



**St Peter's School**  
CAREERS DEPARTMENT

**Parent and Pupil Handbook  
2022-2023**



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# Introduction

## Careers and Higher Education (HE) at St Peter's School

Careers and Higher Education (HE) provision at St Peter's School is led and coordinated by a dedicated Careers Department, which offers a range of opportunities to benefit each pupil. The structured programme is delivered by Careers staff and supported by tutors, teachers, external professional companies, guest speakers and Old Peterites. The breadth of the Careers offering at the school enables all pupils to benefit from a proactive and individually focused programme of activities, advice and guidance to successfully prepare them for the next stage of their lives.

### Aims of the Careers and Higher Education Department:

- To provide pupils with advice and guidance to help make informed choices about their future and feel prepared to make decisions
- To ensure that pupils are inspired, engaged with and energised about their future
- To offer information, support and guidance on a range of post-school options, that is relevant, correct and up-to-date
- To develop all pupils' employability skills to set them up for success
- To offer a welcoming Department that pupils feel comfortable in approaching for help and advice

### Through the Careers and HE programme, each pupil at St Peter's School is equipped with:

- Knowledge on a range of options after St Peter's and the confidence to make the right choices for them
- An understanding of the skills and qualifications required to succeed in their chosen pathway
- Interpersonal, communication and interview skills to help them thrive in the workplace and in higher education
- Confidence to search for and apply for a job or higher education course
- Experience in the workplace and opportunities to meet professionals in industry to support decision making

### Awards, Qualifications and Memberships:

- The Head of Careers and HE, Mrs Joy Loftus, holds a degree in psychology and a QCF Diploma in Careers Guidance and Development. She is a registered professional with the Careers Development Institute (CDI) and holds a MOE coaching qualification. *(Currently on Maternity leave)*
- Mrs Kaeli Wishart, Acting Head of Careers and HE, holds a degree in Service Sector Management and a QCF Diploma in Careers Information and Advice.
- Miss Rebecca Williamson, Careers and HE Advisor, holds a degree in Geography and is currently working towards a Masters in Career Development and Employability.

## Careers and Higher Education Programme

Each year group at St Peter's School has a programme of tailored, age-appropriate activities organised by the Careers and HE Department, including:

- A structured programme of **Personal Social & Health Education (PSHE) Careers lessons**. PSHE careers lessons allow St Peter's pupils to benefit from a structured and age-appropriate programme of activities and discussions with their tutor, along with larger, assembly-style presentations with an external speaker or member of the Careers Department. These lessons are delivered through the Lessons for Life and St Peter's Enrichment Programmes.
- A programme of **information evenings and insight talks**. These offer pupils and parents guidance into application processes, career opportunities and higher education courses and are held at various points throughout the year. These talks are delivered by external organisations such as universities and apprenticeship providers, as well as OPs who talk about their journey following St Peter's.
- Individual, **one-to-one advice and guidance**. The Department has an open-door policy to all pupils and parents. Staff in the Department can offer tailored advice and guidance on anything from writing a CV to organising a gap year and applying to university. The Careers team are members of the Careers Development Institute and are able to offer personalised advice to all pupils.

## Setting you up for Success - Employability Skills

Employability skills is an umbrella term for the skills and competencies that can be learnt and developed outside academic study, which will "set you up for success" in finding and applying for a job and thriving in the workplace. These skills are just as important as academic skills.

The Careers Department aims to develop these skills in all pupils, through the activities and lessons that are offered during each year. Most employers like to see the following skills:

### **Interpersonal Skills**

Being able to get along and work with other people effectively

### **Communication Skills**

Being able to communicate to a wide range of people in person, on the phone and in writing

### **Presentation Skills**

Being able to give presentations confidently in front of other people and get effectively your message across

### **Teamwork Skills**

Be able to work well in a team with different types of people, to get a job done

### **Leadership Skills**

Have the ability to lead and direct others well, in order to achieve a goal

### **Time Management and Organisational Skills**

Be able to manage your own time well and stay organised whilst completing a task, as well as being able to arrive and leave on time

### **Initiative**

Being able to use your own initiative when things do not go to plan and solve a problem well

## **Careers Resources**

All pupils have open access to the Careers Department and Library which is situated in the Pascal building. The Careers library contains a range of books, university prospectuses and information on different careers and pathways. We also provide access to an online library containing links to a wealth of Careers and HE related resources. Pupils and parents can access this [\*\*HERE\*\*](#)

## **iFawkes**

The School's Virtual Learning Environment, iFawkes, is an online tool that can be used by pupils and parents alike, to access information from various departments at St Peter's. iFawkes has a dedicated Careers section, and we do our best to keep this current, providing helpful information on things such as work experience, gap years and apprenticeships.

## **Newsletters and Calendar of Events**

The Careers Department produces regular newsletters and events calendars for pupils and parents. These are emailed out to parents and are available to view on iFawkes. The newsletters highlight important, upcoming events in the Careers calendar and suggest external opportunities which may be of interest to pupils.



# **Careers and Higher Education provision for Middle School (Third, Fourth and Fifth Form)**

## Third Form

In the Third Form, pupils are settling in to life at St Peter's and are introduced to the Careers Department in their first few weeks. Pupils begin to start thinking about the range of opportunities open to them following St Peter's; their goals and aspirations and how to reach them; how to start developing employability skills; what careers and pathways might suit them and what their skills and strengths are. In the Third Form, pupils take part in:

### **Christmas Term**

#### [An introduction to the Careers Department and House visits to Careers](#)

The Third Form are introduced to the Careers Department, what it does and how they can use it.

#### [GCSE choices information evening](#)

An introduction to GCSE choices evening to help pupils and parents make the right decisions at this key transitional stage.

### **Summer Term**

#### [PSHE Block](#)

This term, pupils will take part in six PSHE lessons, covering career aspirations and ideas, skills for employability, career stereotyping and discrimination and labour market information.

#### [Employability Skills Day](#)

The employability skills day gives pupils an introduction to the world of work and helps pupils to identify essential skills for making a good first impression for succeeding in their future career pathway. The day develops teamwork, confidence and key employability skills.

## Tips for the Third Form

In the Third Form, it is a good idea to start thinking about the following:

#### *What subjects am I enjoying the most, and which am I best at?*

These are the subjects you should be considering for your GCSE subject choices.

#### *Do I have a career or university choice in mind?*

Ensure you check with your teachers and Careers Department if you have something in mind and need to take a specific GCSE, e.g. art or design technology for a design-based university course.

#### *What am I doing that demonstrates my skills?*

Are you part of a team or group that develops your competencies? e.g. a sports team to demonstrate leadership and teamwork, or Community Action to develop interpersonal skills and initiative? Is there something else you can do to start developing employability skills

## Fourth Form

In the Fourth Form, pupils are working hard towards their GCSEs. The Careers provision in this year complements pupils' studies, and as such, activities are offered at carefully selected times of the year, so as not to clash with their academic commitments. This year, pupils are encouraged to think more about their own skills and strengths to help them plan for their future. In the Fourth Form, pupils take part in:

### **Easter Term**

#### Degree Apprenticeship Evening

Degree apprenticeships are becoming increasingly popular. Industries and organisations value work experience and are seeing the long-term benefits of training young, committed individuals and funding their degree. They are a fantastic option for school leavers, and this evening offers pupils an opportunity to hear from some of the best apprenticeship providers and how to apply for a scheme.

### **Summer Term**

#### PSHE Block

This term, pupils will take part in six PSHE lessons, covering career strengths and stereotyping, writing a CV, numeracy for the workplace and labour market information.

#### Employability Skills Day

Run by one of our partner organisations, this life skills day gives pupils an introduction to the world of business, alongside developing essential skills for this industry and others. The day promotes enterprise, teamwork and communication skills.

## Tips for the Fourth Form

In the Fourth Form, it is a good idea to start thinking about the following:

### *Which subjects am I particularly enjoying and doing well in?*

It is the subjects that you are enjoying and doing well in that will give you an idea of where your strengths lie. The subjects you enjoy might give you an insight into the type of career you'd like to enjoy in the future.

### *Am I intrigued about a certain career or field of work?*

If you are interested in a certain career (e.g. becoming an architect), or field of work (e.g. healthcare), it's now a good time to start exploring these interests. Speak to the Careers Department or use the Careers Library to find out more information on specific areas. You can also use an online tool called **Eclips** and access this using the case sensitive password: **foosce08**

*Am I building my Skills Portfolio to help me write a CV?*

Continue to build your Skills Portfolio, providing evidence of how you are using and developing different employability competencies. If you're struggling to think of examples, have a chat with your friends, family and teachers who may be able to help you, or think about seeking new experiences outside of the classroom - such as work experience in Fifth Form.

*What sort of work experience am I interested in getting?*

In Fifth Form, all pupils are expected to undertake some work experience. If you start thinking about it now, you have a good chance of securing a placement in an area you'd really like!

**Work experience is an essential part of applying to Medicine, Veterinary Science and Dentistry at university - so start thinking about this early. It will also strongly benefit those pursuing other vocational degrees such as engineering and accountancy. Pupils should speak to the Careers Department for further advice.**

## Fifth Form

In the Fifth Form, Careers provision looks at making choices for Sixth Form/College and gaining work experience. Important decisions regarding further education are made in Fifth Form and the activities in this year are designed to support and encourage informed choices. Pupils are introduced to different pathways and are encouraged to play an even more active role in thinking about their future.

In the Fifth Form, pupils take part in:

### **Christmas Term**

#### Morrisby Testing (optional)

Morrisby is a 2 hour online psychometric profiling session. The results show pupils what their personality type and learning styles are, along with their key attributes and strengths. It also suggests what sort of career path may be suitable for them. The test results are discussed during the pupil one-to-one progression interview.

#### Progression Meetings

A one-to-one progression meeting takes place to discuss future plans and options. Those who sat the Morrisby Profiling will discuss their results together with Careers. Advice is given on A-level choices which might suit the pupil. The discussion encourages pupils to continue research on pathways after Fifth Form and offers a good starting point.

#### Introduction to the Sixth Form

Pupils and parents are invited to an information evening about transitioning into the Sixth Form. The evening will answer frequently asked questions, along with suggestions to help pupils choose their A-level options.

### **Easter Term**

#### Degree Apprenticeship Evening

Degree Apprenticeships are a relatively new - and growing - development for vocational higher education in England, which combine full-time paid work with free part-time university study. Degree apprenticeships are becoming increasingly popular. Industries and organisations value work experience and are seeing the long-term benefits of training young, committed individuals and funding their degree. They are a fantastic option for school leavers, and this evening offers pupils an opportunity to hear from some of the best apprenticeship providers and how to apply for a scheme.

#### Presentation on work experience

A presentation is given to the year group on the importance of work experience and how the Careers Department can support them to find and apply for a placement. The session helps pupils to understand the benefit of work experience and aims to encourage more pupils to apply for a placement after the GCSE examinations.

## Futures Fair

Each year, St Peter's School organises a Futures Fair for all Fifth and Sixth Formers. The Fair invites a wide range of employers, higher education providers, gap year specialists and returning Old Peterites for pupils to speak to and gain one-to-one advice and guidance from. The Fair is an opportunity for pupils to explore future pathways of all kinds, and open their eyes to new possibilities.

## PSHE Block

This term, pupils will take part in six PSHE lessons, covering personal development planning, applying for jobs, writing cover letters and workplace self-advocacy.

## Summer Term

### Work Experience

Work experience week takes place after the GCSE examinations. Pupils are encouraged to source their own placement, with support and encouragement from the Careers Department. The Careers Department ensures all paperwork is in place and seeks feedback from the employer following the placement. Work experience is great for pupils to use as evidence in their Skills Portfolio.

## Tips for the Fifth Form

In the Fifth Form, it is a good idea to start thinking about the following:

### *Have I organised work experience?*

Work experience is an essential part of learning about the workplace, helping you to gain new skills and get an insight into a particular career. It is an essential part of investigating future pathways, and gives you experiences to discuss in your applications to university or employment. Work experience also gives you the chance to speak to professionals in industry and you never know, you might even get a job opportunity from it! You can carry out experience during any school holiday or during Work Experience Week after GCSE exams. **Please see iFawkes for further information and guidance on securing work experience.**

### *What do I want to do after St Peter's?*

Now is the time to really start making plans for your pathway beyond St Peter's. If you're going into the Sixth Form, you'll need to consider whether you'll go to university, go into employment, start an apprenticeship or take a gap year. Thinking about this now will make choosing your A levels easier and will give you something to work towards.

### *Which A levels should I pick?*

*Ideally, the A levels you pick should be the subjects you enjoy the most, the subjects you're good at and those required for your future pathway. The introduction to Sixth Form evening will help you to decide which A levels are best for you, and other things to think about in your transition.*

*Am I building my Skills Portfolio to prepare me for life beyond St Peter's?*

Your portfolio should now be starting to take shape, containing things you have done to evidence your skills and competencies. Work experience is a fantastic way to demonstrate the development of skills, your commitment to extending your knowledge and getting involved in the work place. Make sure you organise some work experience this year and also think about how your other commitments demonstrate the key competencies outlined at the start of the booklet.

# **Sixth Form and beyond**



## The Sixth Form

In the Sixth Form, pupils require lots of advice and guidance to help them to make informed choices about the wide range of options that are available to them. The Sixth Form is a gateway to the future, and the Careers Department aims to support each pupil individually in helping them to plan and prepare for a future that is right for them. Post Sixth Form options are more varied than ever before. The Department offers each pupil the opportunity to discuss their plans and desires one-to-one, along with range of opportunities which help them in their decision-making process.

### Lower Sixth

The Lower Sixth year is the busiest in the Careers programme! The activities in this year allow pupils to make informed and realistic choices, whilst offering them up-to-date advice to support progression into Upper Sixth and beyond. Lots of groundwork is done here, to prepare pupils well for the coming months. In the Lower Sixth, pupils take part in:

#### ***Christmas Term***

##### Progression meeting

All Lower Sixth pupils have a progression meeting with the Careers Department, to get them thinking about their areas of interest and future options. The meeting allows an action plan to be formulated to help motivate and encourage proactive thinking.

##### Unifrog Launch

Sixth Form pupils are introduced to Unifrog – an interactive, online tool that our pupils use to carry out research on a range of post-Sixth Form opportunities.

##### Old Peterite Mentoring Scheme

From the Christmas term, the Lower Sixth cohort will be divided into three groups and offered the opportunity to choose (where possible) and forge a professional relationship with an Old Peterite Mentor. Mentoring sessions are held on a Thursday from 8.30am - 9am for five weeks and are delivered both in person and virtually via Zoom. Topics covered include interview skills, decision-making and future planning. Dates and group information will be circulated in advance of the first sessions beginning in November.

#### ***Easter Term***

##### Degree Apprenticeship evening

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and funding their degree. They are a fantastic option for school leavers, and this evening offers pupils an opportunity to hear from some of the best apprenticeship providers and how to apply for a scheme.

### Futures Fair

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### Applications to Oxbridge evening

Each year, an admissions tutor from the University of Oxford or Cambridge hosts a webinar to provide an insightful and interesting talk on applying to Oxbridge and what it's like to be an Oxbridge student. All pupils who are interested in applying to Oxbridge are encouraged to attend along with their parents.

### Oxbridge briefing

Following our Oxbridge evening, pupils interested in applying to Oxbridge are asked to attend a briefing in school time. During the meeting, pupils are given the facts on applying to Oxbridge, an overview of the support offered in School along with a task list to complete in preparation for their application.

### Oxford Cambridge student conference

Pupils are given the opportunity to attend the annual Oxford Cambridge student conference in Newcastle, as part of the School's Oxbridge preparation programme.

## **Summer Term**

### Progression Meeting

Each pupil attends a compulsory progression meeting with a member of the Careers Department. The meetings allow pupils to discuss their intentions following sixth form and receive personal advice and guidance to suit their needs.

### Medical school talk

All pupils interested in applying to Medical School have the opportunity to come along and listen to a current medical professional, who will offer up to date and insightful information on applying for a degree in medicine and becoming a medical student.

### The UCAS process

We welcome a university representative to deliver a webinar providing an overview of the UCAS application process. All pupils who will be applying to university are encouraged to attend, along with their parents.

### St Peter's Enrichment Programme (Careers & HE lessons)

Pupils are introduced to UCAS and guided through the application process. Pupils take home information and booklets to share with family, and are given clear deadlines and submission dates.

### Exploration Week

Exploration week is organised each year for Lower Sixth pupils, during which they take part in a number of activities which prepare them for university application. These include: a personal statement talk and workshops with the Careers Department.

### Early mock interviews

All candidates who are planning to apply for early entry to university (medical, veterinary science and Oxbridge pupils) will attend a first attempt mock interview in school. Feedback will be given to each pupil, suggesting areas to work on over the summer and a first draft personal statement is handed in.

## Upper Sixth

In Upper Sixth, the main focus is on applying to university and school leaver schemes, preparing for interviews and life beyond St Peter's School.

In the Upper Sixth, pupils take part in:

### **Christmas Term**

#### Mock interviews

The Careers Department holds mock interviews for all pupils who will be required to attend one as part of their application to university. For medical applicants, the Department organises both traditional and MMI (multiple mini interview) style interviews with staff in school and external volunteers. Where possible, all candidates will attend interviews with experts in their field of study.

#### Admissions tests

Admissions tests for Oxbridge, medical degrees and other competitive courses take place in School. Please check the test dates at the start of term.

### **Easter Term**

#### Responding to offers talk

Pupils and parents are invited to a webinar on responding to university offers, interpreting offers and are given answers to frequently asked questions, such as how to defer an application to university.

### Degree Apprenticeship evening

Degree Apprenticeships are a relatively new - and growing - development for vocational higher education in England, which combine full-time paid work with free part-time university study. Degree apprenticeships are becoming increasingly popular. Industries and organisations value work experience and are seeing the long-term benefits of training young, committed individuals and funding their degree. They are a fantastic option for school leavers, and this evening offers pupils an opportunity to hear from some of the best apprenticeship providers and how to apply for a scheme.

### Futures Fair

St Peter's School organises a yearly Futures Fair for all Fifth and Sixth Formers. The Fair offers a wide range of employers, higher education providers, gap year specialists and retuning Old Peterites for pupils to speak to and gain one-to-one advice and guidance from. The Fair is an opportunity for pupils to explore future pathways of all kinds, and open their eyes to new possibilities.

### Student finance and accommodation talk

The University of York delivers a talk on how to apply for student finance, how repayments work and how student finance is calculated. Advice is also given from the Careers Department on university accommodation.

### Results day preparation talk

We inform all pupils about what will happen on results day; the process of accepting their place and what happens if they miss their required grades, including how to navigate Clearing.

## **Summer Term**

### Preparing for Student Life

Pupils have the opportunity to talk to a recent Old Peterite who is currently at university. The groups will have an opportunity to discuss the reality of living in student halls, managing their own money, making friends and surviving the workload.

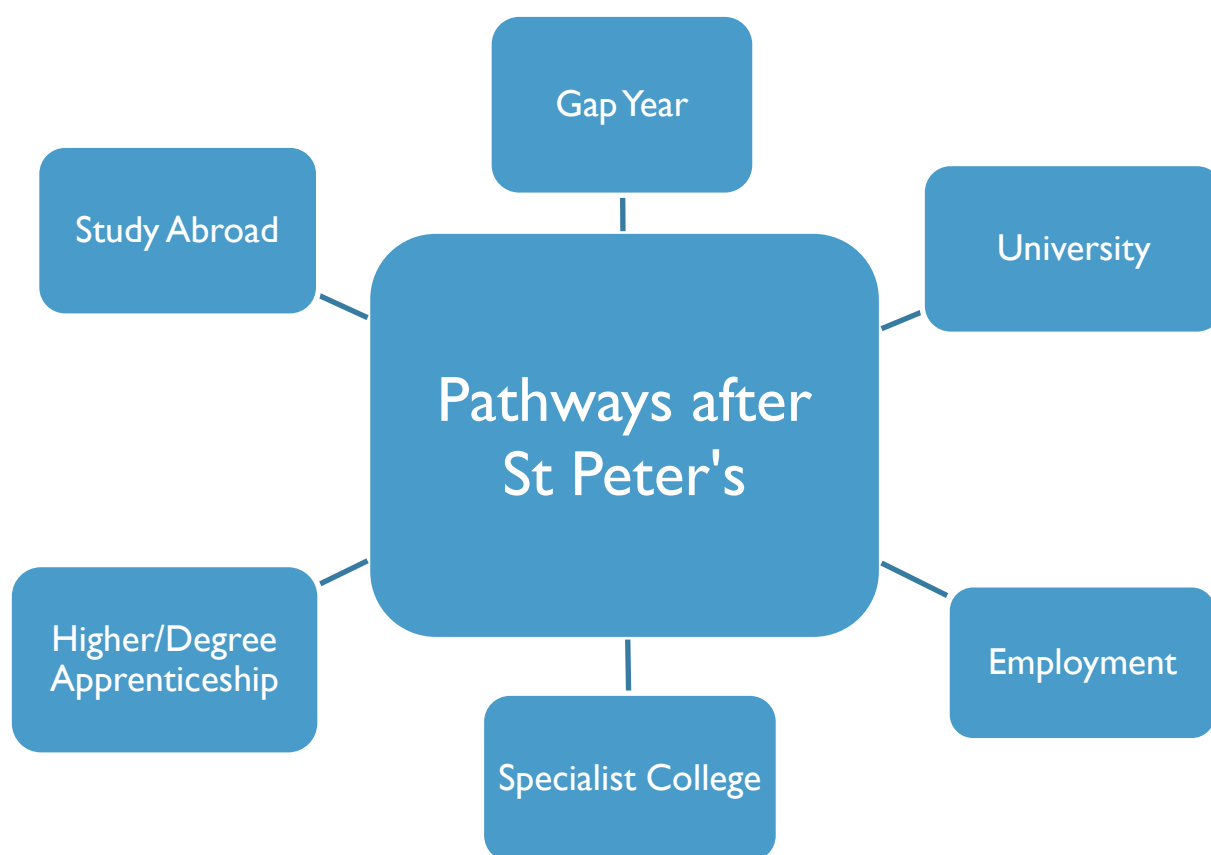
## **Results day and beyond**

On results day, pupils will be supported by staff in school whatever the outcome might be. The Careers Department and other teachers are available to help and guide pupils through results day, including responding to offers and making decisions based on their results.

After results day, the Careers Department support any pupil who need it, as they navigate the process of beginning university and settling in. It also guides those pupils who choose to take a gap year, re-sit exams or reapply to UCAS the following year.

## Pathways after St Peter's

There are many choices to make when deciding on a pathway after St Peter's, and the Careers Department can help all pupils to plan, prepare and apply for any of the options they are considering. Whilst it would be impossible to list all of the options available, some of the common routes are below and there is some specific guidance on the following pages relating to each. Please refer to iFawkes for further information and updates.



## Taking a Gap Year

Taking a gap year before university is a very popular option for thousands of pupils across the UK. A gap year really is whatever you want it to be – it can be anywhere, for any length of time, doing anything you want. You can choose to volunteer abroad or in the UK, get a paid job, work for a year in industry to gain experience, travel the world to learn about new countries, go on safari, work as a chalet host in a ski resort, learn to be a scuba diving instructor in Thailand – the list is endless!

Gap years are particularly common for those pupils who feel they would benefit from taking some time out of studying before going to university, and for those who aren't sure which career pathway they want to pursue. Gap years are often looked upon favorably by universities who feel that a structured gap year can increase self-confidence and independence. However, be aware that gap years are not encouraged for pupils planning to embark on a university course that contains a large amount of Maths - the lack of Maths practice during a gap year can lead to difficulties when returning to the subject at degree level.

A typical gap year might consist of a combination of working, learning and travelling. For example, a young person might work from August-January, to earn some money and gain work experience, then travel from February- May, followed by some time back in the UK to do some further work or learning in preparation for university. The experience of a gap year can help young people to develop their own skills and maturity and gain independence.

Below are some of the most popular options for gap years and some websites to take a look at. The Careers Department can also offer advice and guidance on pursuing a gap year.

### Travelling

Travelling across the world can be a daunting but life changing experience for young people. Travelling often involves going alone or with a friend and making the most of being immersed in another culture. This might be, for example:

- Buying a 12-month “round the world” flight ticket, which is valid when travelling east-west or west-east
- Inter-railing across Europe and staying in youth hostels
- Travelling through America or Australia as part of a group tour

### Useful Websites:

**[www.gap360.com](http://www.gap360.com)**

Gap3 60 offer an amazing range of exciting activities all around the world. Choose from adventure travel, party trips, paid work, volunteering, tours, learning new skills, teaching, round the world packages and other awesome activities.

**[www.hostelworld.com](http://www.hostelworld.com)**

A site containing information on hostels right across the world.

**[www.gapforce.org](http://www.gapforce.org)**

Gapforce has carefully selected gap year programs around the world since 1989, providing a variety of gap years abroad and gap year volunteer programmes for experiences in wildlife conservation, outdoor training courses and once-in-a-lifetime adventures across the far corners of the world.

**Working gap year**

Many young people choose to work during their gap year – either in the UK or abroad. This gives valuable experience to add to their CV, prepares them for embarking upon a career in the future and helps them to meet new people and learn valuable skills. A working gap year could be:

- Working as a school assistant in New Zealand
- Practising and coaching sport abroad or in the UK
- Working as a chalet host in a ski resort

**Good to know websites:**

**[www.letzlive.org](http://www.letzlive.org)**

A great website with opportunities to work as a gap assistant in a school in NZ, Australia or Thailand

**[www.campamerica.co.uk](http://www.campamerica.co.uk)**

Get an active summer placement job at camp in America for children. A very popular choice for people taking a gap year.

**[www.ncsyas.co.uk/careers/ncs-programme-jobs](http://www.ncsyas.co.uk/careers/ncs-programme-jobs)**

The UK Government's national initiative for young people across the UK. The NCS recruit people to work as seasonal staff on their programmes throughout the year.

**[www.neilson.co.uk/recruitment](http://www.neilson.co.uk/recruitment)**

**[www.tuijobsuk.co.uk/work-at-tui-travell/abroad/](http://www.tuijobsuk.co.uk/work-at-tui-travell/abroad/)**

**[www.workaseason.com](http://www.workaseason.com)**

All the above organisations offer seasonal work, either in a ski resort throughout the winter or in a summer holiday destination. Ski seasons are very popular and offer the opportunity of working alongside like-minded individuals as well as a good benefits package.

## **Volunteering**

Volunteering projects take place all over the world in many different shapes and sizes. For example, you could choose to:

- undertake marine conservation in Australia
- build a school in Mozambique
- volunteer in a Children's Day Care Centre in India
- teach English in China

Volunteering and gaining experience of working as part of a team in a different culture provides a great opportunity to expand your CV and develop those all –important life skills.

### **Useful Websites:**

***[www.lattitude.org.uk](http://www.lattitude.org.uk)***

***[www.podvolunteer.org](http://www.podvolunteer.org)***

***[www.changingworlds.co.uk](http://www.changingworlds.co.uk)***

***[www.projects-abroad.co.uk](http://www.projects-abroad.co.uk)***

These websites offer a fantastic range of opportunities abroad, ranging from journalism to wildlife conservation.

See iFawkes or drop in to the Careers Department for further information on any of these opportunities.



## University

Going to university and embarking on a brand new chapter is one of the biggest decisions a young person will make during their time at school. Applying to university can be difficult to navigate. We have plenty of things in place to support each pupil with their research and choices.

To help pupils in researching universities and courses, we use Unifrog. Each pupil will sign up for a Unifrog account when they start in Lower Sixth, and they will use it throughout the Sixth Form to carry out research and write their personal statement



- On Unifrog, pupils can search for universities and courses in the UK, as well as in the Netherlands and the USA.
- Unifrog also has a search tool for apprenticeship schemes.
- Each pupil's Unifrog profile will enable pupils to view their university options in 3 lists 'Aspirational', 'Secure' and 'Safe', in relation to their predicted grades. This helps them to make realistic and achievable course choices.

### Things to think about when choosing a course and university

#### The course

- Is the course a subject you'd like to study for the next 3-5 years?
- Does it cover the topics you're interested in?
- Is there a joint course you could do, if you're interested in more than one subject?
- Have you considered alternative, but similar, degrees? E.g. Business, business marketing, business management etc.
- Does the course carry accreditation for certain professions?
- How will you be taught? Is it exam or coursework heavy?

#### Entry Requirements

- Are you realistically going to achieve the required A level grades? What about GCSEs?
- Have you chosen at least one - two courses with entry requirements lower than your predicted grades?
- Do you need to sit an entrance exam?

#### University location and facilities

- Where is the university? Have you visited it to make sure you like the area and campus?
- Are you able to travel home easily during holidays or at weekends?
- Do they have good facilities, both in your Department and outside the classroom, e.g. sports facilities

- Do they have good clubs and societies/ teams that you can join?

### **Accommodation**

- What is the accommodation like and how much does it cost?
- Are you guaranteed accommodation in your first year?
- What is the accommodation policy if the university is your insurance choice?

Be aware of using league tables when choosing a university and course: they are subjective and vary from year to year.

### **The UCAS process**

The University and Colleges Admissions Service (UCAS) is a central body which processes all university applications. Each year St Peter's School holds talks for parents and pupils which give an overview of the UCAS process and exactly what it entails, along with the process for applying for funding and accommodation, and writing personal statements. There is a UCAS Apply guide on iFawkes to help pupils with their application.



### **A few of the basics:**

- Pupils register for UCAS during their enrichment lessons in the Summer term of Lower Sixth
- Pupils are able to select up to 5 course choices on UCAS, or 4 if they are applying for Medicine, Dentistry or Veterinary science/medicine. These applicants can choose a 5th choice but it must be a different course.
- Pupils are required to submit details of all exams taken and pending, the university will then use these to see if they are likely to meet the entry requirement.
- The school writes an academic reference for each pupil in support of their application.
- Pupils need to submit a personal statement with their application. The personal statement is around 500 words and reflects their enthusiasm and potential for the course. The statement is sent to all 5 choices by UCAS – you don't do a different one for each course.
- Oxbridge is the umbrella term used for Oxford and Cambridge. Pupils can choose to apply to either Oxford or Cambridge, but not both.
- The School must submit all applications to UCAS by certain deadlines:
  - Pupils applying to Oxbridge, medicine, dentistry and veterinary medicine have an earlier deadline than other courses. The final deadline for UCAS submission is October 15 of the Upper Sixth Year
  - Some music courses have an early deadline in early October
  - All remaining courses have a deadline in January

*Please note that these deadlines are UCAS deadlines. St Peter's School imposes much earlier deadlines than these to ensure that the reference can be written, and that UCAS forms have time to be checked for errors before being sent to UCAS. Deadlines are given to parents and pupils at the end of the Lower Sixth year.*

## Guidance for pupils: Preparing to apply to university

**Get work experience** as early as you can. For medicine, dentistry, veterinary medicine and nursing, work experience is absolutely essential and should be started in Lower Sixth at the latest.

You can use the NYBEP system to search for work experience placements in the local area. See iFawkes for the website details and how to login

**Read around your subject** – not just what is required of you in the classroom. This might be:

- ✓ Magazines and newspapers related to your subject area
- ✓ Journal and research papers
- ✓ Books on your subject of choice
- ✓ Online articles. Visit [theconversation.com/uk](http://theconversation.com/uk) – this a fantastic website containing articles on current topics written by academics at universities. A good place to start your extra reading.

The **Alcuin Library** has a reading list for most of the subjects taught at university – visit Mrs. Wong to get information and advice on reading around your subject.

**Take part in opportunities** relevant to your subject. The Careers Department regularly advertises these in School and in the Careers Newsletters. Oxford and Cambridge hold annual essay competitions, and lots of other institutions and organisations offer activities such as taster days and insight activities. Please keep an eye on the newsletters for upcoming opportunities.

**Go to public lectures** at St Peter's School and in the local area. The School has a vibrant and varied programme of talks for pupils to attend, and the University of York and York St John provide free talks and lectures too.

**All pupils will be given clear guidance on writing their personal statement and applying to university during their Lower Sixth year.**

## Early Applicants

### **Oxbridge, Medicine, Dentistry and Veterinary Medicine**

Applying to Oxbridge, or a Medicine, Dentistry or Veterinary Medicine course takes more time and preparation than applying to other courses. As a School, we aim to prepare and equip these pupils with the relevant experience and skills required to make a successful application.

#### **Oxbridge**

- Parents and pupils are invited to a talk on making a successful Oxbridge application and what it's like to be an Oxford or Cambridge student.
- Pupils are invited to attend the Oxford and Cambridge conference in March of their Lower Sixth year.
- All pupils attend an Oxbridge briefing held in school, and given a preparatory list of things to complete before they start in Upper Sixth.
- All Oxbridge applicants are paired with a subject specialist teacher, who will provide regular one-to-one sessions to help prepare for interviews.

#### **Medicine Degrees**

- Parents and pupils are invited to a talk on making a successful application and what it's like to be a medical student.
- Pupils can attend a suturing workshop held at the school by the Hull York Medical Society.

#### **All Early Applicants**

- All applicants attend a first mock interview which takes place in the summer term of Lower Sixth.
- All early applicants attend at least one further interview in School with a subject specialist before they are called for interview

## Early applicant preparation

<b>Fifth Form</b>				
<p>All pupils interested in early application should be getting involved with as much super-curricular activity as possible. This can include ISSP events, extension classes, online courses, taster events, extra reading and a deep exploration of their chosen subject. Extension work from teachers should be requested regularly. Suggested reading can be sought from the Library or subject teachers.</p>				
Date	All Early Applicants	Medicine	Oxbridge	Veterinary
Christmas Term	<ul style="list-style-type: none"> <li>• Fifth Form progression meeting with Careers Department</li> <li>• All pupils choose A-level options</li> </ul>	<ul style="list-style-type: none"> <li>• Start planning work experience</li> <li>• Read the <u>Medical School Council guide to work experience</u></li> </ul>		<ul style="list-style-type: none"> <li>• Start planning work experience</li> <li>• Read the <u>Veterinary Schools Council guide for work experience</u></li> </ul>
Easter Term	<ul style="list-style-type: none"> <li>• Futures Fair for all pupils to investigate future options, universities, careers and more</li> </ul>	<ul style="list-style-type: none"> <li>• Talk on applying to medical school and an insight into the process from a medical professional</li> </ul>	<ul style="list-style-type: none"> <li>• Oxbridge talk from admissions tutor – all pupils and parents welcome</li> </ul>	
Summer Term	<ul style="list-style-type: none"> <li>• Work experience and volunteering week – the week after GCSEs is an ideal time to take up work experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience is crucial for entry to Medicine and Vet Med and we recommend all pupils take the opportunity to secure a placement</li> <li>• This should be ongoing over the summer holidays</li> </ul>		<ul style="list-style-type: none"> <li>• Work experience is crucial for entry to Medicine and Vet Med and we recommend all pupils take the opportunity to secure a placement</li> <li>• This should be ongoing over the summer holidays</li> </ul>
<b>Lower Sixth</b>				
September	<ul style="list-style-type: none"> <li>• First Sixth Form progression meeting with Careers Department</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience for medical school applicants may be ongoing throughout this term</li> </ul>		<ul style="list-style-type: none"> <li>• Work experience for veterinary medicine school applicants may be ongoing throughout this term</li> </ul>
October	<ul style="list-style-type: none"> <li>• Unifrog launch &amp; training sessions for all Lower Sixth</li> </ul>	<ul style="list-style-type: none"> <li>• Read 'Getting into Medical School' held in the Careers Library</li> </ul>	<ul style="list-style-type: none"> <li>• Read 'Getting into Oxford and Cambridge' held in the Careers Library</li> </ul>	<ul style="list-style-type: none"> <li>• Read 'Getting into Veterinary School' book, held in the Careers Library</li> </ul>

<b>Date</b>	<b>All Early Applicants</b>	<b>Medicine</b>	<b>Oxbridge</b>	<b>Veterinary</b>
February	<ul style="list-style-type: none"> <li>• Begin detailed research into universities, colleges and courses</li> </ul>		<ul style="list-style-type: none"> <li>• Oxbridge talk from admissions tutor – all pupils and parents welcome</li> <li>• In-school briefing where preparatory task sheet is given to pupils interested in Oxbridge</li> </ul>	
March	<ul style="list-style-type: none"> <li>• Futures Fair for all pupils to investigate future options, universities, careers and more</li> </ul>	<ul style="list-style-type: none"> <li>• Talk on applying to medical school and an insight into the process from a junior doctor</li> </ul>	<ul style="list-style-type: none"> <li>• Oxford and Cambridge conference, Newcastle</li> </ul>	
April		<ul style="list-style-type: none"> <li>• Register for a relevant online course (MOOCs) and start exploring books, journals and podcasts. Suggested reading can be sought from the Library</li> </ul>	<ul style="list-style-type: none"> <li>• Speak to subject teachers regarding super-curricular reading and activities. Explore books, podcasts, online courses (MOOCs) journals etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Register for a relevant online course (MOOCs) and start exploring books, journals and podcasts. Suggested reading can be sought from the Library</li> </ul>
May	<ul style="list-style-type: none"> <li>• Second Sixth Form progression meeting with Careers Department</li> </ul>		<ul style="list-style-type: none"> <li>• Pupils assigned a personal subject-specific mentor</li> <li>• Weekly meetings will continue through to the end of term and pre-interview in the Upper Sixth</li> <li>• Research entrance exams and past papers</li> </ul>	
June	<ul style="list-style-type: none"> <li>• Internal exams</li> <li>• Exploration week - pupils register on UCAS and receive personal statement guidance</li> <li>• Start first draft of personal statement</li> <li>• Attend open days</li> </ul>	<ul style="list-style-type: none"> <li>• Book UCAT</li> <li>• Booking opens on May 1st and test can be sat on various dates between June and September</li> <li>• Pupils will have a first mock interview</li> <li>• Present first draft of personal statement and continue to complete over the summer holiday</li> <li>• Action plan given to pupils following mock interview and first draft personal statement</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will have a subject-specific first mock interview</li> <li>• Present first draft of personal statement and continue to complete over the summer holiday</li> <li>• Action plan given to pupils following mock interview and first draft personal statement</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils will have a veterinary medicine first mock interview with teachers in school</li> <li>• Present first draft of personal statement and continue to complete over the summer holiday</li> <li>• Action plan given to pupils following mock interview and first draft personal statement</li> </ul>

Date	All Early Applicants	Medicine	Oxbridge	Veterinary
Summer holidays	<ul style="list-style-type: none"> <li>• Work on personal statement/ interview skills action plan</li> <li>• Attend open days</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils should spend the holiday reading around current medical topics, areas of development in medicine and the NHS</li> <li>• Work experience may be ongoing</li> <li>• Practice for the UCAT/BMAT</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils should be reading in depth on their subject of choice. Reading should focus on a specific area of their chosen subject that they have a keen interest in</li> <li>• Practice for entrance exams</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils should be keeping up to date with current topics within veterinary medicine, including hot topics, development and wider concerns such as the environment</li> <li>• Work experience may be ongoing</li> <li>• Check which supporting documents are needed for your application to your chosen universities</li> </ul>
<b>Upper Sixth</b>				
September	<ul style="list-style-type: none"> <li>• <b>16 September 2022: STP EARLY DEADLINE</b> for UCAS form</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement support &amp; feedback with medical school specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement support &amp; feedback with Oxbridge specialists</li> </ul>	<ul style="list-style-type: none"> <li>• Personal statement support &amp; feedback with veterinary medicine specialist</li> </ul>
October	<ul style="list-style-type: none"> <li>• <b>15 October 2022: UCAS OFFICIAL DEADLINE</b> for early applicants</li> </ul>	<ul style="list-style-type: none"> <li>• Mock interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Mock Interviews</li> <li>• <b>22 October:</b> Cambridge deadline for submitting 'My Cambridge Application' formally known as SAQ</li> </ul>	<ul style="list-style-type: none"> <li>• Mock interviews</li> </ul>

Date	All Early Applicants	Medicine	Oxbridge	Veterinary
October & November		<ul style="list-style-type: none"> <li>• <b>18 October:</b> <u>BMAT</u></li> <li>• Mock interviews and feedback with HYMS</li> </ul>	<p><b>19 October:</b></p> <p><u>Engineering Admissions Assessment (ENGAA)</u></p> <p><u>Natural Sciences Admissions Assessment (NSAA)</u></p> <p><b>2 November:</b></p> <p><u>Classics Admissions Test (CAT)</u></p> <p><u>Mathematics Admissions Test (MAT)</u></p> <p><u>Modern Languages Admissions Test (MLAT)</u></p> <p><u>Oriental Languages Aptitude Test (OLAT)</u></p> <p><u>Oxford English Literature Admissions Test (Oxford ELAT)</u></p> <p><u>History Admissions Test (HAT)</u></p> <p><u>Physics Aptitude Test (PAT)</u></p> <p><u>Philosophy Test</u></p> <p><u>Thinking Skills Assessment Section I (TSA SI)</u></p> <p><u>Thinking Skills Assessment (TSA)</u></p>	<ul style="list-style-type: none"> <li>• <b>18 October:</b> <u>BMAT</u></li> <li>• Mock interviews</li> </ul>



			<p><b>Please note: the <u>UCAT</u> &amp; <u>LNAT</u> tests are arranged independently by the pupil. Registration, dates and deadlines can be found on their websites.</b></p> <ul style="list-style-type: none"> <li>• Mock interviews</li> <li>• <b>10 November:</b> Deadline for submitting requested written work to Oxford.</li> <li>• Oxbridge Interviews</li> </ul>	
December		<ul style="list-style-type: none"> <li>• Medicine interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Oxbridge Interviews</li> </ul>	<ul style="list-style-type: none"> <li>• Vet med interviews</li> </ul>
January & February		<ul style="list-style-type: none"> <li>• Medicine interviews</li> <li>• 25 January UCAS official deadline</li> <li>• Medicine interviews</li> </ul>	<ul style="list-style-type: none"> <li>• <b>TBC January:</b> Oxford and Cambridge decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Vet med interviews</li> </ul>

## UCAS 2023 DATES and DEADLINES

### **MAY 2022**

All pupils register on UCAS Apply 2023 in StEP lessons

### **JUNE 2022**

Medicine applicants - register for the UCAT from 20 June - pupils do this directly via [www.UCAT.ac.uk](http://www.UCAT.ac.uk)  
Testing takes place between 11 July and 29 September 2022 at a Pearson VUE test centre

### **15 JULY 2022**

Music, dance and drama applicants - UCAS Conservatoires Apply opens for 2023 entry

### **1 AUGUST 2022**

Law applicants - registration opens for LNAT- pupils do this directly via [www.LNAT.ac.uk](http://www.LNAT.ac.uk)  
LNAT to be taken between 1st September 2021 and the relevant university's deadline

### **6 - 15 SEPTEMBER 2022**

Early applicants - register for university admissions tests in school including BMAT and TMUA  
(not LNAT & UCAT)  
Pupils should register with school - see Mrs Loftus or Mrs Wishart for a form

### **16 SEPTEMBER 2022**

*STP UCAS form submission deadline for Oxbridge/Medicine/Dentistry/Veterinary Medicine  
i.e. second Friday of Christmas term*

### **3 OCTOBER 2022**

The deadline set by UCAS (not STP) for  
**Music applications to conservatoires only**  
(most other dance, drama or musical theatre courses at conservatoires have regular deadline)

### **7 OCTOBER 2022**

*STP UCAS NORMAL 1 deadline, for pupils who wish for forms to be sent to UCAS before  
October Half Term*

### **15 OCTOBER 2022**

*The deadline set by UCAS (not STP) for  
Oxbridge/Medicine/Dentistry/Veterinary Medicine submissions*

**18 BMAT & TMUA, 19 ENGAA & NSAA October and 2 November for remaining subjects**  
University admissions tests take place in school  
*(not LNAT & UCAT which must be booked independently by the pupil)*  
**NOTE: the November date falls during October Half Term**

### **2 DECEMBER 2022**

*STP UCAS NORMAL 2 deadline, form all remaining forms to be sent to UCAS by Christmas*

### **25 JANUARY 2023**

*UCAS FINAL form submission deadline (not STP) for the majority of courses*

### **25 FEBRUARY 2023**

UCAS Extra opens for those not holding an offer

### **18 MAY 2023**

Deadline for universities to reply with decisions to applicants

### **8 JUNE 2023**

The date by which you must reply to your offers on UCAS

### **5 JULY 2023**

UCAS Clearing opens

**AUGUST 2023 A Level Results Day & university place confirmation (Date TBC)**

## Study Abroad

Studying abroad is becoming a more popular option amongst young people. Studying in another country offers students the experience of being immersed in another culture, meeting people from across the world and accessing facilities, teaching and research not offered in the UK.

Some of the main benefits to studying abroad are:

- Many overseas courses are taught in English, meaning you won't have a language barrier to contend with.
- UK university tuition fees are now among the highest in the world. Many European countries charge considerably less than the UK, such as the Netherlands (around 2,000€ a year).
- The competition for places at overseas universities is often not as extreme as the UK.
- A number of countries don't have a central coordinated system like UCAS, meaning you are not limited to the amount of applications you make, and each can be uniquely tailored.
- Studying abroad inevitably means you will pick up the local language, making you especially attractive to future employers.

### Useful Websites:

**[www.studyportals.eu](http://www.studyportals.eu)** – The study portals website will help you search for a course across the EU, before you decide on a country

**[www.eunicas.co.uk](http://www.eunicas.co.uk)** – Eunicas offers help and support in searching and applying to courses in Europe.

**[www.hotcoursesabroad.com](http://www.hotcoursesabroad.com)** – This website allows you to search for degrees across the world, as well as offering information on scholarships and tuition fees.

**[www.fulbright.org.uk](http://www.fulbright.org.uk)** – The one-stop shop for all the information you need on studying in the USA.

**[www.studyoptions.com](http://www.studyoptions.com)** - Study Options is the official application support service for students wanting to enroll at Australian and New Zealand universities. They offer a free service because they are funded directly by Australian and New Zealand universities.

**[www.studyinholland.nl](http://www.studyinholland.nl)** – The official website to search for courses in the Netherlands (each country has a “study in ...” website)

## Specialist Colleges

Specialist colleges for the Arts are a great route for those who want to specialise at an institution that solely focuses on their subject area of interest. There are plenty of Arts based degrees offered at regular universities via UCAS, but the facilities, reputation and opportunities offered at specialist institutions are second to none. Specialist intuitions include drama schools, art colleges, music schools, dance schools and conservatoires.

Some schools allow you to apply directly to them through their website, whilst others require applications to be submitted through the UCAS Conservatoire system. The UK conservatoires are:



If you need more information see [www.conservatoiresuk.ac.uk](http://www.conservatoiresuk.ac.uk) and [search.ucas.com/cukas](http://search.ucas.com/cukas)

### Art Foundation courses

If you are planning to pursue an art or design degree, it is highly recommended that you first undertake an Art Foundation Diploma. This course is usually free if you are 19 or under. See the Careers or Art Department for further information.

## Apprenticeships

Apprenticeships are becoming more and more popular among both employers and pupils. An apprenticeship is a paid period of training that develops a particular skill or set of skills, through a combination of hands-on work and study or training. Apprenticeships usually last between one and five years, allowing young people to learn while they earn, pick up valuable workplace skills and are often offered full-time jobs at the end of the scheme.

Apprenticeships come in different levels:

- Degree Apprenticeships
- Higher Apprenticeships
- Advanced Apprenticeships
- Intermediate Apprenticeships

Degree apprenticeships are the latest model of apprenticeship to be developed. Apprentices undertaking one of these programmes learn the skills to work in a specific industry, while also studying for a degree at university. At the end of their apprenticeship, apprentices finish with a full bachelor's degree along with 3-5 years of paid work experience under their belt. The apprenticeship provider pays for the student's tuition fees and also pays a salary and offers other benefits.

A degree apprenticeship is highly regarded by employers, and apprentices are often offered a full time position within the company at the end of their training period.

Each year, St Peter's School hosts a **degree apprenticeship evening**, at which a range of providers offer talks on their apprenticeships. The evening allows pupils and parents to take home information on a range of schemes and opportunities and speak to current apprentices on their experiences.

For more information on apprenticeship schemes available, see iFawkes and visit these useful websites:

[www.allaboutschoolleavers.co.uk](http://www.allaboutschoolleavers.co.uk)

[www.studentladder.co.uk](http://www.studentladder.co.uk)

[www.getingofar.gov.uk](http://www.getingofar.gov.uk)

[www.notgoingtouni.co.uk/apprenticeships](http://www.notgoingtouni.co.uk/apprenticeships)

[www.ucas.com/apprenticeships-in-the-uk](http://www.ucas.com/apprenticeships-in-the-uk)

## Employment

Some pupils are keen to start work immediately after their A-level studies have finished.

Help and advice from the Careers Department is offered to all pupils who would like to pursue employment after St Peter's, including how to compose a CV and how to search for a job. The opportunities offered through School such as the Futures Fair and employability skills days provide a good foundation for pupils to feel equipped to enter the job market and successfully start their career.

### Writing a CV

Your CV is a piece of work completed by you, almost like a sales pitch on a sheet of paper. A CV is used to show a potential employer that you have the right experience (not just paid work experience) and the ability to perform. It shows the skills you can bring to their company, your motivation to succeed and highlights that you are the type of employee they are looking to recruit for that particular job.

When you write your first CV, don't worry if you haven't got any work experience. There are plenty of other ways to show employers that you have the right skills and abilities to work for them and highlight that you are the best candidate for their company.

A great resource to get started is **Zety**. You can take a look [HERE](#)

### School

- Were/are you part of a club or group at school/college/university where you had responsibilities?
- Did/do you have to organise school/college/university events? Did you have to keep records? Hold meetings? If so, these are perfect examples of being organised, working in a group, using your initiative and sticking to deadlines.

### Awards

- Have you taken part in any Duke of Edinburgh Awards or similar? These are also examples that you have worked within a team and followed instructions.

### Voluntary

- Have you done any voluntary work? Girl Guiding? Local charity shops? Local elderly home? Helped at a local church group? These are good examples to use as well.

All of the above will show that you are able to complete tasks, work with other people and are a committed individual.

**Drop into the Careers Department for advice and support.**

## After St Peter's

When Pupils leave St Peters School they become an Old Peterite (OP). The Careers Department continues to help, support and advise OPs at any point after they have left the school. This might be with reapplying to university, changing courses, applying for postgraduate training or job searching.

The Careers Department is here to help anyone who might need it. Pupils should contact the Department if they feel they need extra support once they have left, particularly during their time at university.

We also work closely with OPs who visit the School to talk about their university and career experiences with current pupils. We will try to stay in touch as best we can. We encourage OPs to contact the Department if they feel they can offer some wise words of advice, and to keep their contact details up to date so we can invite them to Careers events and activities.

### Contact details:

Mrs Joy Loftus (Head of Department) *currently on maternity leave*  
[j.loftus@stpetersyork.org.uk](mailto:j.loftus@stpetersyork.org.uk)

Mrs Kaeli Wishart (Acting Head of Careers & HE)  
[k.wishart@stpetersyork.org.uk](mailto:k.wishart@stpetersyork.org.uk) Tel: 01904 527393

Miss Rebecca Williamson (Careers & HE Adviser)  
[r.williamson@stpetersyork.org.uk](mailto:r.williamson@stpetersyork.org.uk) Tel: 01904 527337

## Good luck!

