions were out of the way – after taking part in 10-minute and 15-minute preparation interviews over the previous weeks, to be fully engaged in a 30-minute long mock interview was a fantastic example of how far both students have come!

This experience has been a great opportunity for both students to really understand the preparation that goes into getting ready for a job interview, from researching the industries they are interested in (Hospitality and Construction, respectively), drilling expected interview questions and perfecting introductions, body language and acting in a professional manner. The feedback from Mohamed and Parvin was excellent, with Mohamed noting that the students were 'a credit to their school' and both Mohamed and Parvin keen to point out that both LF and BJ had exactly the sort of character and attitude that they would look for when hiring apprentices straight out of school!

LF and BJ have certainly improved their confidence in interview scenarios and are now preparing to blow the rest of their year group out of the water when they take part in mock interviews at TRGA with the rest of Year 10 during our Careers Drop-Down Day on Friday 22<sup>nd</sup> June – we have no doubt that they will make it look easy!

For more information on the Enterprise Adviser Network & to find out how to sign your school up please contact - [enterpriseadvisers@the-lep.com](mailto:enterpriseadvisers@the-lep.com)





## Case Study from Leeds City Academy

Ebenezer joined Leeds City Academy in September 2014 after relocating to the UK from Italy where he was born. On starting at the Academy Ebenezer spoke very little English but his hard work and determination is testament to the young man he is today.

In Year 9 Ebenezer took part in the Northern Gas Networks 'Outstanding Presenter Competition' where he presented to the Chief Executive Officer and other senior members of NGN staff on 'Carbon Monoxide Safety Awareness'. This was an achievement in itself as Ebenezer was still new to English.



In Year 10 Ebenezer completed his work experience at 'Angels of Youths' who are a youth-led not for profit organisation based in Leeds. Two years down the line, Ebenezer is now a Trustee of the organisation and carries out a number of voluntary projects, whilst continuing to study full time. In Year 10/11 Ebenezer enrolled on the Leeds Beckett Junior Leadership Programme, which is an 18-month programme hosted by the widening participation team at the University and on completion Ebenezer achieved his Level 2 Award in Leadership.

In the summer of 2017, Ebenezer completed his GCSE's at the Academy and enrolled on the National Citizen Service Summer School, which is a three-phase adventure, discovery and social action programme. He enjoyed the experience so much that he has undertaken training and is now an Associate Mentor and Ambassador for NCS; selected from a field of 3000 students in the Yorkshire Region.

Ebenezer has always had a passion to join the public services to make a difference in our community and society in general. This passion began when the fire brigade in Italy rescued him when a roof collapsed at his school. In Year 12 Ebenezer now studies full time at Leeds City College where he is working towards his Level 2 Public Services qualification. In September 2018, he will progress to a Level 3 programme where on completion his ambition is to join the anti-terrorist team with the police.

Ebenezer recently returned to the Academy where he delivered an assembly to our current Year 11 students on the advantages of joining the NCS summer programme. Good luck in the future Ebenezer and we look forward to welcoming you back to the Academy for more presentations and information on your achievements.

## Leeds Pathways Update

### UCAS Progress



#### Courses for 2019

UCAS have copied 2018 course information across to our 2019 site, so now is the time to make sure your data is completely up-to-date. Update your course content with clear, concise descriptions and use videos and imagery to appeal to your target audience. With over 10,000 students now actively using the service, it is a good way of attracting the most suitable students to your course.

The 2019 course data will not go live until 1 October 2018, so there will still be plenty of time to make changes to your course information before students can see your courses.

#### Year 10 data now available in UCAS Progress

To download your Year 10 pupil's log in credentials, please log into UCAS Progress, click on Learners, Learners who have not logged on (blue box). You can then download an Excel spreadsheet of your new learners (remember to use the auto filter and filter to Year 10). You can also download the Getting started with UCAS Progress guide for your students, which takes them step-by-step through Search and Apply, and signposts them to the relevant online tools available to help them make the right choices.

Once students have started their application, you can track their progress using the 'Learner management dashboard' link and the September Guarantee report.

## Events

### Post 16 event

Please promote this event to any relevant students

[www.leeds.gov.uk/results](http://www.leeds.gov.uk/results)

## #LeedsNextSteps

Thursday 30 August 2018

11.00am - 2.00pm

Kirkgate Market

 Find us on Twitter

**FREE to attend**  
**No need to book**

Aged 15 -19 and not sure what you're going to do in September 2018?

Come along and apply on the day for:

- Apprenticeships - College - Sixth Form - Traineeships

## Leeds Young Talent!

This is our annual Talent Competition for young people aged 14-25 with a learning disability or autism. This year it will take place on 27 June in the amazing venue inside Leeds College of Music. We have TV celebrities confirmed as the guest judges, and it will be a fantastic event.

Any young people that want to apply to perform should call us on 0113 2443729 or fill in their details on this link: <http://bit.ly/LYT2018>

## Policy Watch

The most pressing policy at the moment is the new Data Protection policy. The model policy previously available does not reflect the newly introduced [General Data Protection Regulation](#) (GDPR) and should not be used. Schools can purchase the new Information Governance start up package, which includes an updated Data Protection policy, or alternatively source a new policy from other providers.

Governors should also be aware that an updated Child Protection policy and statutory guidance 'Keeping Children Safe in Education' is expected in readiness for the next academic year and must be approved by the governing board.

The guidance document for governors with monitoring duties for careers (Careers advice and guidance governor) is also being updated and will be available to schools who purchase a Governor Support package shortly.

The Department for Education has issued the response to the consultation 'Implementation of T Level programmes'. [READ MORE ...](#)

Employers, education and training providers can now apply for a share of £170 million competition fund to establish new Institutes of Technology, which will specialise in delivering higher level technical skills. [READ MORE ...](#)

## Fond Farewell

*You will be aware that Jackie, Sally and Katie will no longer be supporting the Network due to changes in roles. A massive 'thank you!' goes to all three who have worked incredibly hard over the years to ensure that the Network supports the sharing of best practice in the ever changing post-16 world. Tracy Waud will continue on from Sally, Jane Zanzottera will take on Jackie's role of quality assuring the Network, Tracey Greig will provide an Employment and Skills focus and perhaps most importantly we are hoping to appoint your new lead professional very soon!*

**We want your good news stories or if there are other ideas you want to share, let us know**  
**Contact: Amutha Thillai, Email: [amutha.thillai@leeds.gov.uk](mailto:amutha.thillai@leeds.gov.uk) or Phone: 0113 3787234.**