



## **CAREERS & HIGHER EDUCATION POLICY**

### **Introduction**

At Epsom College in Malaysia (“ECiM”) every pupil has the opportunity to receive first-class guidance, advice and support into life after Epsom. Careers and Higher Education guidance begins early during a pupil’s time at the College, whether during the many informal discussions that take place with Housemasters/mistresses (“HMMs”), Key Stage Heads, a pupil’s Academic Tutor, or as part of the formal PSHE curriculum. As pupils move toward their A-levels, the support intensifies with the Sixth Form team offering individualised monitoring and support of a pupil’s continued journey through Epsom. Each child is given the opportunity to take part in a varied programme of support that guides them into higher education, whether in the UK or overseas, or into the world of work. The careers office is easily accessible to all students and is located within the Grayling Centre.

### **Support at Key Stage 3 (Years 7, 8 and 9)**

In these early years of a pupil’s senior school education, pupils are encouraged to take advantage of the many subjects on offer to enable them to select those most likely to enthuse and engage them in their GCSEs. Specific guidance on this is offered to pupils in Year 9 through year group assemblies and followed up with individual meetings with a pupil’s academic tutor both before and after option choices have been made.

The aim is to not only start the thought process early but to try to inspire pupils to start thinking about their subject choices and potential career aspirations from an early stage.

The College also uses Co-Curricular Activities (“CCAs”) to highlight career options and possible subject choices. Pupils have access to a range of opportunities which support their academic development and provide links to work-placed skills. This includes opportunities to develop communication skills through debating competitions and access to STEM CCAs for those with aspirations in the field of Science and Engineering. Further opportunities exist for those individuals with particular sporting, musical and dramatic talent, whilst the World Scholars’ Cup and Chemistry Olympiad are just two enrichment examples of how pupils’ learning outside the academic curriculum can be developed.

### **Support at Key Stage 4 (Years 10 and 11)**

Ongoing support and guidance continues throughout Years 10 and 11 in tutorial periods where time is devoted to developing pupils’ ideas for their future after ECiM. In Year 11, specific guidance will be offered to pupils before selecting their A Level choices in Term 2; this includes an Information Afternoon at which both parents and pupils can speak to subject specialists to ensure the best fit for the pupil and their career hopes.

Guidance and support in the selection of a pupil's A Level subjects is further available from a pupil's HMM, the Head of Key Stage 4 as well as individual subject teachers and Heads of Department. The Head of Higher Education will also meet with all Year 11 pupils individually during Term 2 to discuss their A Level choices and career aspirations.

At various points during the school year, Admissions Tutors from top worldwide universities will visit ECiM as part of the Higher Education Programme; Year 11 pupils are always encouraged to attend these to learn about requirements for the course and career they aspire to. This may include talks on topics ranging from Engineering to Law, Psychology to Medicine; information on the Personal Statement and advice on how to apply for a UK Tier 4 visa.

Going forwards the College also plans to undertake Careers profiling with Key Stage 4 pupils. It is envisaged that this will serve as a useful base for discussion between parents and pupils in selecting A Level choices and possible university courses.

### **Support in the Sixth Form (Years 12 and 13)**

In Year 12 there is a varied programme of events looking at life beyond Epsom. The careers programme looks closely at the UCAS application procedure, gap year opportunities and the world of work. There are sessions dedicated to Higher Education with a variety of guest speakers, and specialised events for pupils considering applications to Medical Schools and Oxbridge, where interested and dedicated pupils will be tutored by the Head of Higher Education and required to undertake wider reading/study to ensure they are well prepared for a potential application and any required tests. Opportunities are available for pupils to take part in university taster courses during the holidays in institutions within the UK, USA and Australia and, whilst applications would be made individually by the pupils with the institution directly, advice can be gained from the Higher Education team where needed.

All Year 12 students attend the ECiM Higher Education/University Fair in Term 1 which provides pupils and parents with the opportunity to talk to admissions tutors about possible courses and career paths. At this event Admissions Tutors will put on workshops to guide pupils on topics such as: the Personal Statement, Integration/Social Life, and Financial Budgeting or on subject specific areas - such as Law, Medicine, the Humanities etc. Sessions are also open to parents to attend as well as pupils.

The main emphasis of careers advice in Year 12 is in selecting appropriate higher education courses. A structured programme is designed for Year 12 pupils as part of the university application procedure with guidance offered on the Personal Statement and clear deadlines for working towards. Time is devoted to this in the first half of Term 2, both within tutor time, PSHE lessons and Sixth Form Assemblies.

The Head of Higher Education & Careers will meet individually with all Year 12 pupils as they commence the UCAS application process during Term 2. Following this each Year 12 pupil will be asked to create a career profile and draft UCAS form in preparation for the Upper Sixth. Throughout the year, pupils are encouraged to drop-in for advice informally or to make an appointment individually as and when needed for ongoing support/advice.

In addition Year 12 pupils are encouraged to make effective use of activities within the CCA Programme that will help with their UCAS application planning. Opportunities exist for aspirational pupils to gain further support through the 'Elite Universities' CCA and for STEM related activities. These are intended to provide pupils with a stimulating environment in which to develop academic discourse. An

additional group of potential Oxbridge applicants will also meet weekly with the Head of Higher Education to prepare them for application, entrance tests and potential interviews.

Going forwards it is planned that such academic CCAs will also be rolled-out to pupils in lower years to encourage their aspirations from a younger age.

Pupils who are required to have an IELTS qualification will attend a weekly lesson and take the formal examination in December of either Year 12 or Year 13. Pupils will have the opportunity to sit a practice test first and may take the examination again in Year 13 if they need to reach a higher level than that achieved in Year 12 to meet their specific university entrance requirements.

Support continues throughout Year 13, with time devoted at the start of the year through a 1-2-1 discussion with pupils regarding their predicted A Level grades. An ongoing schedule of meetings and deadlines will follow with the Head of Careers to ensure that university applications are submitted by October half-term. Interview preparation is given on an individual basis as required and support is readily available throughout the UCAS cycle.

### **Events**

Each year we run a large University/Higher Education Fair to enable institutions to exhibit to our pupils, attracting in the region of 50+ university representatives worldwide. The fair is opened up to pupils from Year 10.

### **Global Applications**

Epsom College in Malaysia recognises that the options for pupils after A-levels are becoming increasingly diverse. Whilst the majority of our pupils apply to UK universities we will provide support and guidance to any world destination and we have had pupils successfully apply to the US, Canada and Australia, with others applying to Europe, Hong Kong or locally in Malaysia. What is clear is that pupils from Epsom College in Malaysia are highly sought after by the world's top institutions.

### **University Destinations**

At Epsom College in Malaysia we expect every pupil who has applied to University to receive at least one offer. Most receive several. *Last year 80 % of our Year 13 candidates secured places at their first or second choice university, and 55% won places at leading UK Russell Group Universities.* In the last 3 years our pupils have embarked on courses in a number of top universities, including:

UK: **Imperial, LSE, UCL, King's, Durham, Warwick, Nottingham, Southampton, Bath, Manchester, Edinburgh and Glasgow**

North America: **Washington, Austin, Savannah, San Diego, UCLA, Canada (UBC & Toronto)**

Australia: **Monash, Melbourne**

### **Post A Level Results**

When exam results are published in August, support is available from both the Head of Sixth Form and Head of Higher Education to pupils who may require advice on university courses, possible "clearing" opportunities or reapplications.

## **Examinations**

Examinations can be a stressful time for students and ECiM offers support in a variety of ways; pastoral support is available from the pupils' HMM and academic tutors who are able to provide individual advice and guidance to each of their tutees; study skills training is provided by Elevate Education to all pupils from Year 10 upwards, and revision aids and sessions are readily available from a pupil's class teacher and subject Head of Departments (particularly leading up to exam season where they use their expertise to provide specific examination advice). In addition, the College has a Counsellor who pupils can see for emotional support if needed and the College nurses are available 24 hours a day to offer their professional assistance.

## **Further Information**

Additional information for parents and pupils on both the university application process, individual universities and careers guidance can be found through the links below:

UCAS: <https://www.ucas.com/>

USA Support: <https://www.collegeessayguy.com/>

Australia: <https://www.uac.edu.au/>