



Careers Education, Information and Guidance across the School

Year	Autumn Term	Spring Term	Summer Term
7		Assembly Speakers Aim: to meet local businesses and for students to appreciate that a wide variety of jobs and careers exist	Assembly Speakers Aim: to meet local business people and for students to appreciate that a wide variety of jobs and careers exist
8	Post-16 and Post 18 Options and Choices All students through PD (Personal Development) lessons will be introduced to possibilities for apprenticeships, training and further study		Careers Talks All students are involved in a series of talks which are delivered by Sixth Form students
9	IET 'Engineering the Future' Festival A focus group of students, including girls, attend this annual event Options Process Across all subject areas, all students receive information about the advantages of selecting a particular subject and the possible careers it can lead to	Future Plans Lessons in PD cover career pathways & option choices Careers 'Speed Dating' All students meet a range of volunteers from a variety of industries and they ask questions to establish what the volunteer's job role entails. The main aim is to expand the students' horizons in terms of opportunities Mentoring All students meet with their form tutor to discuss the 'Options Process' and how subject selection may affect future possibilities Options Support Targeted students will receive individual support for the Options Process	Assembly Speakers Aim: to meet local business people and for students to appreciate that a wide variety of jobs and careers exist
10	Your Future Post 16 Choices All students follow a series of lessons in PD lessons covering changing futures and career pathways. Students complete a careers research task Careers Talks Ongoing optional programme of sector-based talks held at lunchtimes	Careers Talks Ongoing optional programme of sector-based talks held at lunchtimes	Goodwood Festival of Speed Lectures – optional trip for interested students Work Experience approximately half the year group choose to embark on work experience Interview Skills Workshop All students participate in a mock interview process involving job application, CV preparation and interview, followed by feedback on their suitability for employment. Provided by volunteers of parents, local employers and school staff Apprenticeship Presentation All students receive a presentation from a local provider detailing how apprenticeships work, the various levels and application process
11	Your Future All students embark on a term-long unit of work covering: career planning (Where next? 'Brand you'), careers research, skills identification, preferences and careers research Targeted 1 to-1 Careers Interviews Specialist input is provided by a local agency, to offer support to identified students. Approximately 100 students will be interviewed Future Plans Interviews All students receive a 1 to 1 interview with a senior member of staff to start identifying post 16 plans Skills Show (London) Optional trip for interested students Careers Talks Ongoing optional programme of sector based talks held at lunchtimes	Apprenticeship Show Optional trip for interested students. Some students are invited if it is deemed appropriate and relevant Careers Talks Ongoing optional programme of sector based talks held at lunchtimes Targeted 1 to1 Careers Interviews Follow-up Students who received a targeted interview during the Autumn term, have a follow-up meeting to ensure their next steps are in place 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	Exam Results Support A range of staff are available after GCSE results to support students and parents with advice about school, college or other options, especially if results are not as expected and plans need to change



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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>PD Sessions Fortnightly PD sessions are dedicated to researching careers/futures options</p> <p>Unifrog Database and library for researching higher education courses and apprenticeships is launched to students</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 for university</p>
13	<p>Skills Show (London) Offered to Sixth Form students who wish to research apprenticeship and employment opportunities</p> <p>Personal Statement/Covering letter Workshop (Lifeskills) Provided by an external agent, students draft their personal statements or covering letters</p> <p>PD Sessions Fortnightly PD sessions are dedicated to UCAS or apprenticeship applications. Students select their pathway This includes:</p> <ul style="list-style-type: none"> • Personal Mentor to provide UCAS application support • Oxbridge mock interviews • Medic/Dental/Veterinary mock interviews • MIMS practice • Teaching interview session • Apprenticeship application support • Mock assessment day (ASK) 	<p>PD Sessions These 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>PD Sessions These 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

