

## **Employability & Work Experience**

We recognise the importance of helping students to become well-rounded individuals who have developed relevant skills and attitudes that they can continue to build upon and discuss when completing applications and during interviews. We offer a variety of experiences across academic and non-academic domains to enable students to demonstrate the competencies needed in their future studies and the world of work.

### **Work experience**

- Through work experience in Year 12, students can demonstrate that they have a strong work ethic, are able to commit to an organisation and that they have some experience interacting with clients, working in a team, and balancing responsibilities.
- Students gain a greater understanding of how workplaces are run and what a typical working day looks like.
- They have the opportunity to develop key employability skills, such as time management, communication and resilience, through their interaction with employees and the tasks they're set. Additionally, placements help students to consider their career pathway and how to manage their career towards specific sectors of interest.
- For more information about our work experience scheme please refer to the Careers and Employability policy,

### **Part-time work**

Students that work part-time are required to manage their own time to fit in their activities alongside school, work and family life which helps them to understand how to balance life and work.

### **Virtual Work Experience**

Students gain a greater understanding of how workplaces are run and what a typical working day looks like. They also have the opportunity to develop key employability skills, such as time management, communication and resilience, through their interaction with employees and tasks they complete.

## **Activities to develop employability skills**

### **Positions of responsibility**

Taking up positions of responsibility gives students the opportunity to develop their knowledge, skills and confidence and draw on these experiences on application forms and during interviews.

Being selected as a Prefect, Peer Mentor, Subject Ambassador or Head Boy/Girl or being elected/appointed onto an event committee, counts as a position of responsibility and can evidence students' ability to handle responsibility. It can also demonstrate that students can manage their time effectively to ensure tasks are completed within deadlines and enable them to understand the importance of good communication and the value of each other's skills.

**Enrichment**

Engagement in the extra-curriculum enrichment opportunities available can develop student competencies including; teamwork, confidence, communication, creativity and problem solving.

**Societies and clubs**

Joining societies and clubs that most interest them gives students scope to prove to that they have the ability to handle responsibility and to demonstrate what they are capable of achieving. Being part of a sports team or similar can help students to demonstrate that they have a range of interests and the motivation and initiative to pursue them in addition to demonstrating teamwork and leadership.

**Academic experiences**

Interactive business challenges/case studies at school can also reflect positively on future applications as they apply the knowledge and skills developed through their learning to solving problems, and understand the consequences of the decisions made to the business. Particular modules or group work exercises that students have undertaken whilst studying can also provide interesting talking points during interviews and deliver an insight into how they have developed their knowledge and capabilities.

**Trips and visits**

Students are encouraged to visit firms in the industry they are interested in even if only for a few hours or for an informal visit. Some A-Level subject include visits e.g. Bedlam Hospital as part of Psychology studies and Medway School of Pharmacy for Chemistry. This enables them to see the skills and attributes needed within a working environment and explore possibilities related to the industry or subject.

**Duke of Edinburgh**

Achieving a DofE Award requires resilience and commitment. The experiences gained through completing a DofE programme provides students with discussion points and examples of situations where they have demonstrated skills such as leadership, team building, commitment, perseverance and organisational skills as well as and enable them to an awareness of the importance of good communication and the value of each other's skills.

**Volunteering and charity initiatives**

We encourage students to participate in volunteering and charity projects which provides them with interesting experiences and an opportunity to see the bigger picture. Participation also enhances their employability skills as they take on new roles and accept new responsibilities, often helping them to develop leadership skills and self-confidence.

**Summer programmes**

Programmes such as the National Citizenship (NCS) enable students to demonstrate their personal growth and development and include organising a fundraising project within the local community and taking part in new challenges and opportunities which enhance their personal growth.