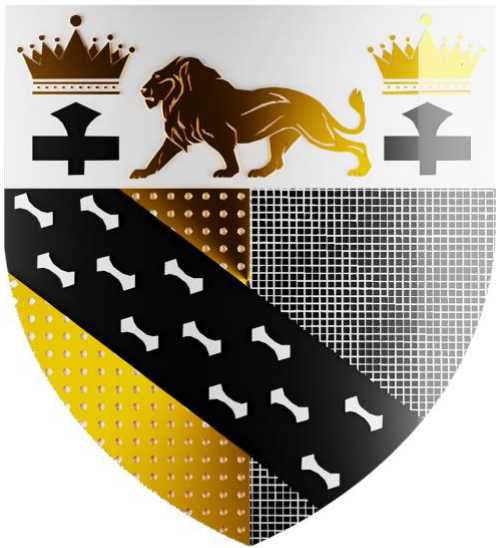


DMA Careers

Unlock *your* future



Welcome to our DMA Careers Guide. We aim to empower students to make decisions to guide them through life and realise their potential.

Contact Sally Purkiss spurkiss@dma.tela.org.uk for further information.

Careers and Life Skills (PSHE)

Careers and raising aspirations

As part of the PSHE programme students explore careers, local labour market information and the skills and attitudes required to have the best possible future. Each subject also raises awareness of careers every half term. Please see the PSHE section of the website for more information on our full curriculum Y7-13.

Year 7: raising awareness

Year 8: preparing for the future

Year 9: discovering new pathways

Year 10: evolve and discover

Year 11: decide and transitions

Year 12: investigate futures

Year 13: specialisms and preparations

- Drop Down morning career projects in summer
- Morning PSHE
- Assemblies

Our school aim:

“We aim to ensure that every student in our care realises their potential and we take that responsibility very seriously.”

DMA Careers

Unlock *your* future

Your Careers Team



George Pettitt
Deputy Headteacher

Sally Purkiss
Careers Coordinator

We support every student to unlock their future and aim high in their career aspirations, providing them with support and encouragement along the way.

Juliet Martin

External Careers Advisor & Careers Lead WVC

Unbiased careers advice to all students in the form of guidance meetings, workshops and assemblies



Expert Advisors and Connections

Our expert advisors and connection

- Beacon East Trust
- Help you Choose
- The New Anglia Enterprise Adviser Network
- Colleges and 6th forms
- Contact with employers
- Barclays Life Skills
- National Careers Week
- PSHE and projects
- Trips, training and workshops



neaco

TAKE
YOUR
PLACE

Network for East Anglian
Collaborative Outreach
(neaco)

Take Your Place is delivered to students by our Higher Education Champions who are based in schools and colleges across the region.

This programme includes several strands, each addressing our students' identified needs and aims to increase progression to higher education. These identified needs include improving their understanding and preparedness towards applying for higher education and improving their passion and ambition towards the idea of higher education.

Explore your options, discover your potential.

neaco

Careers at DMA

Unlock your future: a step-by-step careers curriculum

DMA Careers
Unlock your future



PSHE, special events, curriculum, advisor, inspiring projects, work experience, role models and a collaborative approach

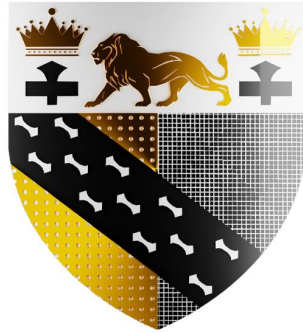
Gatsby Benchmarks

DMA Careers
Unlock your future



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

Overview of Trips, Events and Activities



Years 7-9

National Apprenticeship Week

National Careers Week

University Trip and Visits

Goal Setting

Employability

Careers Summer Projects

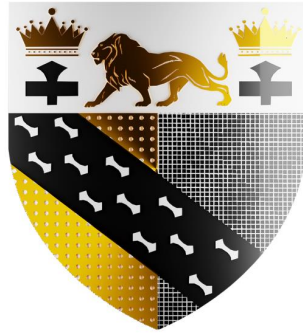
Year 9

Royal Norfolk Show

Options Workshops and Presentations

Have you ever wondered where my GCSEs
can take me? NEACO Workshop

Overview of Trips, Events and Activities



Years 10-11

National Apprenticeship Week
National Careers Week
University Trip and Visits
Apprenticeship Day Y10-13
Finance for the Future
Goal Setting and Employability
Careers Summer Projects
1-1 appointments with every student

Year 10

College of West Anglia
Athena Taster Day
Empowerment Days
Virtual Work Experience
Higher Education Workshops

Year 11

Post-16 Application Workshops
with CWA and Athena
Apprenticeship NEACO workshop
Interview Workshop
NEACO Stress-Less Workshop

Overview of Trips, Events and Activities

Athena

- Norfolk and Suffolk Careers and Skills Festival
- Careers Fair
- UCAS exhibition
- EPQ Insight day - University of East Anglia
- Athena Futures Week
- Tutor time (PD) activities

Overview of Trips, Events and Activities

Parent/Carer Events

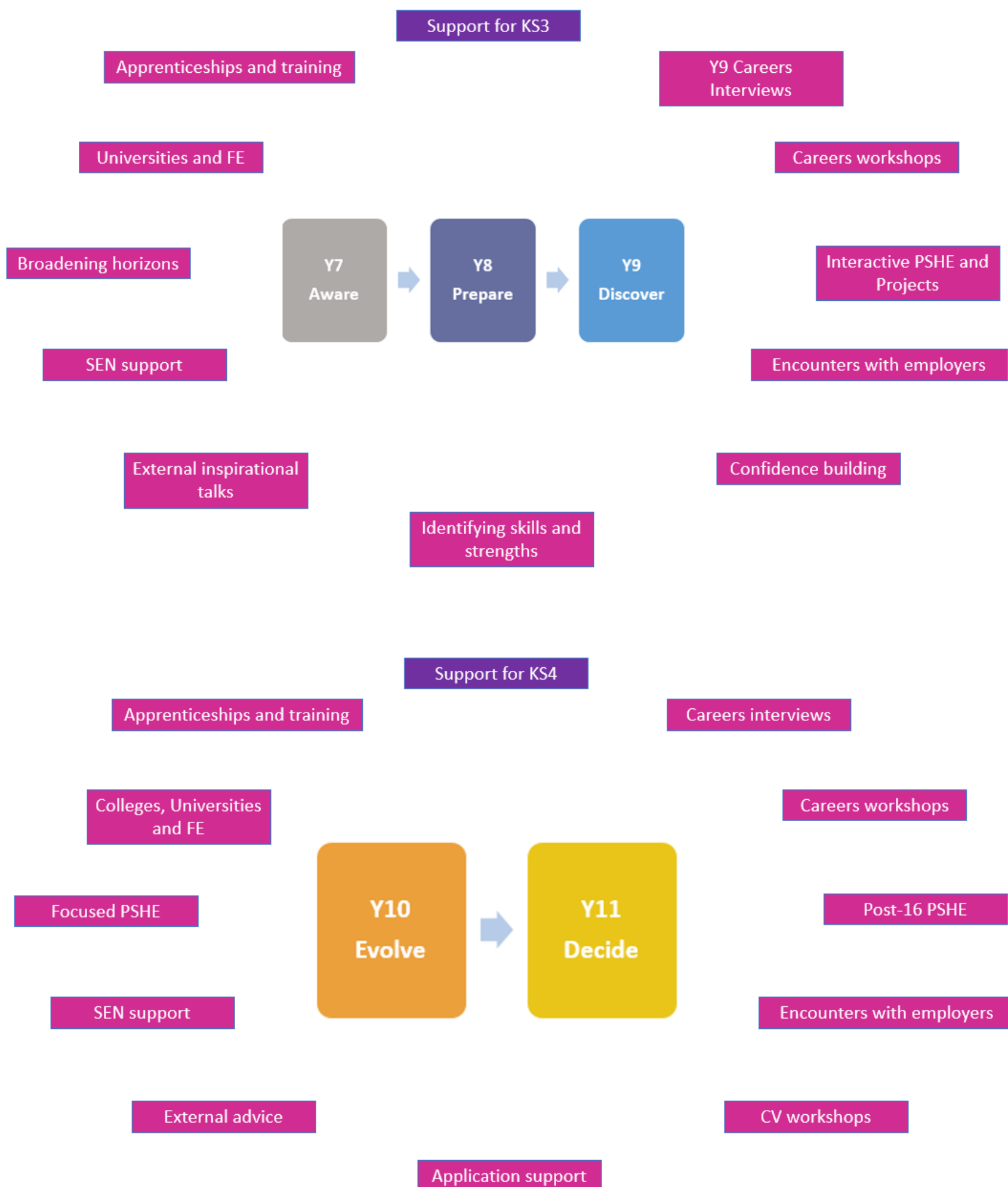
- Meet the Team – National Careers Week Q&A and Labour Market Information Briefing

Community Survey

- Annual DMA and Athena Careers Feedback Survey in National Careers Week



KS3 and KS4 Support



P-16 Application Grades and References

- Year 11s should apply by end of Autumn Term for two courses – one aspirational and one where the candidate is confident of admission to the course based on Post-16 Application Grades
- The Post-16 Application Grades (predicted grades) follow the November mocks. Students and referees must use this data for application.
- Referees should be the Year 11 tutor who is responsible for the reference, following the guidelines on the next page.
- Cambridge colleges have an application deadline of early January, which is why our internal deadline is before the winter break.
- Students are provided with 1:1 careers guidance meetings, workshops, visits from colleges, open day information and support throughout the process.
- The Careers Lead and external staff lead assemblies and provide information for parents and carers via the Head of Year and website.

References

All references will be kind, helpful and specific. Where there is cause for concern the reference can be escalated to the Head of Year.

Characteristics

If any response is "Cause for Concern" please summarise briefly the nature of your concerns.

Punctuality: Link this to the percentage of 'lates' over the current academic year to date.

Concern Behaviour: This should relate to behaviour during Years 10 and 11. If the student has been excluded at all, their behaviour must be poor. If 'concerned' please provide further details in the comment box together with any behaviour difficulties and the support strategies that have been used.

Commitment to learning: This refers to attitude to study throughout their time at the school.

Relationships with students: An average student can work co-operatively with fellow students.

Relationships with staff: An average student can work co-operatively with teachers.

Attendance

Give percentage attendance for the previous year and the current academic year to date. If attendance is below the national average please comment.

Students' likely support needs

Please indicate below the student's likely support needs (physical, learning or otherwise), if any. Declaring a need will not disadvantage them in any way but will help post-16 providers to plan their student support

Anything else to support the application

Any additional comments can be included here. For example an extract from a recent report, or other brief summary of their secondary school experience, including positions of responsibility and any significant health issues.

Please see the Head of Year with any queries about the accuracy of your reference.

P-16 Personal Statement Guide

- highlight school achievements
- highlight what you have achieved outside of school
- stand out from other applicants

Do	Don't
List your personal qualities and skills	List your subjects
Link those skills and qualities to subjects you study or activities / achievements	Be negative
Keep it to one side of A4	Waffle or use fancy language you don't understand
Use formal language	Don't forget to be amazing!

Personal Statement Structure

A possible structure:

1.Introduction

Who are you, where are you currently studying, what are you applying for/your future ambitions?

2.Talk about your school subjects

Discuss your strengths and relate to key skills

3.Discuss any position of responsibility you may have had

This could be part of the Senior Student Leadership team, being a Student Leader, peer mentor etc

4.Talk about extra-curricular/non-GCSE activities in school

This might include taking part in debating, drama productions, assisting at open evenings, environmental projects, organising events, sports teams, BBC School Report et

5.Talk about work experience

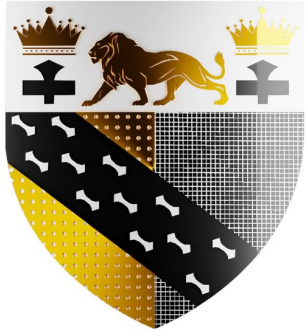
Have you done any work experience? What skills did you develop? How useful was it? Do you have any part-time employment?

6.Talk about extra-curricular activities outside of school

This could be charity or volunteer work you have undertaken, any interests or hobbies like horse-riding, keeping fit, drama or language classes etc. You could also mention any additional awards / certificates you may have achieved such as DoE, music awards (e.g. Grade 3 Piano), sports achievements etc.

7.Write about your plans for the future

What would you like to do? Why?



GCSE Timeline

Month	Year	Activity
Feb – July	10	Careers Workshops
Feb – July	10	Guidance Meetings
June	10	CWA Trip
July	10	Athena Open Evening
September	11	Athena in Action Days
September	11	Research Colleges
September – January	11	Open Days
November	11	Mocks
January – April	11	Interviews
February	11	Apprenticeship support
February	11	Mocks
May – July	11	Exams
August	11	Results
September	12	College/Apprenticeships

Athena Timeline

Month	Year	Activity
September	12	Intro to Aspire, Careers and NEACO
October	12	Introduction to Higher Education
November	12	Student Finance/UCAS/CV/Covering Letter and Interview Skills
December	12	Work Experience
January – July	12	1:1 Careers Meetings and Workshops
March	12	Early University Application Focus Groups/ Stress-less Workshop
June	12	Pride Month and Higher Aspirations

Athena Timeline

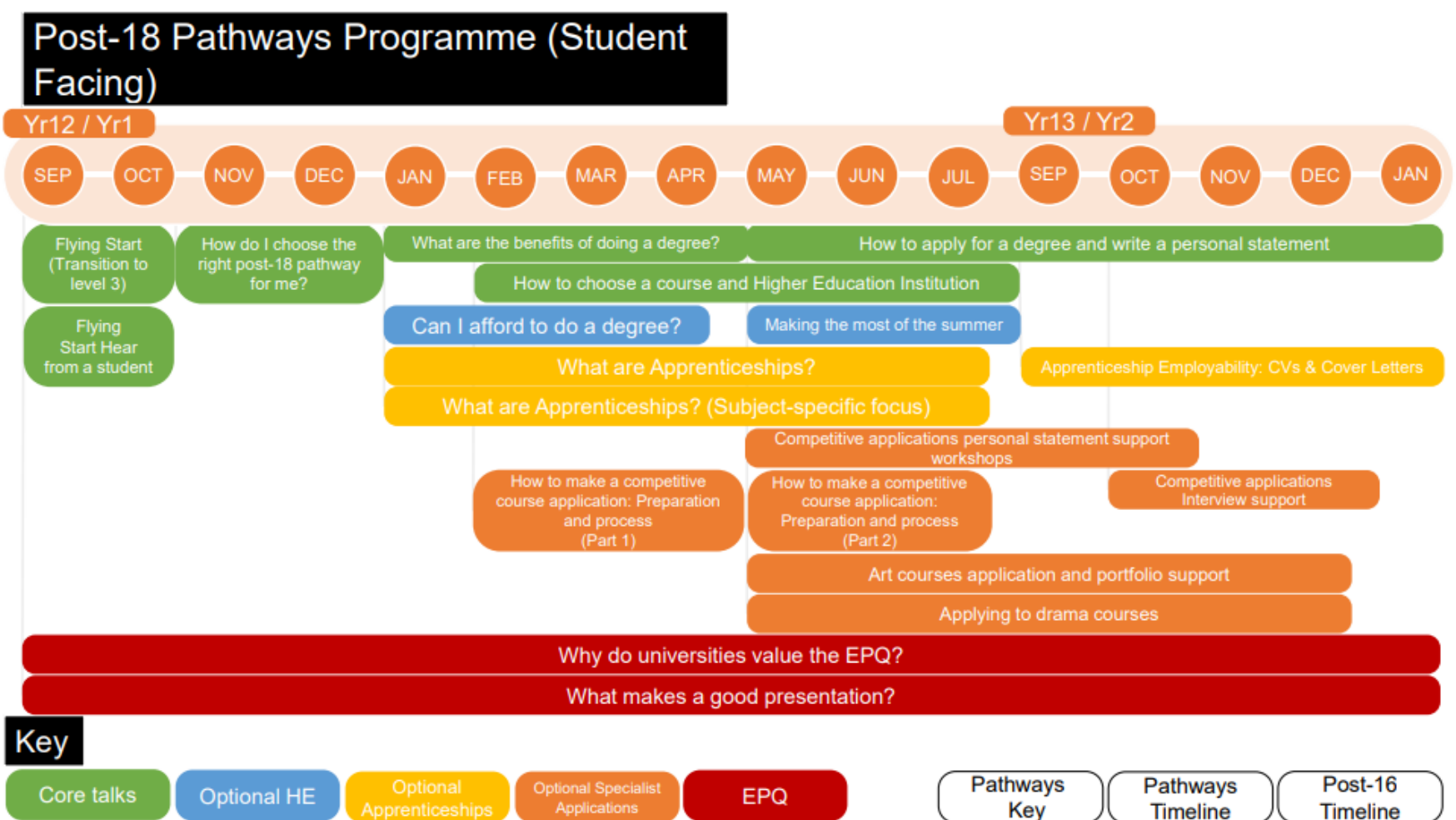
Month	Year	Activity
September	13	UCAS forms/early entry focus groups
October	13	Apprenticeship support/Application Deadlines Internal
November	13	Oxbridge exams/BMAT
December	13	Oxbridge interviews/work experience
January – July	13	Careers workshops and masterclasses
March	13	Student finance applications
April	13	Final Choices to UCAS

EXAMS

Careers guidance meetings and support are available throughout the Athena journey.

Athena NEACO Provision

NEACO work closely with our staff and students to provide expert advice, wisdom and unbiased guidance through 1:1s, workshops and assemblies. The careers provision is active and interactive throughout the students' sixth form journey.



Gatsby Benchmarks

Professor Sir John Holman, Advisor in Education at the Gatsby Foundation identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools. They have a role in raising young people's aspirations and promoting access to all career pathways as well as enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience.

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance



Gatsby Benchmarks

Our Careers Team are dedicated to providing an outstanding careers programme for all students. We are judged by the Gatsby Benchmarks and we are proud of our growth in all areas. We believe in transparency, collaboration and unbiased advice. Here are our latest results.

Gatsby Benchmark	Latest Evaluation	Total achievement
1-A stable careers programme	100%	100%
2-Learning from career and labour market information	100%	100%
3-Addressing the needs of each pupil	90%	90%
4-Linking curriculum learning to careers	100%	100%
5-Encounters with employers and employees	100%	100%
6-Experiences of workplaces	100%	100%
7-Encounters with further and higher education	100%	100%
8-Personal guidance	100%	100%

Careers in the Curriculum

Our teachers seek meaningful ways to bring careers into the curriculum – this helps link the learning in terms of direct and transferrable skills and knowledge for the future.

Here are some exciting examples of careers in the curriculum at DMA:

Banksy Art Workshop

Biomedicine and Careers

Nursing Careers in Science

Sound Engineering

Navy Catering Visit

Billingsgate Fish Market

Life Drawing and Sainsbury's Gallery

Science at sixth form taster day

Auditioning Skills

Shakespeare's Globe – cast and careers

AMGEN Biotech Experience

Houses of Parliament History Trip

Modern Foreign Languages Career Fair

Musicians making a living

Who Cares? Theatre visit and careers talk

English Poetry Live

Python Coding Club

MP Visit

Drama West End Vocal Coach

Professor of Classics presentation

Papillion Project – Eco Schools

Hazard Management in Geography Careers

Coastal Erosion and Careers

Extra and Super Curricular Activities and Events



DMALUMNI

We are delighted to work with our Alumni to support, inspire and guide our students. Thank you to all our contributors for our DMA Alumni Summer Projects and also to special guests for National Careers Week. Contact us if you have a career and story to inspire our young people!

Watch this clip from a former DMA student... is this the pathway for you?



politics broadcasting vet travel teaching novelist speech therapy media design

politics law administration tourism arts

Film/TV marketing STEM Personal trainer accountant

Leadership and management politics communication advertising law speech therapy poet

BE AMBITIOUS

DMA Careers
Unlock your future

BE AMBITIOUS

We warmly welcome our special guest careers speaker today.

Former DMA student and one of our DMALUMNI Careers speakers.

Name: Kelly Cunningham

Profession: Solicitor

DMALUMNI



Labour Market Information



Labour Market Information (LMI) shows us

- where different job roles are needed around the country
- Local job opportunities
- Jobs for the future

Please explore the LMI widget on our website for more information. We also provide an annual LMI briefing during National Careers Week for students, parents, carers, staff and governors.

[Labour market overview, UK - Office for National Statistics \(ons.gov.uk\)](https://ons.gov.uk)

[Norfolk Economy and Employment Statistics - Norfolk Insight](#)

[Home \(cambspeterboroughlmi.co.uk\)](https://cambspeterboroughlmi.co.uk)

[Careers advice and guidance | Suffolk County Council](#)

Helpful Websites

[Home | helpyouchoose.org](#)

[Careers advice - job profiles, information and resources | National Careers Service](#)

[icanbea... \(Careers & Ideas in Norfolk & Suffolk\) | icanbea...](#)

[Success at School: Careers advice for schools and students](#)