

# EMPLOYABILITY SPOTLIGHT

Termly news from the Employability and Life Skills Faculty

## FEATURES

Introduction  
by Leilah Sheridan  
**PAGE 1**

What do we do?  
**PAGE 2**

The Whole School  
Approach  
**PAGE 3**

Transition  
**PAGE 4**

Careers Month  
**PAGE 5**

Independence and  
Industry Insights  
**PAGE 6**



'Knowing that we play a part in  
preparing our students to fly...  
it makes my heart sing.'

**LEILAH SHERIDAN**  
**HEAD OF EMPLOYABILITY AND LIFE SKILLS**

We focus on developing all the skills necessary for living an independent and fulfilling adulthood.

We hope to light the fire of aspiration by bringing Employability skills to life, inspiring our young people to set goals and equip them with the experiences and knowledge needed to achieve them.

We are passionate about our young people being given the opportunity to reach their full potential and confidently transition from education into paid employment'



## Employability strikes at the heart of Undershaw's vision

We have a dedicated team of specialist coaches, teachers, and pastoral assistants offering guidance and support to our students and families. Our young people benefit from targeted coaching sessions, the development of employability and life skills through qualifications, all seamlessly dovetailed with immersive social, independence and employment experiences.



Sharon Setterfield  
Transition Coach

I support students and families at all stages of the Undershaw experience. I have extensive relationships with our local schools, and enjoy building and maintaining our numerous partnerships with Further Education Colleges. I work extensively with students and families to explore college route options and the application process. I develop transition plans for each student and coordinate college taster days and familiarisation visits. I am also responsible for the Undershaw Alumni Association.



Leilah Sheridan  
Faculty Lead

I lead on strategy and curriculum planning for the Faculty and develop the careers provision in line with Industry dynamics. I coordinate the Employability and Life Skills Programme across all faculties and support Annual Review meetings with families. I work extensively with our strategic partners, forging new relationships with our work experience businesses and brokering connections for Undershaw within the community. I am a 1:1 coach for the students and support them and their families through the transition process.

## Clare Wickens, Independence Coach

I take the lead on the Skills Builder Programme and coordinate it throughout the school. I support delivery of the Undershaw Diploma and I am the form tutor for our Post 16 students. I form the conduit with AQA as our Employability and Life Skills Lead.



I plan and deliver bespoke sessions and facilitate activities and opportunities for our students to develop and practice their transferable skills in real life settings. I support students and families through the transition process.





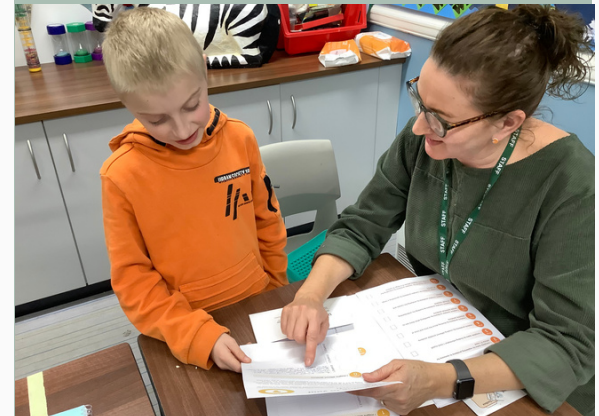
"We are confident that each student will benefit significantly from the language we are creating with them, their attention to practice, review and feedback mechanisms, and the confidence it will instil for their independent lives going forward."

Clare Wickens  
Independence Coach

We weave the Skills Builder Programme throughout the whole school curriculum. The programme covers 8 essential skills: the skills are designed for success in school, home life, and employment. The Programme encompasses Communication, Creative Problem Solving, Self-Management and Collaboration Skills.

Attainment in each skill is recorded against 4 targets: Getting Started, Intermediate, Advanced and Mastery – and each level has different steps throughout. Students use these skills consistently in their work and social time, but through our rigorous feedback and review processes, students can recognise each skill, when they are utilising it, and how helpful it is to their everyday success.

The skills are taught by way of specific sessions which explains each skill and gives examples of how to develop them. Discovery Days give the students an opportunity to put these skills into practice. Across the curriculum lessons are delivered with the skills in mind. We also embed the skills through elements of our pastoral system. For example, House points are awarded in each of the skills – students are constantly identifying and developing the skills, benefitting them both academically and socially.



"Both the Skills Builder and the Undershaw Diploma are substantial undertakings. We are very proud of the students and it's exciting to see where they will take their own learning."

Emma West, Acting  
Headteacher

**Each student has a Skills Builder Passport which contains their record of attainment for each component of the Skills Builder Programme. We then use this as evidence for awarding them their Undershaw Diploma - either a Bronze (Getting Started in all 8 skills), Silver (Intermediate in all 8 skills), Gold (Advanced in all 8 skills) or Platinum (Mastery in all 8 skills) award.**





## 'The best way to predict the future is to create it.'

Our ever-popular College Campus Tours and Familiarisation Visits take our students on tours of colleges to get a real feel for how life would be in a mainstream Further Education environment.

We have excellent links with many local colleges and liaise directly with the EHCP and Additional Learning Support teams at each one.

This ensures the college personnel have everything they need at the time of transition to effectively support our young people in their further education journeys.

Our team is here to provide bespoke support to help students and their families ready themselves for the next step.

With our ideal location, we have relationships with many Further Education placements over three counties.

We are proud that we can be so focussed, both in the nature of our provision and the level of support.

### We focus on:

- The student's area of interest
- Appropriate course types and levels
- Suitable colleges
- Entry requirements and predicted grades
- Application process



**HAVANT &  
SOUTH DOWNS  
COLLEGE**



**Guildford  
College**

Part of  
**ACTIVATE  
LEARNING**

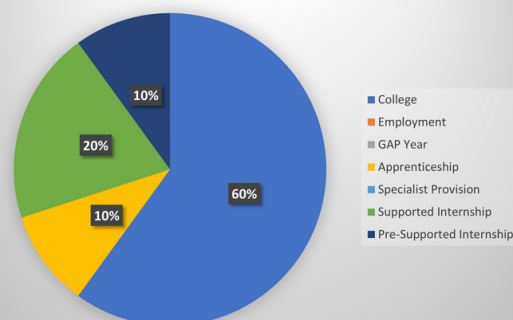


**FUTURE  
SKILLS  
CENTRE**

'There is no  
'one size fits  
all' in terms  
of transition.'

**Sharon Setterfield  
Transition Coach**

2021 – Destinations of Post 16 students



"Merrist Wood was really spacious, and the equine was really great. It was the best College I have ever been to. I thought the person giving us a tour had good knowledge, they were really easy to talk to. I felt relaxed having a private tour. I could see myself going to this College after Post 16."

AW

Current Post 16 Student  
Undershaw





# Forget Careers Week!

## We have Careers Month!



On the 1st March, Year 10 kickstarted our Careers Month with a visit to the National Apprenticeship Show at Sandown Park in Esher where they had the opportunity to talk to over 35 employers about Apprenticeship pathways and 30 Universities about Higher Education. Although it was very busy the students got stuck in with various interactive displays and asked questions about the various companies. It was a packed event, and the students were amazing, they should feel very proud!

During March KS2 and KS3 will put together an 'All About Me' profile and we will look at the questions 'What are my strengths?' 'What are my interests?' and 'What are my aspirations?' This profile will change organically as the students transition up through the years and the content will form the foundation for their vocational profile and CV.



**March 6th – 11th** – National Careers Week. KS4 and KS5 will be invited to attend a Virtual Careers Fair and complete their All About Me Transition Profile.

**March 11th** We welcome Haslemere Museum to give years 7 & 8 an introduction to the varied roles at the Museum followed by a workshop supporting this half term's Project Based Learning Topic, 'How does Disease change the world'

**March 16th** We welcome Ben Mahon representing Activate Learning (Guildford/Merrist Wood/Farnham Colleges) who will host a futures workshop for Year 10.



**March 23rd** Year 9 have the opportunity to attend SATROfest at ACS School in Cobham where they will learn all about Careers in STEM

**March 30th** Our young Rotary Club are busy organising an exciting whole school event to raise money for their chosen charity whilst showcasing their newly acquired fundraising skills! Details to follow.

Post 16 will continue to gain experience and skills development through community work placements at The Cookie Bar, Lythe Hill Hotel, Haslemere Foodbank Volunteering, Haslemere Museum and PAAC IT.



# 'We begin with the end in sight'

Hi there! My name is Ryan. I am currently in Post 16, which is kind of between school and college. It is about preparing for our next steps, whether that's going to college or getting an apprenticeship. Wherever we go next, we will most likely need to use public transport to get ourselves around. So, my friends and I have been out on some independence trips to enable us to use the bus and train and gain more confidence in going out.



Have I enjoyed these experiences?  
What have I learned?

I have thoroughly enjoyed these trips, we are basically learning through fun! You wouldn't do any of this kind of stuff at school! I have learned how to buy a train ticket and use a cashpoint to check my credit card balance. I have learnt how to manage my money and use the bus, and I have also learnt about become more independent. These trips have helped me realise that some busy places aren't as bad as I had feared.

## What trips have I been on?

I have been on multiple trips, including a scavenger hunt in Grayshott, where we had to try and find post office opening times and what certain shops are called. Afterwards we visited the café and I had a hot chocolate! The best trip so far was when we went to the Friary in Guildford for a big shopping trip. I used this opportunity to do a little bit of Christmas Shopping and buy things for my family secretly. I don't usually get my own gifts for family, so I knew they wouldn't expect this!



The staff helped me with handling money. Amy, the O.T, helped me ensure I was sticking to budget on Christmas presents. They also helped me with my confidence. I think I would love to go to a city like London in the future. At College or University I may have to deal with a busy environment so this could help with my navigation skills and confidence around busy places.

## Industry Insight Talks



"I would like to find out more about roles in COINS."

"The best bit was talking about how the Hindhead Tunnel was built!"



"Designing software would be fun. I want to work in the Gaming or Media industries. I enjoyed learning about the Marketing Software."



"Chris was really approachable and put the group at ease. He had clearly put a lot of thought into his audience and pitched it perfectly. I particularly liked the way he linked our skills language through the presentation and kept the students engaged. One of the students even won a hard hat prize!"

Sharon Setterfield, Transition Coach

If you, or anyone in your network, would be interested in sharing an insight into your industry with Undershaw students please [contact us](#).

