



## 2018/2019 Careers Curriculum Offer

### Points to note about this offer:

- 1) This programme of careers education is designed to gradually develop as each student progresses through school.
- 2) By year 14 all students will have gained access to, and used, information about career paths to inform their own thinking prior to a bespoke careers meeting in year 10.
- 3) The careers leader will have a high profile and be introduced to all year groups. Communication with students, staff and parents will be half termly via the school's Careers' bulletin. The bulletin will be on the school website and its aims are to raise awareness of careers education.
- 4) All aspects of the careers programme actively seek to both challenge stereotypical thinking and raise aspirations.
- 5) The advice in Year 10 is tailored to the needs and interests of each student, with reasonable adjustments in timings, support provided in each meeting, and methods of advice given.
- 6) Students will be able to participate in one meaningful encounter with an employer (see each year group programme below).
- 7) The Year 10 Work Experience programme will aim for all students to have first-hand experience of the workplace.
- 8) Whole year group enrichment opportunities focus on skills that are valued in the workplace.
- 9) All students are given at least one guidance interview with an appropriately trained independent Careers Advisor in Year 10 and above.



## Year 7

Work in PSHE:

- How to create 'ultimate goals' and to break these down into skills, experiences etc. that you would need to achieve on the way to a careers goal.
- Informing about what an apprenticeship might be.
- Who the Careers Lead is and what that person does.
- What Careers resources are available in school, and where they are.
- What a careers advisor does in year 10.
- Raising awareness of gender inequalities -with the emphasis on how not to be put off in C21st because of the changes in the workplace coming through. (Gender pay gap closing over time now that employers have to publish figures).
- National Careers Week Activities for Year 7 to raise awareness of career options. What is a career?
- 'Redraw the balance' activities about sport to raise aspirations. :
- Meeting an employer to think about qualities needed for work

## Year 8

Work in PSHE:

- Researching a selection of occupations, education levels needed, hours worked, general duties.
- Seeing which jobs would allow what types of lifestyles, including accommodation, transport, hobbies, holidays, and starting to budget for each job.
- Working out tax, living costs for different jobs.
- Looking at gender bias in jobs, what behaviour is acceptable by employers (introduce unacceptable behaviour and how to challenge it).
- National Careers Week activities to complement the PSHE programme, with the emphasis on transferable skills. What are they? Raising awareness of leadership, teamwork, communication skills which are important for career success.
- Meeting an employer to look at letters of application and how to present yourself: what is an employer looking for? Why do they want people with those qualities? Examples based on experience in school and when shopping.

## Year 9

Work in PSHE:

- Different forms of intelligence, job interests and employability matching, characteristics helpful for careers.
- Ways into part time work – and how to balance your workload so that study doesn't suffer.
- Part time jobs and the law, writing CVs (an introduction) and interview techniques – how to prepare for an interview (clothing, preparing to answer questions, researching the employer so



that you can present well).

- Personal budgeting when in work, including bills and what is affordable
- National Careers Week activities to complement the PSHE programme. Opportunities for progress in selected careers: what are they? (aiming high and raising aspirations).
- Information to parents to alert them to the school's regular Careers Bulletin and how to access it via the website.

## **Year 10**

- A refresher about the Careers Leader, their role in school and where resources are kept and available.
- All students receive a Careers Connect Advisor interview based on their thoughts about careers to date.
- All students access work experience with an employer.
- National Careers Week form activities to raise awareness of where to find information.
- All students meet with the careers lead to discuss future options post 16.
- All students to access the Careers Fair in November 2018.
- Activities to prepare for Work Experience: what skills will I learn/have I learned that can be of use?

## **Year 11**

- All students meet with the careers lead again to discuss future options post 16.
- All students have access to a second Careers Connect Advisor meeting
- All students can access the Careers Fair in School in Autumn Term 2018.
- All students to have opportunities to meet at least one employer
- CV writing and the skills required to make this successful and effective.



## **Year 12**

- The Careers Leader has a high profile within the Sixth Form Team, with regular involvement in Year group meetings.
- All students to be able to access the Careers Room at lunchtime, before school and after school so that materials from are easily accessible.
- All students to have opportunities to visit college open days, publicised in the Careers Bulletin.
- All students to take part in Activities Week in Summer Term where employers meet and advice students, apprenticeships are discussed and promoted, interview techniques are discussed.
- CV writing and updating, and the skills required to make this, and job applications, successful and effective.
- Interview practice.

## **Year 13**

- The Careers Leader has a high profile within the Sixth Form Team, with regular involvement in Year group meetings.
- All students can access a Careers Connect Advisor meeting
- All students can access the Careers Leader for a bespoke meeting.
- All students can access bespoke support and advice from teachers or Careers Lead including interview practice where required.
- The School works to meet all deadlines for applications for college.