



# Welcome to the Careers Department at Carrickfergus Grammar School



## Key Staff

**Careers Co-ordinator**  
Mrs S Buchanan

**UCAS Co-ordinators**  
Mrs E Bowen  
Mr S Martin/ Mr R McMorris

**Work Experience Co-ordinator**  
Mr P McKittrick

**Careers Adviser (D.E.L.)**  
Mrs R Wallace

**Careers Administrative  
Support**  
Mrs M Barry

## Useful Websites...

[www.nidirect.gov.uk/campaigns/careers](http://www.nidirect.gov.uk/campaigns/careers)

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

[www.ucas.com](http://www.ucas.com)

[www.qub.ac.uk](http://www.qub.ac.uk)

[www.ulst.ac.uk](http://www.ulst.ac.uk)

[www.cao.ie](http://www.cao.ie)

[www.stran.ac.uk](http://www.stran.ac.uk)

[www.nrc.ac.uk](http://www.nrc.ac.uk)

[Www.belfastmet.ac.uk](http://Www.belfastmet.ac.uk)

[www.cafre.ac.uk](http://www.cafre.ac.uk)

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

[www.aimhigher.ac.uk](http://www.aimhigher.ac.uk)

[www.futuremorph.org](http://www.futuremorph.org)

[www.gap-year.com](http://www.gap-year.com)

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

## Careers/Employability

Careers/ Employability is one of the 3 components of our LLW (Learning for Life and Work) programme.

- Year 8—within Lear (Easter-June)
- Year 9—during Registration
- Year 10 Employability all year
- Years 11—12 Careers all year
- Years 13 & 14— within LLW
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### Who can Support you with your Career Planning?

At CGS we have a team of Careers staff who can support you at different stages of your decision making but you can also get support from:

- Parents/ Carers/ Family
- Subject Teachers
- Head of Year
- Class Tutor
- Friends
- Mentor
- Careers Adviser
- Community Leader



## What do we cover?

- Personal Career Plans
- Options for GCSE's, Post 16 & Life beyond CGS! (Alternative pathways)
- Skills/ Qualities/ Transferable Skills
- Enterprise & Entrepreneurship
- Labour Market Information—Local & Global Economy & STEM
- Health & Safety in the Workplace
- Recruitment & Selection including CV's, Letters of Application, Application Forms, Interviews, Selection testing etc.
- UCAS Applications

## Resources

In our Careers Area (located in the Grainger Centre) we have a range of resources including Prospectuses, Books, Magazines, DVD's etc.

Remember to check emails, notice boards, twitter and facebook for the latest updates.

## The Progress File

Remember to keep all certificates in a safe place!!

## Work Related Learning

In every Year group we run suitable events which involve outside organisations and visitors from employment or other Educational establishments. Our events include:-

- Your School, Your Business
- Enterprise & Entrepreneurship
- Project Business
- Learn to Earn
- Personal Economics
- Success Skills
- Interview Skills
- Careers Conventions
- Open Days
- Industrial Visits
- Guest Speakers from Further/ Higher Education & Employment

## Work Experience

We offer Work Experience in Year 12 and Year 13. We have established strong links with many local employers and our pupils go to a wide range of industries.