

Update on recommendations from the 2017/18 Scrutiny topic 'Further developing links between Halton's Businesses and Schools'

CYPF PPB JANUARY 2020

APPENDIX 1 – ONLINE CAREERS PROGRAMMES (updated autumn 2019)

## 1. Ormiston Chadwick Academy

### CEIAG PROGRAMME 2019-2020



The following overview indicates how the CEIAG programme at OCA addresses each of the 8 Gatsby Benchmarks:

BENCHMARK	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11
1 – A stable careers programme	Comprehensive programme, bespoke to each year group accessing all Benchmarks, including National Careers Week				
2 – Learning from Labour market information	<ul style="list-style-type: none"> <li>Enterprise Day (ECM Day)</li> </ul>	<ul style="list-style-type: none"> <li>Employers Market</li> <li>Jobs for Tomorrow – Meet the Employer (ECM Day)</li> </ul>	<ul style="list-style-type: none"> <li>Employers Market</li> <li>Apprenticeship Assembly</li> <li>Industry Day (ECM Day)</li> <li>Halton City Skills Apprenticeship and Careers Show</li> </ul>	<ul style="list-style-type: none"> <li>Employers Market</li> <li>National Apprenticeship Roadshow</li> <li>Aspirations Day (ECM Day)</li> <li>Apprenticeship Assembly</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship Assembly</li> </ul>
3 – Addressing the needs of each pupil	<ul style="list-style-type: none"> <li>Preparation for Life (ECM Day)</li> <li>Small group sessions with Careers Connect</li> <li>Revision strategies Assembly</li> </ul>	<ul style="list-style-type: none"> <li>Business Mentors Programme Launch</li> <li>Reach Programme</li> <li>Through the eyes of the girls project</li> <li>Small group sessions with Careers Connect</li> <li>Revision strategies Assembly</li> </ul>	<ul style="list-style-type: none"> <li>Through the eyes of the girls project</li> <li>Aspirations Day (ECM Day)</li> <li>Prestigious Universities Morning Assembly</li> <li>1:1 Careers Connect Appointments</li> <li>Revision strategies Workshops</li> </ul>	<ul style="list-style-type: none"> <li>Work Experience Assembly</li> <li>Through the eyes of the girls project</li> <li>Aspirations Day (ECM Day)</li> <li>Apprenticeship Assembly</li> <li>Trade Day</li> <li>Prestigious Universities Morning Preparation for Life (ECM Day)</li> <li>1:1 Careers Connect Appointments</li> <li>Revision strategies Assembly</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship Assembly</li> <li>Revision Evening</li> </ul>
4 – Linking curriculum learning to careers	<ul style="list-style-type: none"> <li>Culture Week (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>Reach Programme</li> <li>Aspirations Day (ECM Day)</li> <li>Employers Market</li> <li>Jobs for Tomorrow – Meet the Employer (ECM Day)</li> </ul>	<ul style="list-style-type: none"> <li>Employers Market</li> <li>Apprenticeship Assembly</li> <li>Halton City Skills Apprenticeship and Careers Show</li> </ul>	<ul style="list-style-type: none"> <li>Employers Market</li> <li>STEM MOND Trophy</li> <li>National Apprenticeship Roadshow</li> <li>Aspirations Day (ECM Day)</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship Assembly</li> </ul>

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		<ul style="list-style-type: none"> <li>○ Culture Week (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>○ Pre-sampling Assembly</li> <li>○ Cronton College Sampling Day</li> <li>○ Culture Week (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>○ Apprenticeship Assembly</li> <li>○ Trade Day</li> <li>○ Healthcare Science Skills Show</li> <li>○ Pre-sampling Assembly</li> </ul>	
5 – Encounters with employers & employees	<ul style="list-style-type: none"> <li>○ Employer Talk</li> <li>○ Enterprise Day (ECM Day)</li> <li>○ Preparation for Life (ECM Day)</li> </ul>	<ul style="list-style-type: none"> <li>○ Business Mentors Programme Launch</li> <li>○ Employer Talk</li> <li>○ Employers Market</li> <li>○ Jobs for Tomorrow – Meet the Employer (ECM Day)</li> </ul>	<ul style="list-style-type: none"> <li>○ Industry Day (ECM Day)</li> <li>○ Employers Market</li> <li>○ Halton City Skills Apprenticeship and Careers Show</li> </ul>	<ul style="list-style-type: none"> <li>○ National Apprenticeship Roadshow</li> <li>○ Aspirations Day (ECM Day)</li> <li>○ Employers Market</li> <li>○ Healthcare Science Skills Show</li> <li>○ Work Experience</li> </ul>	<ul style="list-style-type: none"> <li>○ Preparation for Life (ECM Day)</li> </ul>
6 – Experiences of the workplace	<ul style="list-style-type: none"> <li>○ Culture Week (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>○ Culture Week (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>○ Culture Week (ECM)</li> </ul>	<ul style="list-style-type: none"> <li>○ Work Experience Assembly x 2</li> <li>○ Work Experience</li> <li>○ Culture Week (ECM)</li> </ul>	
7 – Encounters with further and higher education	<ul style="list-style-type: none"> <li>○ Aspiration Assembly</li> <li>○ University Visit</li> </ul>	<ul style="list-style-type: none"> <li>○ University Visit</li> </ul>	<ul style="list-style-type: none"> <li>○ Apprenticeship Assembly</li> <li>○ Aspirations Day (ECM Day)</li> <li>○ Prestigious Universities Morning</li> <li>○ Higher Education Futures Programme</li> <li>○ Pre-sampling Assembly</li> <li>○ Cronton College Sampling Day</li> </ul>	<ul style="list-style-type: none"> <li>○ Careers Fair</li> <li>○ Apprenticeship Assembly</li> <li>○ Trade Day</li> <li>○ Prestigious Universities Morning</li> <li>○ Preparation for Life (ECM Day)</li> <li>○ Pre-sampling Assembly</li> <li>○ Higher Education Futures Programme</li> <li>○ Oxford Residential</li> <li>○ Cronton College Sampling Day</li> </ul>	<ul style="list-style-type: none"> <li>○ Careers Fair</li> <li>○ Apprenticeship Assembly</li> <li>○ Preparation for Life (ECM Day)</li> <li>○ Cronton/Riverside College Interviews</li> </ul>
8 – Personal Guidance	<ul style="list-style-type: none"> <li>○ Career Connect Assembly</li> <li>○ Preparation for Life (ECM Day)</li> <li>○ Aspiration Assembly</li> </ul>	<ul style="list-style-type: none"> <li>○ Career Connect Assembly</li> <li>○ Reach Programme</li> <li>○ Through the eyes of the girls project</li> <li>○ Parents Progress Evening</li> </ul>	<ul style="list-style-type: none"> <li>○ Career Connect Assembly</li> <li>○ Through the eyes of the girls project</li> <li>○ Prestigious Universities Morning</li> </ul>	<ul style="list-style-type: none"> <li>○ Career Connect Assembly</li> <li>○ Careers Fair</li> <li>○ Through the eyes of the girls project</li> <li>○ Parents Information Evening</li> </ul>	<ul style="list-style-type: none"> <li>○ Career Connect Assembly</li> <li>○ 1:1 Careers Connect Appointments</li> <li>○ Careers Fair</li> <li>○ Preparation for Life (ECM Day)</li> </ul>
	<ul style="list-style-type: none"> <li>○ Small group sessions with Careers Connect</li> <li>○ Revision strategies Assembly</li> <li>○ Parents Progress Evening</li> </ul>	<ul style="list-style-type: none"> <li>○ Small group sessions with Careers Connect</li> <li>○ Revision strategies Assembly</li> </ul>	<ul style="list-style-type: none"> <li>○ Parents Progress Evening</li> <li>○ Industry Day (ECM Day)</li> <li>○ Pre-sampling Assembly</li> <li>○ 1:1 Careers Connect Appointments</li> <li>○ Revision strategies Workshops</li> </ul>	<ul style="list-style-type: none"> <li>○ Parents Progress Evening</li> <li>○ Prestigious Universities Morning</li> <li>○ 1:1 Careers Connect Appointments</li> <li>○ Revision strategies Assembly</li> <li>○ Pre-sampling Assembly</li> <li>○ Oxford Residential</li> </ul>	<ul style="list-style-type: none"> <li>○ Parents Progress Evening</li> <li>○ Revision Evening</li> <li>○ Cronton/Riverside College Interviews</li> <li>○ National Citizenship Service Assembly</li> <li>○ Aspirational Assembly</li> </ul>

## 2. Saints Peter and Paul Catholic College

### CAREERS PROGRAMME:

<p style="text-align: center;"><b>Year 7</b></p> <p>Access to one-to-one interviews with our independent careers advisor</p> <p>Introduction to careers using U-explore</p>	<p style="text-align: center;"><b>Year 8</b></p> <p>All students have a one-to-one interview with our independent careers advisor prior to choosing GCSE options</p> <p>U-explore sessions</p>
<p style="text-align: center;"><b>Year 9</b></p> <p>Access to one-to-one interviews with our independent careers advisor</p> <p>Targeted interviews in Summer Term with a careers advisor</p> <p>Enterprise Days</p> <p>Employability talks</p>	<p style="text-align: center;"><b>Year 10</b></p> <p>Access to one-to-one interviews with our independent careers adviser</p> <p>Targeted interview in Summer Term</p> <p>Careers adviser at Parent's Evenings</p> <p>Enterprise Days</p> <p>College Taster Days</p>

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<b>Year 11</b>	<b>Year 12-13</b>
All students to have one-to-one interviews with our independent careers adviser prior to choosing their destination at the end of Year 11	Work shadowing experience Access to one-to-one interviews with our independent careers advisor
Individual students supported with College and Apprenticeship applications	On-going support to BTEC students on extended work placements
Careers adviser at Parent's Evenings	UCAS application support
All students to have mock interview with a local employer	Support in accessing summer school placements
College Taster Days	Apprenticeship application support
Careers adviser attendance at GCSE Results Day	Careers adviser at Parent's Evenings Careers adviser attendance at A Level Results Day

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### **3. Wade Deacon**

Careers Programme:

In Year 7 and 8, during Social, Moral, Spiritual and Cultural (SMSC) lessons pupils will learn what work is, how salaries relate to different jobs, how to find out about jobs, the skills needed for work and jobs of the future. All activities will support the options process which takes place in Year 8. Inspirational assemblies will be delivered from local and national employers. Pupils will also take part in 'Tomorrow Manager Today' enterprise activity.

In Year 9 pupils will be selected to attend a Prestigious Universities Morning with a focus on Cambridge and Oxford universities. Pupils will be selected to attend Gifted & Talented sessions at Cronton College. Pupils will sample exciting new courses such as Philosophy and Psychology. During SMSC pupils will complete the Tomorrows Manager Today session. These sessions include money management and being the next Entrepreneur.

In Year 10 all pupils will sample a timetabled day at Cronton/Riverside College. Pupils will sample subjects which they will like to progress onto at Level 3. During the year College and Apprenticeship assemblies will be delivered to Year 10. This provides opportunities for Year 10 to begin thinking about Further Education and courses which they would like to take.

Work Experience - During the summer term, all Year 10 pupils are required to attend a two-week work experience placement. All pupils are required to find their own placements; this ensures that they have a worthwhile and meaningful experience. We encourage our pupils to complete their work experience in the field that they wish to pursue their future career. Work experience provide our pupils with a taster of the world of work; through interviews, applications, time keeping, health and safety and much more.

The purpose of work experience for the student is to:

- Develop their career ideas;
- Build their confidence and self-esteem;
- Enhance their knowledge and skills.

In Year 11 all pupils will attend the annual careers fair. This is a huge event at Wade Deacon with over 50 Further Educational services attending our school. Pupils are able to have one-to-one talks with their providers to find out courses which they deliver, extracurricular activities and how to apply for their college.

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College and Apprenticeship assemblies delivered to Year 11: This provides opportunities for Year 11 to begin thinking about Further Education and courses which they would like to take.

Colleges: Pupils will be provided with opportunities to go a sample at day at Carmel and Priestly College. During the day they will sample subjects which they wish to take.

Apprenticeship talks: Apprenticeship providers will be invited into school and deliver sessions to year 11 pupils.

These sessions will include:

- What apprenticeships are out there?
- How to apply?
- Work experience you need?
- Grades which are required

One-to-one sessions: Every Year 11 pupil will have a one-to-one interview with our Careers Advisor who will provide guidance and support in a pupil's career path. This includes: how to get their careers, qualifications they required, relevant WEX and Further Educational courses which are essential to take.

During SMSC lessons pupils will learn how to create CV's, covering letters and sample a real-life interview delivered by Priestly College. Our Leader of careers will provide guidance and support to ensure that every pupil has secured a place in Further Education.

## 4. Sandymoor School

### Careers programme:

Sandymoor School is committed to providing a planned programme of careers education for all our students in years 7 – 11. Careers education will be delivered through the Life Skills curriculum and complemented with additional activities. We are also committed to providing access to impartial and independent careers advice via Halton Careers Education Service for all students in year 11; and through access to local employers. Impartial careers information and advice will be delivered by Graeme Peace. The main aim of the careers department is to prepare pupils for life beyond Sandymoor School by linking them to the real world of work through mentoring, workplace visits, careers fairs, guest speakers and work related learning. Our students in years 7-9 follow our Life Skills programme, years 7 and 8 have two lessons per week; year 9 have one lesson per week.

Year 7 CEIAG	Autumn 1		Autumn 2		Spring 1 and Spring 2		Summer 1		Summer 2	
	Personal identity and transition		Employability and Enterprise		Exploring meaning and purpose of life		World of work		Ethical financial decisions	
	Transition to secondary school	R1	Being assertive	H4	Meaning of life	L8, L1	World of work	L10, L11	Saving and spending money	L18, L20
	Overcoming challenges	H2, H5	Enterprise skills and introduction to careers	L8	Purpose of life	L1	Understand the largest job industries.	L13	Budgeting	L7, L13
	Is this me?	H2			Human nature	R20, L11, L12	Evaluate the jobs of the future.	L12		
	Personality skills and traits	L8, L9					Understand the options available to me	L14		
			Challenging career stereotypes and raising aspirations	L9						

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Year 8 CEIAG	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2
	Health and wellbeing		Rights and responsibilities within the community		Online safety and digital literacy		Intimate and sexual relationships		A place of your own		Money and risk
	Health, hygiene and wellbeing	H15, H16, H17, H9, H16, H7	Homelessness	H20	How I present myself online?	L7, L8	Pregnancy and miscarriage. Choices in relation to pregnancy. STIs Risky sexual behaviour. Further advice.	R24, R25, R26, R22, H12, H6, H28, R18	To produce a place of your own Planning a meal	L7, L9	How to make the most of your money
			Young people and the law	H16, H5	Digital footprint	L8, R35, R23, R38, L17					
			Young carers								
			Knife crime	H17							

	Autumn 1		Autumn 2		Spring 1		Spring 2		Summer 1		Summer 2	
	Health and wellbeing		Relationships		Financial security		Career ideas		Health and prevention		The world of work	
Year 9	Health and wellbeing	H17, H13	Relationships	R8	Earning and spending money	L20			The purpose and importance of immunisation and vaccination	H10	Career management	L9
	Diet and hygiene	H16	Relationship challenges	L8	Keeping track of your money	L7, L6	Job profiles	L12, L13	Cancer and cancer prevention, healthy lifestyles, self examination	H32		
	Healthy active lifestyle	H15	Sexual health	H17	Making financial choices	L13	Sector overviews	L10	Strategies to overcome worries and seek help	H18	Skills for employment	L8
	Mental health	H5, H3	Domestic abuse	R7	Peer pressure	R28	Subjects Other career paths				Getting a job	L16, L18
	Coping with stress	H6	Forced marriage	R5, R9	Understanding conflict		Apprenticeships				CV	L9
	Peer pressure, assertiveness and risk, gang crime		Extremism and radicalisation	R7	gambling	L18, L19	Entrepreneurs	L16, L15			Interviews	L8
	Managing peer pressure in relation to illicit substances	H4, H28, H31	Understanding different families and parenting skills	R3			Volunteering and GAP years	L10, L16			Job hunting	L12
			Managing change, grief and bereavement Managing conflict at home and the dangers of running away from home				Understanding careers and future aspirations	L9, L8			Networking	L11
	Assessing the risks of drug and alcohol abuse and addiction	H17, H13	Tackling homophobia, transphobia and sexism	R24, R26							Protection at work	L15
											Learning to revise	L14
										Maximise potential	L14	
										Work experience		
										Colleges		
										Universities		

Years 10 and 11: Students have careers assemblies as a year group with external employers and providers; CEIAG sessions within their academic tutorial time; trips and visits and breakout days. All years 10 and 11 have two week's work experience in June.

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## **5. St Chad's Catholic and Church of England High School**

### **Careers programme:**

#### **Year 7**

At the beginning of year 7 all pupils are introduced to the online careers information in the Learning Resource Centre (LRC) during Tutor time. Here they are introduced to the [GetConnectedPortal](#) where they can evaluate their personal qualities and skills. Pupils are encouraged to develop an understanding of the wide range of careers that exist.

#### **Year 8**

In lessons and in Tutor time pupils continue to develop their awareness of the local employment opportunities. Year 8 Options Day provides pupils with the information they need to choose the right GCSE subjects for them to progress on their journey to find the right career. Parents are then invited to attend an Options Evening to support their child in the decision making process, ensuring that the GCSE choices are suitable for their child to progress towards their future pathways.

#### **Year 9**

Through PSHE Careers lessons pupils explore the labour market in the local context. Raising awareness of the employment opportunities that exist instils in our pupils the desire to achieve well. Pupils also produce a draft of their career plan and how to compile a CV.

#### **Year 10**

Career Connect are working closely with Year 10 pupils to raise aspirations. During year 10 pupils continue to explore post-16 education and employment opportunities. Local employers and education providers work closely with pupils to give them a better understanding of the world of work and higher education. Pupils also attend university visits and the Halton Skills Show. Pupils also have a Study Skills session in school, delivered by Career Connect where they learn how to learn new skills and organise themselves more effectively in regards to their revision. In PSHE they produce a CV and a personal statement.

#### **Year 11**

Students are offered the opportunity to visit universities to experience higher education. All Year 11 students have a 1:1 Careers Guidance Session with the Careers Adviser who offers each individual expert and impartial advice about the routes of further study and apprenticeships available to them. A Careers Fair is held for all students and they have the opportunity to speak to various professionals and organisations, in order to help with their post-16 choices. Students are invited to attend workshops and presentations with outside speakers regarding various post-16 routes. In addition, students and parents are invited to attend the Elevate sessions.

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### **Sixth Form Programme**

PSHE delivered by staff is supplemented by assemblies and visits from employers, apprenticeship providers and universities which provide further advice and guidance. All students have a 1:1 session with our Career Connect Advisor as well as 1:1 mock interviews with local employers. Career Connect provides a tailor made package of support regarding university aspirations and a variety of university and outside speakers attend to offer first hand advice on the best way to pursue and apply for Higher Education courses. Local employers from industry are invited into school to give pupils meaningful contact with the real world of work.

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## 6. The Grange

The aims of our CEIAG programme:

The careers programme is designed to meet the needs of the students at this school and equip them with lifelong career management skills that prepare them for successful transitions into further education and work. The programme is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

CEIAG plays a crucial role in enabling all students to meet their full potential in life. We aim to help students with their self-awareness and **self-development**, practise **career exploration** skills, gain an understanding of the full range of options open to them and develop **career management** skills so that they are empowered to do their own research and create high quality applications in the future.

In addition, we also aim to inspire our students and aim high in their post-16 choices by exposing them to first hand experiences of the working world and further and higher education institutions.

We continue to evaluate the programme to strive to improve its effectiveness against the learning outcomes.

Students are also given the opportunity to meet local and national employers, FE/HE institutions and training/apprenticeship providers at the school careers fair. In addition, local FE colleges are invited into school to address the students about their offer in more depth.

### Resources

Careers information is available in the school library in addition to online resources at:

- Mersey Interactive
- The National Careers Service
- iCould
- Find an apprenticeship
- My world of work
- Careers box
- Target careers

A Careers noticeboard is displayed in a prominent position within the school Atrium.

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A specific room is available for the external IAG provider to conduct one to one interviews and any other work related to their duties.

### Partnerships

The CEIAG programme is greatly enhanced through links with a number of partners who help us to make the students learning 'real' and up to date. As well as the strong links with our careers advisers, the Careers Education Service at Halton Borough Council, we constantly strive to expand and improve our links with **employers** and other local groups.

Our students can request an appointment with the schools Careers Advisor to discuss examination course option choices and post 16 progression routes or for general advice. All students in Year 10 and 11 will have 121 meetings with our Careers Advisor to prepare them for Work Experience and College/Apprenticeship interviews.

Our partners include **FE/HE** colleges with whom we hold regular meetings in order to review our CEIAG programme, keep up to date with curriculum changes on both sides and plan for effective student transfer. In addition, FE/HE and **apprenticeship** providers regularly visit the school to speak to our students about the options available to them and how to access any support.

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## 7. The Heath School

### The Heath School Careers Programme:

All learners at the Heath School will take part in a careers programme in years 7-11 that helps them to:

- Understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Access relevant information and learning from taster activities and experience of work
- Make and maintain individual progression plans to help them improve their prospects of success
- Offer feedback and ideas on how to improve the careers programme

#### Year 7

- Individual Career interviews available on request
- Unifrog introduction assembly
- Year 7 Charity Day
- Coding the Future (STEM)
- Post-Apocalyptic Debate (PSHE)
- School Council

#### Year 8

- Individual Career interviews available on request
- Unifrog introduction assembly
- Year 8 Charity Day
- Team Working (PSHE)
- Barclays Lifeskills x 2 (PSHE)
- Chester Zoo visit (STEM)
- Stockley Farm visit (STEM)
- Knowsley Safari Park visit (STEM)
- Peer Mentoring
- School Council

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#### Year 9

- Individual Career interviews available on request
- Unifrog introduction assembly
- Year 9 Charity Day
- 'Be the Boss' (PSHE)
- 'Mission to Mars' (STEM)
- 'What Motivates Me'? (PSHE)
- 'Body Language & Dealing with Emotions' (PSHE)
- 'Selling Yourself' (PSHE)
- 'Networking' (PSHE)
- Peer Mentoring
- School Council

#### Year 10

- Individual Career interviews available on request
- Rymans Enterprise Challenge
- Preparation for Work Experience (PSHE)
- CVs (PSHE)
- Work Experience
- Unifrog introduction assembly
- Chester Zoo visit (STEM)
- Knowsley Safari Park visit (STEM)
- Jodrell Bank visit (STEM)
- Duke of Edinburgh (Bronze)
- Peer Mentoring

#### Year 11

- Individual Career interviews available on request
- Mock interview day (LfL)
- CV Preparation (PSHE)
- Colleges & Careers Day (LfL)
- HBC Apprenticeship Talk (LfL)
- TTE Engineering Apprenticeship assembly
- Riverside College Apprenticeship assembly
- Unifrog introduction assembly
- Riverside College visit
- Riverside / Cronton College interviews in school

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## **8. Ormiston Bolingbroke Academy**

Careers Programme:

### **YEAR 7**

Even though Year 7 students might think that decisions regarding their future are many years ahead, all students have an introductory assembly about the importance of developing Transferable Employability Skills, even at the age of 11 or 12. They are involved in a number of Enterprise Projects via or OBA's very rich ECM programme and Impact Days where they begin to explore the skills employers are looking for and involve themselves in activities to gain experience and develop an understanding of these crucial skills. Students are introduced to the online careers information available to them and begin to learn more about the vast amount of possible career routes both via the curriculum and the weekly newsletter which is available on OBA's website and is emailed to parents.

### **YEAR 8**

The good work introduced by Form Tutors and Subject Teachers in Year 7 is then built on further in Year 8 and students go on to investigate further possible career routes and explore further the skills and qualities required in different occupations. They consider stereotyping and the importance of equal opportunities and a Year 8 Careers Fair is delivered for students and parents to assist in Option Choices. Students also begin to have an understanding of a range of local businesses; they develop links with them and receive advice and constructive criticism from them following presentations in assemblies.

### **YEAR 9**

In Year 9, further understanding and embedding of key employability skills takes place by external providers. A variety of projects to develop Enterprise Skills take place and exploring post 16 opportunities and CV preparation start to gain a higher profile. Students are introduced in assemblies to employees from local businesses to help them begin their planning for their work experience placement in Year 10.

### **YEAR 10**

In Year 10, as well as the ECM programme and Impact days offering students many opportunities to develop the skills learnt in Years 7-9, they begin to prepare for their week's Work Experience placement. The aim of this valuable week is to give

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students first-hand experience of the world of work. A huge range of links with business and industry are set up by Mploy Solutions, which is a major provider of Work Experience Placements for schools in the North West of England. A Work Experience meeting for parents/carers will take place early in the Autumn term and students are fully prepared for their placement through planned careers lessons during ECM time and assemblies.

## YEAR 11

All Year 11 students have a 1:1 Careers Guidance Session with the Careers Adviser who offers each individual expert and impartial advice about the routes of further study and apprenticeships available to them. A Careers Fair is held for all students and they have the opportunity to speak to various professionals and organisations, in order to help with their post 16 choices. Students are invited to attend workshops and presentations with outside speakers regarding various post 16 routes. In addition, each student will have at least one 1:1 careers meeting with either the Principal, Vice Principal, an Assistant Principal or a Head of Year.

## SIXTH FORM

In Year 12 all students have a 1:1 interview with the Careers Adviser and Form Tutors offered structured support via an on-line programme called Unifrog. All students also begin to keep a 'Soft Skills Passport' which will help them build up, develop further and log a range of transferable skills required by both universities and employers. A number of CEIAG assemblies also develop their thinking as they begin to prepare for a week's Work Experience, which may link in with the Key Stage 5 curriculum options that they have chosen. A Work Experience meeting for parents/carers will take place early in the Autumn term so that students are fully prepared for their placement and there will be further follow-up and support via tutorials and assemblies.

Alongside this runs a package of support regarding university aspirations and a variety of university and outside speakers attend to offer first hand advice on the best way to pursue and apply for Higher Education courses.

In Year 13, The Sixth Form Team make further recommendations for further 1:1 guidance sessions with the Careers Adviser and students are given the opportunity to have a mock interview with local businesses. Students following vocational courses in the Sixth Form also develop links with local businesses, with some spending curriculum time in the work place.

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## **9. The Bridge School**

Each learner is supported throughout Key Stage 4 with CEIAG which promotes learners to become engaged with their choices at Post 16, our CEIAG package includes 1:1 sessions, extended or block work experience and career/college events.

When appropriate every effort is made to reintegrate learners back into mainstream education, however when this is not a suitable option, school staff work closely with parents, carers and post 16 providers to ensure that all learners have the opportunity to engage in a challenging and needs led post 16 pathway.

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## 10. Ashley School

Careers programme:

Career Activities by Year Group	
<b>Year 7 and 8</b>	<p>Year 7 and 8 is all about developing self-awareness and discovering the types of careers that are out there in the big wide world;</p> <ul style="list-style-type: none"> <li>• Introduction to Careers – career anagrams to raise awareness of different jobs and discussion on the different jobs roles in our school.</li> <li>• Employer Talks</li> <li>• Introduction to the Careers Adviser and the A-Z of Careers</li> <li>• Timeline of key events in our life and identifying skills and qualities</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• Considering Options – introduction to the careers websites and linking subjects to careers</li> <li>• Local labour market information. 'What Makes a good.....'</li> <li>• Employer Talk</li> <li>• Individual guidance interviews</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Raising aspirations and stereotyping</li> <li>• Employer Talk</li> <li>• 'What Makes You Tick?' personality test and job values</li> <li>• Individual guidance interviews</li> </ul>

<p><b>Year 11</b></p>	<ul style="list-style-type: none"> <li>• Decision Making</li> <li>• Self-Awareness recap</li> <li>• Opportunity Awareness – apprenticeships, traineeships, supported internships and further education</li> <li>• CV Writing/updating and covering letters</li> <li>• Application forms and where to look for jobs</li> <li>• Interview Preparation including a mock interview with local employers</li> <li>• Financial Support for students</li> <li>• Careers Day, with visits from local employers, colleges and training providers.</li> <li>• Employer talk and visit</li> <li>• Visits to local employment environments</li> <li>• College Taster Day</li> <li>• Individual guidance interviews</li> <li>• Evaluation</li> </ul>
<p><b>Year 12-14</b></p>	<p>All students work towards a qualification in Employability at Entry Level 3 upwards which focuses on their employability skills and career planning. Students also complete the activities below to enhance their learning.</p> <ul style="list-style-type: none"> <li>• Vocational Tasters and visits to different working environments to compare and contrast (construction workshops, modern busy offices, animal care, horticulture and engineering)</li> <li>• Sessions with Job Centre Plus around applying for jobs, interview preparation and local labour market information</li> <li>• Visits to local colleges and training providers</li> <li>• Apprenticeship Workshop.</li> <li>• Individual work placements linked to a student's vocational interests.</li> <li>• Individual guidance interviews</li> <li>• Regular Career Planning updates</li> </ul>