

Your Route to Success >>

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sixth form education at its best

Welcome to Careers
Parent/Guardian 2026-27

Purpose of the meeting

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Carolyn Langford (Careers and Employability Lead)

- To introduce parents and guardians to the Careers Department – how we can work together to support your young person/people
- To introduce the importance of work experience

Careers Programme Key Dates

Lower Sixth

- Get Ahead Day - exploring options – Thursday 18 March
- Meet the Employer Careers event – Tue 27th April
- Progression Day – planning progression – Tue 22 June
- Pathways – from next term

Upper Sixth

- Upper Sixth tutorial Pathways and Careers Pathways
- Support with UCAS applications including feedback on Personal Statements
- Support in making applications for apprenticeships and employment

Other resources and events.....

- Careers Bulletin – weekly on Tuesdays in term time - sent to all students and parents/guardians
- Insight visits to large employers
- Lunchtime talks on jobs and industry sectors of interest
- Drop in for feedback on UCAS personal statements
- Work Experience and Apprenticeship and Employment drop in
- Upper Sixth Pathways

Bookable Careers Appointments

- Students can book a 1:1 appointment with our qualified careers advisers via “My Support” for support with next steps options after college, or anything career related.
- Career Development - developing the skills required to make informed decisions about next steps.
- Support with preparing for apprenticeship or employment applications, CV development, interviews and much more.



What are Pathways?

Pathways provide students with hour long sessions of weekly tailored support to help them

- make informed choices about their next steps
- apply successfully for their chosen progression routes
- develop the skills that will help them succeed in higher education or employment

All students will be on at least one pathway over their time at college, many will be on several

Pathways range in length from six weeks to four terms

Pathways on offer

Career Pathways

Aspire	Apprenticeship and Employability	Architecture	Art and Design
Biosciences	Careers in Health	Chemistry	Computing and IT
English	Economics and Business	Film (Screen Industries)	Geography
History	Law	Mathematic	Media and Marketing
Music	MVD	Oxbridge	Performing Arts
Physics	Politics and International Relations	Primary Education	Psychology
Sociology and	Criminology	Sport	

Skills & Qualifications Pathways

Carbon Literacy	Digital Skills	First Aid	Greek	Gym Instructor
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Apprenticeship and Employment Pathway

- U6 Tutorial Pathway - UCAS or Apprenticeship and Employment
- Apprenticeship and Employment Pathway - additional timetabled hour, differentiated to support students with developing the skills required to make stand-out applications. 6-week programme.
- Three cohorts U6 aligned to student aspiration/apprenticeship level/or employment
- L6 cohort for students who wish to get started on a summer plan for Degree apprenticeship applications in the autumn term.
- Students are surveyed and allotted a cohort

U6 App & Emp Pathway Programme

Tutorial Programme

- Developing resilience
- Networking
- Understanding contracts
- Introduction to pension planning!
- Professional online presence

6-Week Pathway Programme

- Identifying values and skills
- Labour market insights
- Planning next steps
- Personal branding – CVs
- Finding opportunities
- Recruitment practices and interview skills
- Ethical, safe use of AI



E X P E R I E N C E

Work Experience at Reigate College

- Why is work experience important?
- What counts as work experience?
- When should students complete work experience?
- What processes need to be followed?
- Where can students find work experience opportunities?
- What help is there to support students with work experience?

Why is work experience important?

- **All lower sixth students** are all expected to organise at least one day of **in-person** work experience to help them decide on their progression route and to support their applications for university, apprenticeships or employment during their lower sixth year.
- This must be linked to a career goal that is being explored (so not a part time job) and must be logged on their student portal.
- Where possible work experience should be arranged during half term, on Structured Learning Days or during the college holidays.
- It is an **essential** part of applications for health, veterinary science or education related courses

What counts as work experience?

- Work Experience is student led but college supported
- Work experience is expected to be in-person.
- It should be at least one day in length
- Should not be a part time job

Ideal dates for work experience

- The **week commencing 14 December** for students to arrange one day of in person work experience around their review meetings on **14 and 15 December**.
- Other good dates are the two structured learning days on **Wednesday 27 January** and **Monday 22 February**
- Students can also complete it the **week beginning 12 July** – but very late in the year

Work Experience processes

- Students log Work Experience on their student portal **at least five days before** the start of the work experience
- My PD - Work Experience - Add New Work Experience - Pre-Work Experience Form
- SUBMIT FOR APPROVAL

[<<< Return to Work Experience Main Page](#)

Pre Work Experience	Post Work Experience
Type of Placement: In Person	
Is this work experience with an employer you have a part time job with: No	
Is this work experience in an employment sector that you are exploring for a future career: Yes	
Career or Employment Sector are you interested in: Engineering	
Business/Organisation where you are undertaking work experience: BP	
Start Date: 23/01/2023	
End Date: 25/01/2023	
Is this work experience taking place during term time: Yes	
Please set at least one objective from the list below: Add Objective(s): Select to Add	
Save / Add Objective	
Selected Objectives	
Develop employability skills - communication	
I hope this experience will motivate me with my studies	
Submit Work Experience for Approval	
Once submitted, you will not be able to make further changes	

What the work experience team do

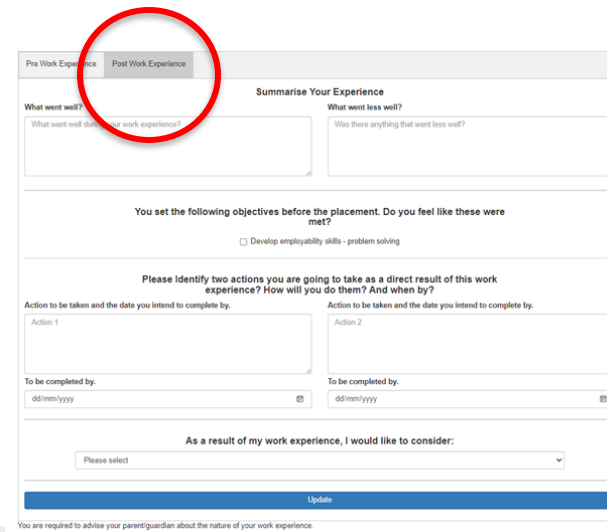
- The team look at the portal entry
- Then review any **absence requests**
- When students joined the college, parents/guardians signed a Acceptance and Registration form, which included presumed consent for work experience
- Once the placement has been added to the portal, parents/guardians will receive confirmation details of what the student has added
- At this stage, consent can be withdrawn if required – we encourage parents/guardians to contact Careers to discuss any concerns
- Students can then go ahead and undertake their work experience

Please Note

- All work experience requests must be added to the portal, otherwise any absence from college will be **unauthorised**.
- Absence from college for work experience should be avoided if possible
- Any absence from college for work experience requires a minimum of 5 working days notice and are considered on a case by case basis. Students should not take more than a total of five days out of college in one academic year for activities to support their progression (work experience, open days etc)

After work experience

- Following the work experience students are emailed a link to complete a post work experience form
- In order for a student to be recorded as having completed work experience this form must be completed



The screenshot shows a web form titled 'Summarise Your Experience'. At the top, there are two tabs: 'Pre Work Experience' and 'Post Work Experience'. The 'Post Work Experience' tab is highlighted with a red circle. Below the tabs, the form contains several sections:

- What went well?** (Text area)
- What went less well?** (Text area)
- You set the following objectives before the placement. Do you feel like these were met?** (Checkboxes, including 'Develop employability skills - problem solving')
- Please identify two actions you are going to take as a direct result of this work experience? How will you do them? And when by?** (Two columns for Action 1 and Action 2, each with a text area and a date field)
- As a result of my work experience, I would like to consider:** (Dropdown menu)
- Update** (Blue button)

At the bottom, a small note states: 'You are required to advise your parent/guardian about the nature of your work experience.'

QR Code to Work Experience Guide



Predicted grades

- Our Predicted Grade Policy can be viewed in the College Policies section of our website
- A formula is used to calculate grades based on students' Key Assessment grades at interim reports 2, 3 and 4 and their Progression exam mark (which is weighted at 75%)
- The formula is explained in the policy
- Predicted grades for qualifications such as BTEC and Technical Levels will be calculated based on actual grades obtained in both external and internal assessments throughout the Lower Sixth year.
- Please encourage your young person to take all of these assessments seriously, as Predicted Grades cannot be amended or challenged

To do now ...

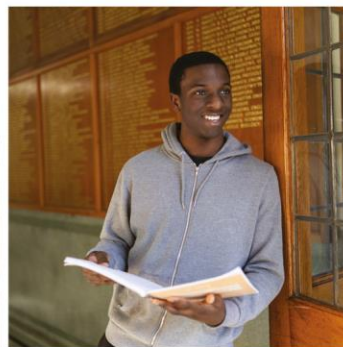
- If students are unsure whether they want to go to university - explore job roles/careers or apprenticeships that might be of interest – it's OK not to be sure at this point
- If students have no idea what they want to do, there are many great resources available to help them explore different jobs/roles/careers – they can start with Unifrog (more details next week in tutorial)
- Researching a variety of companies could help them decide by exploring their websites or LinkedIn pages
- Rule in or Rule out – finding out what they don't like is just as important
- Work experience
- Considering a Plan A and a Plan B



Further parent Zoom meetings

- **11 March 2027:** Beyond Reigate – introduction to different progression routes available
- **21 April 2027:** Information about applying to Oxbridge and Medicine Veterinary and Dentistry courses
- **September 2027 (date TBC):** Webinar with more detail about the UCAS application process
- **Date TBC:** Launch of Employment and Apprenticeship Pathway

QUESTIONS



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high quality education
in a supportive community