



2024-2025

# Hampstead Fine Arts

## Careers Education policy

All students in all year groups at Hampstead Fine Arts College receive advice on careers and on higher or further education. This advice is accurate, up-to-date, presented in an impartial manner and enables students to fulfil their potential by making informed choices about a broad range of career, education and training options. Our provision draws on the Department for Education's *Careers guidance and access for education and training providers, January 2023*

Much of our advice is delivered through the PSHE programmes: Wellbeing for the Lower Years, Enrichment for the Lower Sixth and the weekly Personal Tutorials for all year groups. All year groups will regularly discuss with Personal Tutors in personal tutorials the higher education and career paths available to them. Margaret Park, Director of Careers, is available throughout the year to meet students individually who at any stage would like to discuss options or who need help with applications.

### Year 9

The students are given opportunities in tutorials and PSHE lessons to discuss careers, further/higher education options and apprenticeships. They are encouraged to think about industries and jobs that might appeal to them. Lesson activities lead them to evaluate their own skills and strengths as a way of identifying the eventual routes that might be most suited for them. Discussions include information about the GCSE and A level subject qualifications that might be needed for certain roles and therefore help the students to move towards selecting appropriate GCSE subjects to begin or continue studying in Year 10.

### Year 10

As part of the PSHE programme, talks and discussions take place at intervals throughout the year. Topics include options for higher and further education as well as information about approved technical qualifications and apprenticeships. We cover CV writing and the increasing importance of a 'Personal Brand': a portfolio of work experience and examples of skills. Education and training providers may visit the College to speak to the students to help them become informed about the full range of options available and students are also taken to events at providers of further and higher education.

Students' subject choices and the suitability of these are under constant review. At the end of Year 10, students have a formal meeting to review their subject choices for the year ahead in the context of the GCSE programme of study and their ambitions for continuing education and careers.



## **Year 11**

Students in Year 11 continue to receive regular input on careers, training and higher or further education during the PSHE lessons. They also continue to be given talks by outside education and training providers, including those offering technical education, apprenticeships or employment, to ensure they are fully informed about the wide range of options available to them in the future.

Students in Years 11 and 12 are encouraged to find suitable work experience for the holidays and to consider summer courses, if appropriate. The College gathers as many offers of work experience as possible and matches these with appropriate students. Visits to universities and art colleges are organised by subject departments and students are also advised to visit independently.

In the autumn term we hold an evening for Year 11 students and their parents to meet A level subject tutors to discuss the content of A level courses so that the students can make an informed choice of subjects to study in the Sixth Form.

In the spring term, Year 11 students have individual meetings with the Principal or the Head to go through their subject choices for A level. This discussion takes place in the context of the students' interests and abilities and their possible destinations post-A level.

## **Year 12**

Early in Year 12, a talk is given by the Careers department, advising students to start thinking seriously about career paths, researching options and if possible visiting universities and art colleges and other education and training providers. We remind them of the range of options available, including technical qualifications and higher apprenticeships. We explain the timetable for the college and university applications process that begins later in the year.

In the spring term of Year 12, the College organises a session on higher and further education in which the Director of Careers and the Art tutors discuss the many options available and outline the applications process for universities and art schools. Higher apprenticeships and FE college courses are also discussed. Students are reminded to book visits to the university open days that continue through the spring term and to the degree shows of Art Colleges held in April.

Also in the spring term, a parents' information evening is held to explain the options and applications processes. We outline the timetable that begins with one-to-one meetings with Margaret in the spring/summer terms followed by the drafting of the personal statement and registration for UCAS in the summer term.

On a separate occasion, an Admissions Officer from a leading university comes to the College to talk to Year 12 on the detail of what universities and art colleges look for in a personal statement.

We also organise specialist portfolio preparation advice from one of the leading London Art



colleges.

In addition, in the spring term, talks are also given by specialists from Oxbridge Applications and A-List (US Applications), divisions of Dukes Education Consultancy, our sister company.

In the spring and summer terms of Year 12, each student has a one-to-one meeting with Margaret, Director of Careers, to discuss their plans and options for their lives after A level. They are all given advice about suitable courses and career paths.

In the summer term of Year 12 and autumn term of Year 13, students' personal tutors guide them through finalising their personal statements for either UCAS or Art College or elsewhere and completing their applications.

Students are encouraged to undertake a range of extra-curricular activities such as work experience, short courses, exhibition visits, wider reading, volunteering etc, during Year 12 and in the summer holidays before starting Year 13, so that they have additional material for their personal statements.

Additional careers and higher education information is provided to Year 12 in regular talks from visiting speakers through our weekly Enrichment programme; these may be academics from universities and art colleges, or professionals from a range of careers, or ex-students at the College, all describing their experiences of a wide range of career paths. College tutors also contribute extra-curricular talks, open to all students, on a range of career-related topics. Students are encouraged to suggest ideas for talks to be given by guest speakers from any field.

### **Year 13**

In the autumn term, Year 13 students complete their personal statements and make their course choices with help from their personal tutors. The Director of Careers is available for further individual meetings where needed. We aim to have all university applications submitted by half term in the autumn term of Year 13, or soon after, to take advantage of the 'first-come-first-served' nature of offers of places and to free the students to focus on their A level studies. Applications to Art Colleges are completed in the second half of the autumn term. Karen Staples, Head of the Art Department, supervises these and advises on portfolio submission.

**September 2024**  
**Reviewed by: MP**