

Careers and Guidance Programme 2019/2020

| | | Key Stage 3 | | Key Stage 4 | | | Key Stage 5 | |
|--------------------|-------------|--|--|--|---|--|---|--|
| | | Year 7 | Year 8 | Year 9 | Year 10 | Year 11 | Year 12 | Year 13 |
| Autumn Term | Sept | Introduction to the world of work Revisit road map from Year 6 transition Build in LMI & Employer talks (local LEP priority sectors) GBM2, GBM5 | | | Work experience prep begins now GBM 6 | Connexions interviews and Careers interviews run all year GBM8 | CAP folders and sessions in am tutor groups GBM 2,3 & 7 | UCAS Preparation weekly sessions GBM 2,3 & 7 |
| | Oct | HAT interviews GBM 2,3 & 8 | HAT interviews Enterprise Adviser Project – employer led project linked to the curriculum GBM 4 & 5 | Forward Thinking lecture event External Provider/employer Assembly GBM5 | Fast Forward for SEN External Provider/Employer Assembly linked to curriculum GBM 4 & 5 | Year 11 Matters evening GBM7 | CAP folders and sessions in am tutor groups GBM 2,3 & 7 | UCAS Preparation weekly sessions GBM 2,3 & 7 |
| | Nov | SEN interviews GBM 2, 3 & 8 | SEN interviews Enterprise Adviser Project -employer led project linked to the curriculum GBM 4 & 5 | PP interviews SEN interviews External Provider/employer assembly kinked to curriculum GBM 4 & 5 | NEC Skills Show PP interviews SEN interviews External provider/employer assembly GBM 5,7,8 | SEN interviews and Fast Forward 6th Form Taster day GBM 2,3 & 7 | | |
| | Dec | | Enterprise Adviser Project- employer led project linked to the curriculum GBM 4 & 5 | | | Sixth Form Open Day Forward Thinking Graduation | CAP folders and sessions in am tutor groups GBM 2,3 & 7 | UCAS Preparation weekly sessions GBM 2,3 & 7 |

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| Spring Term | Jan | PP interviews GBM 2, 3 & 8 | Options taster day embed LMI GBM 2 | PP interviews linked to LMI GBM 2 & 8 | | Careers advisor attends parents evening GBM 7 | | |
| | Feb | To attend careers fair – employers, training providers and Colleges GBM 7 | To attend careers fair - employers, training providers and Colleges GBM 7 Careers advisor attends parents evening PSHE drop down day - careers focus assemblies from employers GBM 5 | Opportunity to attend careers fair - employers, training providers and Colleges GBM 7 | Opportunity to attend careers fair - employers, training providers and Colleges GBM 7 Employer engagement activity such as speed network GBM 5 Careers interviews until end of year GBM 8 PSHE drop down day - careers focus – tbc- possible workplace visits GBM 5 & 6 | Opportunity to attend careers fair - employers, training providers and Colleges GBM 7 | Opportunity to attend careers fair - employers, training providers and Colleges GBM 7 | Opportunity to attend careers fair - employers, training providers and Colleges GBM 7 |
| | March | | Options afternoon with parents embed LMI GBM 2 & 7 | HAT interviews Year 9 Uni taster day - Forward Thinking Programme GBM 7 & 8 | Work Experience Week HAT interviews Year 10 employer led mock interview GBM 5 & 6 | HAT interviews GBM 3 & 8 | Careers advisor attends parents evening to cover LMI, Apprenticeships FE/HE University attendance at the parents evening GBM 2, 7 | |
| Summer Term | April | | PP interviews GBM 3 & 8 | | Business Walk for pupils not attending work experience GBM 6 | To complete Finishing Year 11 forms to establish destinations GBM 3 & 8 | | |

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| | May | | PP interview GBM 3 & 8 | | Careers advisor attends parents evening to advise on LMI & next steps GBM 2 & 7 | | | |
| | June | Employer engagements event including Speed Networking GBM 5 | Launch of Forward Thinking Programme GBM 2, 3 & 8 | Launch idea of Work Experience Careers advisor attends parents evening GBM 2, 6 & 7 | | | 6th Form Higher Education Week - opportunity to visit a HE institution And UCAS exhibition 6th Form finance talk GBM 7 | |
| | July | Careers advisor attends parents evening to advise on LMI, post 16 pathways GBM 2 & 7 | | | | 6th Form Induction day GBM 7 | Work experience placement GBM 6 | |
| | Aug | | | | | GCSE results - Careers Advisor attends GBM 3 | A Level results - Careers Advisor attends GBM 3 | |
| | | Employer mentoring GBM 3 & 5 | | | Opportunity to attend University trips Aimhigher Plus offering mentoring GBM 7 | | UCAS advice and support Opportunity for individual careers advice throughout the year Employability workshops running throughout the year supported by employers GBM 2, 5 & 7 | |

Opportunities to visit local employers and university trips **GBM 7**

Open door policy for any student or parent to access careers support, information and guidance.

Up to date information about apprenticeships, locally and nationally.

Up to date information about part time work opportunities.

Up to date/relevant labour market information - (see school website) **GBM 2**

Advice to parents on careers software - (see school website).

Ongoing support around CV development, searching for and applying for jobs and apprenticeships and mock interviews

Specific subject speakers and projects eg STEM network. Linked to the curriculum **GBM 4**

Share information with parents for Startprofile.com **GBM 2, 7**

Access 'Opening Doors, Give an Hour and Cornerstone businesses as much as possible via curriculum - **BM4**