



**RADLEY**

## **Careers Policy**

**December 2023**

# Careers Policy

## Aims

The aims of the Careers Department are as follows:

- a. To encourage boys to think about their future beyond Radley and therefore give guidance so that they are as fully informed as possible. Work experience plays an important role in this regard.
- b. To introduce possible career paths through talks by Old Radleians (OR), parents and the Radleian Society. Boys will join Morrisby and most will receive Psychometric testing and career advice.
- c. To encourage the improvement of 'life skills' so that the chances of employment and promotion within a company are maximised.

The aims of the Careers Department are often achieved in many aspects of college life. For example, boys are encouraged to think about their futures in meetings with Tutors, Form Masters and dons. Boys are encouraged to act independently, to plan and to set targets. Leadership training occurs in the CCF, and opportunities are provided throughout the school especially within Socials. Boys can participate in the Duke of Edinburgh scheme.

## Organisation

The department liaises regularly with the Foundation, Radleian Society, Head of University Entrance and Head of 6th Form to discuss mutual support and to deliver a programme that meets the needs of the students. This includes the integration with Radley Connect and the Radleian Society on LinkedIn as well as making individual connections on request. The Radleian Society carries out a survey of ORs, four and seven years after leaving to help inform decision making and careers provision. The Careers and UCAS Co-ordinator runs much of the courses on offer, updates the SharePoint Futures page and Coffee Shop noticeboard and also helps individual boys when the need arises.

## Careers Programme

The eight Gatsby Benchmarks of Good Career Guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The table below shows where the Gatsby Benchmarks are being met:

Activity	Gatsby Benchmark
<p><b>Shell</b></p> <p>Participation in a 'Business Game'. An introduction to; positions on a Company Board, some of the key skills required by all employers, including creativity, presentation skills, team participation and leadership, conflict resolution and meeting of deadlines.</p> <p>Initial career profiling is delivered through FutureSmart Careers using the Morrisby 'Aspirations' programme.</p>	<p>1, 4</p> <p>1, 2, 3, 8</p>
<p><b>Removes</b></p> <p>CV writing. The importance of having highest possible academic grades at all levels, identification that key skills are required and the need to have proof of their possession. Boys find a job that is being advertised and then write a CV for that position. Concurrently the English Department teach Formal Letter writing such as the production of a Covering Letter.</p> <p>Period 5 Saturday. During the Michaelmas and some of the Lent Terms, boys attend a 'Future Ready' lecture from a parent/ OR/ friend of Radley College on a diverse range of topics such as coping with adversity, working in the renewable energy space, tech start-ups, the graduate scheme at Sky and working in the sports industry.</p> <p>£10 Business Challenge. In the Summer holidays, boys are given a £10 loan in order to start a business. All profits go to a charity that the Form have chosen to support.</p>	<p>1, 3, 4</p> <p>1, 2, 5</p> <p>1</p>
<p><b>Fifths</b></p> <p>Most boys participate in the Morrisby profiling scheme; a psychometric test and report followed by an individual conversation with a careers' advisor. A follow up interview occurs in the Lent term of the 6.1.</p>	<p>1, 2, 3, 4, 7, 8</p>

The Director of Careers gives a talk to the Vth Parents about the importance of work experience.	1, 6
At the end of the Summer Term, as part of the Life Skills week, boys visit a company and business.	1, 2, 6
<p><b>6.1</b></p> <p>The following activities are organised:</p> <p>a. <u>University Entrance</u>. The Director of University Entrance runs a comprehensive programme to prepare students for Higher Education in the UK and abroad. Students are encouraged to attend University Open Days.</p> <p>b. <u>6.1 Careers Conference</u>. The opportunity to investigate two career streams and start developing networking skills. Presentations are given by Old Radleians, Parents and friends of the College.</p> <p>c. <u>Interview Techniques Course</u>. A scheme delivered by an external provider to coach the boys with the emphasis on a university interview, but skills learnt will also be valid for employment interviews. The Course runs through to the Michaelmas term of the 6.2.</p> <p>d. <u>Employment Briefing</u>. A lecture on the current trends in graduate recruiting and the state of the employment market in the UK.</p> <p>e. <u>Entrepreneurship</u>. As part of the CEP programme, Entrepreneurship is experienced through the Tycoon (Peter Jones Foundation) programme. Boys set up and sell a product/ service and compete against other schools/ teams for national recognition.</p>	<p>1, 3, 7</p> <p>1, 2, 5</p> <p>1, 2</p> <p>1, 4</p> <p>1, 2</p>
<p><b>Cross-year Activities</b></p> <ul style="list-style-type: none"> <li>• Careers Advice – boys, in all years, have the opportunity to have a 20-minute conversation with a professional careers’ advisor. This is held during most APTs.</li> <li>• Promotion of useful work experience, skill acquisition, fund raising and expedition planning and delivery. Attendance on careers and higher education courses. Helping students find placements through the Old Radleian network.</li> <li>• Medical Society – Potential medics and vets are identified early and given specific guidance on employment in the medical sector.</li> <li>• OR Networking – The Radley Society organise networking events to which small groups of 6<sup>th</sup> Form boys are able to attend.</li> <li>• Students can get the latest news and advice on all Career related matters on the SharePoint page, regularly updated and maintained by The Careers and UCAS Co-ordinator.</li> <li>• The Careers and UCAS Co-ordinator runs help desk enquiries for students wanting advice on all aspects of their career journey.</li> <li>• Visiting speakers – a wide range of speakers are invited to talk at Radley from all sectors of education and business. The speakers are organised by dons and boys.</li> </ul>	<p>1, 2, 3, 8</p> <p>1, 2, 3, 4, 5, 6, 7, 8</p> <p>1, 3, 5, 7, 8</p> <p>1, 2, 5, 6</p> <p>1, 2, 3, 4, 8</p> <p>1, 3, 5, 6, 7, 8</p> <p>1, 2, 4, 5</p>