



## Careers Education, Information, Advice & Guidance - 2023-24

<b>1</b> <b>A stable careers programme</b>	<ul style="list-style-type: none"><li>• To ensure the careers programme is delivered by individuals with the right skills and experience. The Careers Leader is a L6 qualified professional who offers advice and guidance to all Year 11 and 12 students and also Year 13s who have decided not to apply to university, and any students in other years who request an appointment.</li><li>• To enable students to gain an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have an experience of a work environment.</li><li>• To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs, wherever possible.</li><li>• To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors.</li><li>• To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.</li><li>• To regularly evaluate our careers programme in conjunction with our careers strategy, PAL and the CDI Careers Development Framework to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate, parents.</li><li>• To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass+ evaluation and Dashboard tools.</li></ul>
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HALF TERM/ BENCHMARK	HT1	HT2	HT3	HT4	HT5	HT6
<b>2</b> <i>Learning from labour market information</i>	Yr 7 Start careers profile on Unifrog Yr 7-13 Next Steps Careers Fair Yr 10 Selected – Traineeship presentations Yr 10-13 Apprenticeship presentation Yr 11 1:1 Careers Interview Yr 12/13 Careers meetings – Selected Yr 12 Launch Work Shadowing	Yr 7 Start careers profile on Unifrog Yr 7 Next Steps booklet Yr 7 Guess the Professional activity Yr 11 1:1 Careers meetings Yr 12 Next Steps Enrichment Programme Yr 12 Work Shadowing Yr 12 Mock Interview Event	Yr 8 Options assemblies/ lessons Yr 8 Unifrog Support with options Yr 11 1:1 Careers Interview Yr 12 Next Steps Enrichment Programme Yr 12 Work Shadowing Yr 13 1:1 Careers meetings (non UCAS)	Yr 7-13 National Careers Week Yr 8 Options assemblies Yr 10 Work Experience Yr 12 Next Steps Enrichment Programme Yr 12 Work Shadowing	Yr 9 Employer Assembly/Apprenticeships Yr 9/10 – FE and Apprenticeship Presentation Yr 12 Next Steps Enrichment Programme Yr 12 Work Shadowing Yr 12 University Presentation	Yr 7/12 Interview Event Yr 8 Meet the Professional (Exploring Industries/with questions) Yr 9 Next Steps Event Yr 10 H&SC Work Experience Yr 12 Next Steps Enrichment Programme Yr 12 Mock Interview Event Yr 12 Work Shadowing
<b>3</b> <i>Addressing the needs of each pupil</i>	Yr 7 Start careers profile on Unifrog Yr 7 Next Steps booklet Yr 7-13 1:1 Careers interview (requested) Yr 7-13 Next Steps Careers Fair Yr 9-11 Mentoring Session Yr 10 Selected Work Exp support Yr 10 Selected - Traineeship Presentation Yr 10-13 Apprenticeship and T-Levels presentation Yr 11 Mini Options Event Yr 11 1:1 Careers Interview Yr 12 Raising Aspirations Yr 12 Study Skills Yr 12 Time Management Yr 12 Public Speaking Yr 12/13 Careers Assembly Yr 13 Tutor Support Yr 13 Mock I/V for early applications to University	Yr 7-13 1:1 Careers interview (requested) Yr 9-11 Mentoring Session Yr 10 Selected Work Exp support Year 11 6 <sup>th</sup> Form Open Eve Yr 11 Apply to college Yr 11 1:1 Careers Meetings Yr 12 Next Steps Enrichment Programme Yr 12 Mental Health & Wellbeing Yr 12/13 Careers Assembly Yr 13 Tutor Support Yr 12 Next Steps Enrichment Programme	Yr 7-13 1:1 Careers interview (requested) Yr 8 Targeted - Eyes on the Prize ARU Yr 8 Unifrog Support with options/ career plan Yr 8 Options assemblies Yr 9-11 Mentoring Session Yr 10/11 Apprenticeships Presentation and I/v Activity Yr 11 College Transition support Yr 11 1:1 Careers Meetings Yr 11 Apply to college Yr 12 Next Steps Enrichment Programme Yr 12 Mock Interviews Yr 12 Financial Skills Yr 12/13 Careers Assembly Yr 13 1:1 Careers Interview (non UCAS) Yr 13 Tutor Support	Yr 7-13 National Careers Week Yr 7-13 1:1 Careers interview (requested) Yr 7-13 Selected Mentoring session with governor Yr 8 Options interview (if reqd) Yr 9-11 Mentoring Session Yr 11 Selected Transition college support x 2 Yr 11 Apply to college mop up Yr 12 1:1 Careers Interview Yr 12 Next Steps Enrichment Programme Yr 12/13 Careers Assembly Year 13 Tutor Support	Yr 7-13 1:1 Careers interview (requested) Yr 7-13 Selected Mentoring session with governor Yr 9-11 Mentoring Session Yr 11/13 Apprenticeships research/signup Yr 12/13 Unifrog Session Yr 12 Next Steps Enrichment Programme Yr 12 Rights & Responsibilities in the Workplace Yr 12 Professionalism in the Workplace Yr 12 1:1 Careers Interview Yr 12 Futures 1:1 Yr 12/13 Careers Assembly Yr 12/13 Raising Aspirations activities Yr 13 Tutor Support	Yr 7-13 1:1 Careers interview (requested) Yr 7-13 Selected Mentoring session with governor Yr 9-11 Mentoring Session Yr 10 1:1 Careers interview Yr 11 6 <sup>th</sup> Form Induction Yr 12 Apprenticeship and Psychometric Tests session Yr 12 UCAS Enrolment Yr 12 Mock Interviews Yr 12/13 Careers Assembly Yr 12/13 Raising Aspirations activities Year 13 Tutor Support
<b>4</b> <i>Linking curriculum learning to careers</i>	Yr 7-13 Posters in subject areas/lessons delivered in all subjects Yr 7 STEM Day Yr 7 Next Steps booklet Yr 7-13 included in lessons Yr 7-13 Next Steps Careers Fair Yr 10 Launch Work Experience/Assembly Yr 11 Mini Options Event Yr 12 Mentor sessions Yr 12 Work Shadowing Yr 12/13 Raising Aspirations activities Yr 13 Mock I/V for early applications to University	Yr 7-13 Posters in subject areas/lessons delivered in all subjects Yr 7 Guess the Professional activity Yr 7 Next Steps booklet Yr 7-13 included in lessons Yr 8 STEM Day Yr 12 Work Shadowing Yr 12/13 Raising Aspirations activities Yr 12 Next Steps Enrichment Programme Yr 12 Mock Interview	Yr 7-13 Posters in subject areas/lessons delivered in all subjects Yr 7-13 NAW – subject lessons Yr 7-13 included in lessons Yr 8 Targeted - Eyes on the Prize ARU Yr 9 STEM activity Yr 12 Work Shadowing Yr 12 Next Steps Enrichment Programme Yr 12/13 Raising Aspirations activities Yr 13 Visit to UCP (selected)	Yr 7-13 Posters in subject areas/lessons delivered in all subjects Yr 7 BAE Systems STEM Event Yr 7-13 National Careers Week Yr 7-13 included in lessons Yr 9 STEM Day Yr 12 Next Steps Enrichment Programme Yr 12 Work Shadowing Yr 12/13 Raising Aspirations activities	Yr 7-13 Posters in subject areas/lessons delivered in all subjects Yr 10 University Presentation Yr 12 Next Steps Enrichment Programme Yr 12 Work Shadowing Yr 12/13 Raising Aspirations activities	Yr 7-13 Posters in subject areas/lessons delivered in all subjects Yr 7/12 Interview Event Yr 8 Meet the Professional (Exploring Industries/with questions) Yr 12 Next Steps Enrichment Programme Yr 12 Mock Interview Event Yr 12 Work Shadowing
<b>5</b> <i>Encounters with employers and employees</i>	Yr 7 Start careers profile on Unifrog Yr 7 Next Steps booklet Yr 7 STEM Day Yr 7-13 CIAG Evening (Careers Fair) Yr 12 Work Shadowing Yr 11 Inspiration/ Motivational Speaker	Yr 7 Next Steps booklet Yr 7 Guess the Professional activity Yr 8 STEM Day Yr 10 Next Steps Event Yr 12 Work Shadowing	Yr 12 Work Shadowing Yr 12 Mock Interview Event	Yr 7 BAE Systems STEM Event Yr 7-13 National Careers Week Yr 9 STEM Day Yr 10 Work Experience assembly Yr 10 Work experience Yr 10 Work experience Alternative Provision Yr 12 Work Shadowing	Yr 12 Work Shadowing	Yr 7/12 Interview Event Yr 8 Meet the Professional (Exploring Industries/with questions) Yr 9 Next Steps Event Yr 9 Employer Assembly/Apprenticeships Yr 10 H&SC Work Experience Yr 12 Mock Interview Event Yr 12 Work Shadowing
<b>6</b> <i>Experience of workplaces</i>	Targeted Work Exp.	Targeted Work Exp.	Targeted Work Exp.	Targeted Work Exp. Yr 10 Work experience	Targeted Work Exp.	Targeted Work Exp. Yr 10 Health & Social work experience Yr 12 Work Shadowing
<b>7</b> <i>Encounters with further and higher education</i>	Yr 7-13 Next Steps Careers Fair Yr 10 Selected - Traineeship Presentation Yr 10-13 Apprenticeship and T-Levels presentation Yr 11 Mini Options Event	Yr 7-11 More Able Russell Presentation Year 11 6 <sup>th</sup> Form Open Evening Yr 12 Russell University Presentation	Yr 8 Targeted - Eyes on the Prize ARU Yr 11 College Transition support Yr 11 6 <sup>th</sup> form interviews Yr 12/13 Raising Aspirations activities	Yr 7-13 National Careers Week Yr 7 and 8 NCW - University presentation Yr 11 selected College transition support x 2 Yr 12 UCAS Fair	Yr 9-Yr 10 Next Steps Assembly FE College re Voc and Tech Quals and Apprenticeships Yr 9 STEM Employer Assembly/Apprenticeships Yr 12 Uni Assembly	Yr 9 Next Steps Event Yr 10 Uni Encounter Yr 11 6 <sup>th</sup> Form Induction Yr 12 Intro to UCAS – UEA Yr 12/13 Raising Aspirations activities

	Yr 12/13 Raising Aspirations activities	Yr 12/13 University support with personal statements Yr 12/13 Raising Aspirations activities		Yr 12/13 Raising Aspirations activities	Yr 12/13 Raising Aspirations activities	
<b>8</b> <b>Personal guidance</b>	Yr 7-13 Selected Mentoring session Yr 7-13 1:1 Careers interview (requested) Yr 10-13 Apprenticeships and T-Levels/Traineeships presentation Yr 11 1:1 Careers Interview Yr 11 Parents Evening Yr 11 Mini Options Event 6 <sup>th</sup> Form Targeted 1-1 Careers Interview Yr 12/13 Careers Assembly Yr 13 Tutor support Yr 7-13 CIAG Evening (Careers Fair)	Yr 7-13 Selected Mentoring session Yr 7-13 1:1 Careers interview (requested) Yr 7 Parents Evening Yr 8 Parents Evening Yr 10 Work Experience Intervention priority students Year 11 6 <sup>th</sup> Form Open Eve Yr 11 Apply to college/6 <sup>th</sup> form/Apprenticeship Yr 11 1:1 Careers Interview Yr 11 Parents Evening Yr 13 Mock I/V/ applications early applications to University Assembly/ support Yr 13 Tutor support	Yr 7-13 selected Mentoring session Yr 7-13 1:1 Careers interview (requested) Yr 8 Support with options – Unifrog session Yr 8 Options assemblies Yr 8 Parents Evening Yr 9 Parents Evening Yr 11 1:1 Careers Interview Yr 11 College Transition support Yr 11 Apply to college/6 <sup>th</sup> form/Apprenticeship Yr 11 Sixth Form interviews Yr 12 Careers Assembly Yr 13 Tutor support	Yr 7-13 selected Mentoring session Yr 7-13 1:1 Careers interview (requested) Yr 10 Parents Evening Yr 11 1:1 Careers Interview Yr 11 selected – Transition college support Yr 11 Apply to college mop up Yr 12/13 Parents Evening Yr12 Careers Assembly Yr 12 UCAS Fair Yr 13 Tutor support Yr 13 NGU Careers meetings	Yr 7-13 selected Mentoring session Yr 7-13 1:1 Careers interview (requested) Yr 11 1:1 Careers Interview Yr 12 1:1 Careers Meetings Yr12 Careers Assembly Yr 13 Tutor support	Yr 7-13 selected Mentoring session Yr 7-13 1:1 Careers interview (requested) Yr 9 Employer Assembly/Apprenticeships Yr 9 Next Steps Event Year 10 (pre Yr 11) Yr 10 (pre-Yr 11) 1:1 Careers Interview Yr 12 1:1 Careers interview Yr 12 Careers Assembly Yr 13 Tutor support