



Careers Education, Information and Guidance across the School

Year	Autumn Term	Spring Term	Summer Term
7		<p>Assembly speakers Aim: meet local businesses and for Year 7 students to appreciate that a wide variety of jobs and careers exist</p> <p>National Careers Week/National Apprenticeships week All students participate in an age-specific assembly, regarding pathways, careers and which contains up to date labour market information.</p>	<p>Assembly speakers Aim: meet local businesses and for Year 7 students to appreciate that a wide variety of jobs and careers exist</p>
8	<p>Post-16 and Post 18 options and choices All Year 8 students through PD lessons will be introduced to possibilities for Apprenticeships, training and further study beyond Year 11</p>	<p>National Careers Week/National Apprenticeships week All students participate in an age-specific assembly, regarding pathways, careers and which contains up to date labour market information.</p>	<p>Careers talks All Year 8 students are involved in a series of talks which are delivered by 6th form students</p>
9	<p>IET 'Engineering the Future' festival Focus group of students, largely girls attend annual event</p> <p>Options process across all subject areas, all students receive information about the advantages of selecting particular subjects and the possible careers they can lead to</p>	<p>Future plans lessons in PD which cover career pathways & option choices</p> <p>Careers 'Speed dating' All Year 9 Students meet a range of volunteers from the local community and they ask questions to establish what their job roles entail. Main aim to expand the students' horizons in terms of opportunities</p> <p>Mentoring all Year 9 students meet with their form tutor to discuss the options process and how subject selection affects future possibilities and options</p> <p>Options support targeted and vulnerable students will have individual support for the options process to ensure they are making appropriate and informed decisions</p> <p>National Careers Week/National Apprenticeships week All students participate in an age-specific assembly, regarding pathways, careers and which contains up to date labour market information.</p>	<p>Assembly speakers Aim: meet local business people from a range of jobs and for Year 9 students to appreciate that a wide variety of jobs and careers exist even within the local area.</p>
Year	Autumn Term	Spring Term	Summer Term
10	<p>Your Future Post 16 choices all Year 10 students follow a series of lessons in PD lessons covering changing futures and career pathways. Students complete a careers research task</p> <p>Careers talks – ongoing opt-in programme of sector-based talks held at lunchtimes</p>	<p>Careers talks – ongoing opt-in programme of sector-based talks held at lunchtimes</p> <p>National Careers Week/National Apprenticeships week All students participate in an age-specific assembly, regarding pathways, careers and which contains up to date labour market information. All students participate in an assembly taken by a local apprenticeship provider (Crawley College) to inform them of the range of apprenticeships on offer.</p>	<p>Goodwood Festival of Speed lectures – optional trip for interested students</p> <p>Work Experience approximately half the year group embark on work experience with a local employer to gain experience of the work place</p> <p>Interview skills workshop- all students participate in a mock interview process involving job application and CV preparation, a mock interview, followed by feedback on their suitability for employment. Team made up of parents, local employers and school staff</p> <p>Apprenticeship presentation all students participate in a presentation from a local apprenticeship provider</p>
11	<p>Your Future all students embark on a term-long unit of work in PD covering: career planning (Where next? 'Brand you', careers research, skills identification, preferences and careers research</p> <p>Targeted 1 to-1 careers interviews specialist input is provided by a local agency, to offer support to identified students. Approximately 100 students are interviewed and offered support</p> <p>Future plans interviews all Year 11 students have a Futures interview with a senior member of staff to ensure they have a plan for post-16 study</p> <p>Skills show (London) Students are invited to attend the annual event in London, aiming to broaden the horizons of those who attend</p> <p>Careers talks – ongoing optional programme of sector based talks held at lunchtimes</p>	<p>Apprenticeship Show students can opt to attend the trip, some students are invited and targeted where deemed appropriate and relevant</p> <p>Careers talks – ongoing opt-in programme of sector based talks held at lunchtimes</p> <p>Targeted 1 to-1 careers interviews follow-up Students who received an interview, have a follow-up interview to ensure their next steps are in place</p> <p>Identified support some students receive specific and targeted support in the Hub, where they fill out application forms, visit local colleges and ensure that their next steps are secure</p> <p>National Careers Week/National Apprenticeships week All students participate in an age-specific assembly, regarding pathways, careers and which contains up to date labour market information.</p>	<p>Exam results support A range of staff are available after GCSE results to support students and parents/carers with advice about school, college or other options, especially if results are not as expected and plans need to change</p>



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12	<p>Skills show (London) Offered to sixth form students who wish to research apprenticeship and employment opportunities</p> <p>Oxbridge Workshop – shared with Sackville School High achievers (at GCSE) are encouraged to attend to hear about the opportunities available and the application process</p>	<p>Post School options PD sessions are dedicated to researching all the options open to them</p> <p>Unifrog launched – a database and library for researching higher education courses and apprenticeships</p> <p>UCAS Higher Education Conference All students attend the conference which has stands from UK universities and colleges and some apprenticeship providers. Follow up activities consolidate the research</p> <p>Oxbridge Conference Offered to all students wishing to find out about the courses offered and the competitive application process</p>	<p>Future Day Students opt in to presentations given by representatives from universities, apprenticeships, gap year providers and local employers</p> <p>Futures Week A week for work shadowing or work experience, attending open days and completing activities to strengthen work and university applications</p> <p>Early Applicant Support A series of meetings (4 x 1 hour) to begin the Early application process</p>
13	<p>Skills show (London) Offered to sixth form students who wish to research apprenticeship and employment opportunities</p> <p>Personal statement/ covering letters workshop (Lifeskills) Provided by an external agent, students draft their personal statements or covering letters – ready to be handed in at their next PD session</p> <p>PD Sessions are dedicated to UCAS or apprenticeship applications – students select their pathway</p> <p>This includes:</p> <ul style="list-style-type: none"> • PM provide UCAS application support • Oxbridge mock interviews • Medic/Dent/Vet mock interviews • MIMS practice • Teaching interview session • Apprenticeship application support • Mock assessment day (ASK) 	<p>PD session continue to provide:</p> <ul style="list-style-type: none"> • 1-to-1 application support & interview practice • Support with UCAS Extra (if the student's five choices are rejected or they chose to withdraw) <p>National Careers Week/National Apprenticeships week All students participate in an age-specific assembly, regarding pathways, careers and which contains up to date labour market information.</p>	<ul style="list-style-type: none"> • 1-to-1 Application support & interview practice • Support with UCAS Extra, Adjustment and Clearing <p>PD session continue to provide:</p> <ul style="list-style-type: none"> • 1-to-1 application support & interview practice • Support with UCAS Extra <p>Results Day Support is provided over 2 days for</p> <ul style="list-style-type: none"> • UCAS Adjustment (if the student's results are better than expected) • UCAS Clearing (If the student has been rejected from their university choices, they have changed their mind or delayed an application until results have been confirmed) • Alternatives to university

