



**Shoreham Academy**

The best in everyone™

Part of United Learning

# YEAR 11 CONSULTATION PROCEDURE

Shoreham Academy is committed to delivering the highest levels of information, advice and guidance to support students in making the best individual post-16 decisions. We encourage students to actively participate in any appointments, follow up in guidance and access drop-in support if required.

## One-to-one Appointments

All year 11 students will be offered a consultation before post-16 applications must be made; we appreciate students' patience as we work hard to see almost 300 students. On the morning of their consultation, students will be given an appointment slip by their mentor. If a student is absent on the day of their appointment, it will be rescheduled. Please be aware that frequent absence or forgetting appointments will delay our ability to provide one-to-one support. To support those students who have urgent questions or concerns, we offer a daily drop-in during morning break time each day.

## Information, Advice and Guidance

All consultations with our level 7 qualified Careers Advisor are student-centred, meaning the information given to students will be guided by their needs and preferences. In line with the 'Provider Access Legislation' we are well placed to advise on a range of education and training providers as well as our own thriving Sixth Form. Each student will be provided with a 'careers action plan' following their consultation. We do expect students to follow-up on the guidance they receive, this will be supported by their keyworker if they have one. Information on qualification types, entry requirements and the applications process will be reinforced in the weekly year 11 mentor programme. Our aim at year 11 is primarily to identify student's best next step, although an idea of a future pathway is helpful and will be discussed. We can support students to make decisions based on their interests, strengths and preferences.

## Record Keeping

A record is kept of each year 11 consultation to log the advice and guidance given and support with follow-up appointments. This record alerts us to any students who require further support, it also helps our pastoral team to track students' aspirations to aid the work they do.

## Supporting You

Your advisor is Ms Irrum Magre, who is a Level 7 qualified careers leader and advisor with 15 years' experience in the guidance field. Ms Magre will deliver most appointments; however, an independent level 6 qualified careers advisor will also assist with consultations during busy periods.