

LITTLE HEATH SCHOOL

Policy for Careers Education, Information, Advice and Guidance (CEIAG)

Purpose and background

A young person's career is the progress they make in learning and work. All young people are entitled to a planned programme of careers activities to help them choose pathways that are right for them and to be able to manage their education and career options and sustain employability throughout their lives. Schools have a statutory duty to provide careers education in Years 7-11 (Education Act 1997, Education Regulations 2003) and to give students access to careers information and impartial guidance (Education Act 1997, Education and Skills Bill 2008). The Education Act 2011 places the duty of providing secure and impartial careers guidance upon schools for all students in years 8 to 11 commencing in September 2013. We are committed to meeting the Gatsby Benchmarks by September 2020 and use the Compass Tool to evaluate our progress towards these benchmarks.

Little Heath School is committed to providing a planned programme of careers education and information, advice and guidance (IAG) for all students in Years 7-13. This policy and careers programme is regularly communicated to all stakeholders. We aim to raise aspirations by equipping our students with the skills to self evaluate their progress and plan towards their future goals. We work in partnership with other organisations and individuals in order to achieve this. Here are some of the people that we work with:

- The Central Careers Hub
- Careers and Enterprise Co-ordinator TVB LEP Ltd
- Enterprise Advisor from SSE
- Independent Careers Adviser
- Education Business Partnership of West Berkshire
- The National Apprenticeship Service
- A vast range of local, national and global employers and education / training providers
- Universities
- Elevate Reading
- West Berkshire Careers Co-ordinators
- Inspiring Futures
- Careers Development Institute
- WES – Women's Engineering Society
- STEMNET & EDT
- Headstart
- HealthReach- University of Reading
- Teachers
- Parents
- Alumni

The school endeavours to follow the National Framework for CEG 11-19 in England (DfES, 2003), the Young People's IAG Standards (DCSF, 2009) Statutory Guidance: Impartial Careers Education (October 2009) and the PSHE Economic Wellbeing and Financial Capability programme of study (2007). The Association for Careers Education and Guidance (2012) has been used to plan provision. The school welcomes the new Careers Strategy 2017 and the Statutory Careers Guidance and Access for Education and Training Providers January 2018 (appendix 1). The Careers Programme strives to achieve all the statutory objectives.

The school is working towards the Investors in Careers Quality Award. Once achieved the IIC standard will be reviewed on an annual basis as part of the schools self evaluation schedule. The school is using the Compass Self Evaluation to develop and improve provision against the Gatsby Benchmarks.

Policy objectives

The careers programme is designed and differentiated to meet the needs of all students at Little Heath School. It centres on an entitlement statement for each key stage which is displayed in tutor bases, advertised in the Careers Bulletin, publicised on the school website and on Careers Companion (see Appendix 2).

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Students are entitled to take part in a careers education programme in Years 7 to 13 that helps them to:

- understand their education, training, apprenticeships, 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 experience of work
- make and maintain individual progression plans to help them improve their prospects and future success
- offer feedback as to how to improve the careers programme

Students are entitled to have access to, and support with using careers information that is:

- easy to find and available at convenient times, including from home via the website
- clearly labelled and referenced
- comprehensive, unbiased and up-to-date

Students are entitled to careers guidance that is:

- impartial
- confidential
- focussed on individual needs and labour market information
- supportive of equal opportunities
- provided by people with relevant training and expertise

The careers programme hopes to promote the employment needs both locally and nationally to encourage the development of the skills needed to meet local and national employer needs.

Management of policy

School:	This policy is implemented and managed by the Careers Leader and Senior Leader responsible for Careers and Work Related Learning.
Governing Body:	The Governors' Behaviour Welfare and Safety Committee reviews this policy on an annual basis and recommends amendments to the Governing Body for final approval.
Approval:	Approved by the Governors' Behaviour, Welfare & Safety Committee on 28/6/21 and the Governing Body 5/7/21.
Next review due:	July 2022.

Associated policies

Curriculum Policy
Equality Policy

Access Policy (Appendix 1)

Work Experience Policy (Appendix 2)

Practice and procedures

The Careers team consists of a linked governor, senior teacher in charge of CEIAG, a Careers Leader, an Independent Careers Adviser, the wider pastoral team and the Sixth form student support team. However all form tutors and classroom teachers are responsible for delivering aspects of the programme and promoting its values.

All staff contribute to CEIAG through their roles as tutors and subject teachers. Please refer to Appendix 3, The Careers Plan. The plan is flexible and does vary year to year in response to need but generally involves:

- taught lessons within the Personal Development Programme
- taught lessons within tutor time
- careers sessions as part of off-timetable days (e.g. Futures Day Year 12, KS5 Options Day Year 11)
- careers fairs including full school events, sixth form focussed events, apprenticeship events, gender focussed events, parents careers fairs, Gap Year events and symposiums.
- a programme of careers speakers
- a programme of workshops linking subjects directly to employment areas eg Spectroscopy in a Suitcase - Chemistry, London Retail Fashion Academy – Textiles , Recycling Technologies Presentation- Geography, AWE spotlight – Science & Maths ,A Taste of Project Management, Business Speakers, Stuart Michael Associates – Geography & Planning etc
- a range of educational visits linking careers to specific subject areas or promoting university opportunities
- mock interview opportunities
- work experience for Year 12 and targeted students in other years
- alternative curriculum routes involving college placements
- Enterprise days
- STEM events
- A bespoke programme of delivery to Pupil Premium students
- Webinars when required
- Weekly Careers Bulletin

Monitoring and Evaluation

The CEIAG programme is planned, monitored and evaluated by the senior teacher in charge of CEIAG in consultation with the Careers Leader and the Independent Careers Adviser who provides specialist and impartial careers IAG to ensure that the provision is meeting students' needs and to measure the extent to which learning outcomes are attained and the aims of the programme are being met. The evaluation can take the form:

- Observation of CEIAG activities, including the Tutorial Period
- Feedback from students through surveys and/questionnaires .ts
- Termly review of activities with external provider
- Annual review of the Partnership Service Level Agreement with Adviza
- Annual review of bespoke Career events and off timetable days
- Tutor and Student feedback

All of the above will inform future planning of CEIAG

The Careers Department is located in the Business Studies block. The office is open between 9am and 3.30pm Monday to Friday. Students may access the resource during break, lunch, registration periods or a study lesson. Other resources are kept in the Main School Library and Sixth Form Centre. On line updated independent resources are available via the school website, including tools such as Careers Companion, Unifrog and Eclips. Resources are also available via the regularly updated digital signage in the Sixth Form Centre. The "Careers Bulletin" is a weekly document highlighting careers and educational related opportunities, information, and job spotlights. This is created by the Careers Leader and is electronically

sent to all stakeholders. The Careers Leader spends at least one day per week in the Sixth Form centre to ensure access for KS5 students.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. Pupil premium funding is utilised for all Pupil Premium students; either for group work, work experience in Year 12, one to one interviews, Intensive interviews or Morrisby profiling. The Careers Leader is responsible for the effective deployment of resources.

Staff training needs are identified as part of the Partnership Agreement process with the Independent Careers Adviser Service and in conjunction with the school inset co-ordinator. Training for form tutors and Personal Development teachers is provided through designated meeting times prior to their delivery of Careers education units.

Independent Information, Advice and Guidance at Little Heath School includes:

- Interviews provided to individuals and groups from Years 7 to 13 on request with the Independent Careers Adviser.
- One to one meetings for all Yr 11 students with the Independent Careers Adviser
- The Independent Careers Adviser meets all Y12 tutor groups “Next Steps “ presentation at start of autumn term
- One to one meetings for KS5 students on request with the Independent Careers Adviser
- Bespoke sessions, Morrisby or Intensive for Pupil Premium Students
- Year 10 Post 16 Options Workshops with the Independent Careers Adviser and Unifrog demonstrated by Careers Leader
- Small group work sessions on specific careers areas with the Independent Careers Adviser
- Key Stage 4 options interviews for Year 8 students & group workshops with the Independent Careers Adviser
- Sixth Form options interviews for Y11 students
- Parent information evenings in Year 8 ,Year 11 , Year 12 as requested
- Taster lessons to provide insight into Key Stage 4 and 5 courses
- A comprehensive programme of careers focus speakers
- A comprehensive programme of apprenticeship provider speakers
- Team Building & Ice Breaker session with the Army for rising Year 12
- UCAS application process for sixth form students
- Y12 Futures Day for students not applying to university
- Personal finance guidance for sixth form students & Financial Workshops
- Gap Year guidance for sixth form students
- Preparation for work course for Year 12 students not progressing into Y13
- Careers fairs , trips and a variety of events for all year groups (too numerous to include)
- Y12 Wider Horizons Fair at Bradfield College
- Weekly Careers Bulletin, posters, information letters, Key Stage news letters
- Careers Companion – Independent Impartial Gateway available via school website
- Webinars

Appendices

1. Provider Access Policy
2. Work Experience Policy
3. The Entitlement Statements for KS3, KS4 and KS5.
4. Careers Plan 2021-2022

Appendix 1

Little Heath School Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Wooller, Careers Leader,
Telephone: 01189427337; Email:ewooller@littleheath.org.uk

Opportunities for access

A number of events, integrated into the school careers programme (appendix 3) will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

For example:

1 Apprenticeship Week

- All Year groups assemblies focused on apprenticeships, training providers, employers etc

- All Year groups Apprenticeship Fair

2. Year 11 Futures Day during Autumn term providers of alternative provisions post 16 providers invited to meet all students during the school day

3. Various external speakers invited throughout year – see list of speakers and careers plan

4. Biannual Careers Fair with Universities, colleges, training providers, employers invited – autumn term

5. Personal statement and CV checking and advice sessions with universities, post 16 providers and apprenticeship providers Autumn and Spring Term.

6. Assemblies at key transition points for each key stage

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Office and both sixth form and lower school libraries. These resources are available to all students at lunch, break times, before and after school.

Approval and review

Approved by the Governors Behaviour, Welfare & Safety Committee on 28/06/21 and the Governing Body on 5/7/2021.

Next review: *July 2022*

Appendix 2

Little Heath School Work Experience Policy

Introduction

This policy outlines the aims and objectives of the work experience programme. It outlines the procedures in place to ensure work experience for students enhances their education experience at Little Heath School and supports their future career plans.

Aims and Objectives

The Careers department aims to provide opportunities for all students of experiences of the work place at Key Stage 4 and 5. Work experience enables students to gain important insights into their careers interests and can support them with future decision making. The opportunities to practice employability skills in a real context and in a safe and supported way are invaluable. On work experience students spend time on an employer's premises and carry out tasks as would an employee. We currently aim to encourage all Year 12 students to take part in a week of work experience in July. Other bespoke work placements are offered to students in Year 10 and above as part of bespoke educational packages where required. These are arranged through the Education Business Partnership of West Berkshire and supported by the Inclusion department. In the future we hope to offer an experience of the work place to all Year 10 students, possibly as a work shadowing opportunity.

Roles and Responsibilities

Eileen Wooller leads the work experience programme as Careers Leader.

Sally Coneley is the link SLT member with responsibility for Careers Education

Stephen Young is the link Governor with responsibility for Careers Education.

Procedures outlined

Year 12 Work Experience is led by Eileen Wooller as Careers leader and supported by the Key Stage 5 pastoral team. The procedures are outlined in detail in the Work Experience Guidelines booklet but essentially involve:

1. Work Experience is launched to parents and students as part of the induction programme in Year 11 and formally at the start of Year 12.
2. There are 3 ways in which to organise work experience:
 - (1) Students find their own placement, complete a Work Experience Application Form and a Parent Consent form. These forms are checked by the Careers Leader and if satisfactory, the placement is agreed.
 - (2) Students find their own placement and complete the paperwork outlined above but parents request an additional Health and Safety assessment of the work placement from the EBPWB at a cost.
 - (3) Students / parents ask the EBPWB to source a placement or them and conduct the Health and Safety assessment at a cost (currently £77). Students receiving Bursary Funding can use part of their funding for this option.
3. Once a placement has been agreed the student attends a preliminary interview with the work placement.
4. The Careers Leader writes to the work placement to thank them for their commitment and outline the expectations for them in terms of delivering the work placement.

5. Students are briefed in school with relevant Health and safety information prior to placement starting.
6. Students attend their work placement and as part of this complete a log book of their experiences.
7. All work placements are evaluated once completed to inform future planning.

For all other work placements offered on a 1:1 basis as part of an educational package, the EBPWB manage the placement in partnership with the school.

Equal Opportunities statement

All students in Year 12 are offered the opportunity to take part in work experience. For students with additional learning needs or special educational needs additional support is offered to ensure all students can access a suitable and safe placement for them.

Safeguarding and legal obligations

The responsibility for the health and safety of the student during work experience sits with the parent/carer and the employer. The school completes their checks on key information to ensure they believe the placement is both suitable and safe for the student.

Students must:

Read the Work Experience Guidelines booklet.

Sign the Work Experience Consent form.

Ensure they take necessary precautions to travel safely to and from work placement.

Conduct themselves in a responsible manner during work placement.

Follow the Health and safety guidelines as issued by the school in general and the employer in terms of specific duties/work to be undertaken.

Report any concerns they have immediately to their supervisor on work placement and the school.

Contact both the school and the employer if they are absent during work experience.

Parents/carers must:

Read the Work Experience Guidelines booklet.

Sign the Work Experience Consent form.

Support their son/daughter to travel safely to and from work placement.

Discuss the expectations for behaviour and maintaining Health and safety during work placement with their son/daughter.

Report any concerns they have immediately to their supervisor on work placement and the school.

Contact both the school and the employer if their son/daughter is absent during work experience.

Employers must:

Complete the Work Experience Application form in full.

Meet current legal standards for Health and safety at work

Have primary responsibility for the health and safety of the student on the placement and manage any significant risks appropriately.

Hold Employer Liability Insurance and share the details of this with the school on the Work Experience Application form.

Consider any medical information provided by parents or the school when setting work tasks for the student.

Share risk assessments with the school and parents.

Contact the school if the student does not attend work placement.

The school must:

Keep an accurate record of all work placement applications and their evaluations.

Check that each work placement holds Employer Liability Insurance.

Check that each work placement has risk assessment practices in place.

Ensure that students are briefed as to Health and safety practices in the work place prior to the work placement starting.

Make additional phone calls or 'check in' with students with additional medical or special educational needs where appropriate.

Keep a record of attendance during work experience week.

Refuse to accept a work placement where the employer has failed to provide details of Employer Liability Insurance or Risk assessment practices or if the school has any concerns about the nature of the work placement or the work due to be undertaken.

Monitoring, evaluation and review

Each work placement will be monitored and evaluated post completion. This will involve gathering feedback from students, parents and employers. Appropriate action will be taken where evaluations highlight unacceptable practices or experiences for the students.

Approval and review

Approved by the Governors Behaviour, Welfare & Safety Committee on 28/06/21 and the Governing Body on 5/7/2021.

Next review: *July 2022*

Appendix 3

Entitlement Statements

Careers Education, Information, Advice and Guidance Entitlement Statement Key Stage 3

Little Heath School is committed to providing good career guidance in order to raise student aspirations and to help our young people capitalise on opportunities. The student entitlement statements are based on the Careers Development Institutes Framework for Careers and Work Related Education: [www.the CDI.net/New-Careers-Framework- 2015](http://www.the CDI.net/New-Careers-Framework-2015) and also the eight Gatsby Benchmarks

In years 7 & 8 we will help you to:

- Have aspirations and goals that you would like to achieve when you leave school
- Have high expectations of yourself and think about what other people expect of you
- Identify your personal strengths and skills which may help you to achieve your goals
- Think about your career interests and begin to investigate the 23 different career sectors using Labour Market Information
- Engage with business professionals at all levels to investigate jobs and to find out about their working life
- Begin to recognize the different qualities and skills that you will need to develop in order to be employed in the future, in particular: Leadership, Organisation, Resilience, Initiative and Communication.
- Be able to reflect on what you have learned from your career and work related learning activities
- Develop confidence in yourself and in your abilities
- Be enterprising and show leadership and initiative so that you can recognize these skills in yourself
- Prepare and present yourself well when applying for important roles or events
- Manage a personal financial budget
- Challenge stereotyping and discrimination in job roles and in life
- Know who can help you in school, where to find them and know what they can do for you
- Be able to use and have regular access to the careers information held on the website and weekly careers bulletin
- Meet the Careers Leader & Careers Adviser so that you know who they are and where to find them
- Plan for your future with flexibility; by supporting you with information, guidance and advice so that you can make subject choices which will help you to attain your goals.

Careers Education, Information, Advice and Guidance Entitlement Statement

Key Stage 4

Little Heath School is committed to providing good career guidance in order to raise student aspirations and to help our young people capitalise on opportunities. The student entitlement statements are based on the Careers Development Institutes Framework for Careers and Work Related Education: www.thecdi.net/New-Careers-Framework-2015 and also the eight Gatsby Benchmarks

In years 9, 10 & 11 we will help you to:

- Recognise how you are changing, what you have to offer and what's important to you
- Be proud of the responsibility you are taking for your own progress and well being
- Understand why it's important to develop personal values and skills
- Be aware of how to behave in the work place, know your rights and the employers rights
- Find out about different careers and to be able to talk about them
- Understand how work is changing and how this affects people's satisfaction with their working lives
- Access current labour market information and to understand how this can help in future career planning
- Use work related activities to inform your career aspirations
- Talk with the careers adviser about your future and discuss the steps needed to be taken in order to achieve your goals
- Acquire and develop qualities and skills to improve your employability
- Be able to identify the skills that you will need in order to access certain professions
- Be enterprising in the way you learn, work and manage your career
- Prepare for the process of applying for a job and provide the opportunity to practice interview techniques.
- Understand your rights and responsibilities in a selection process and the strategies to use to improve your chances of being chosen
- Have access to information so that you are aware of **all** the post 16 options available
- Complete applications and in making the next transition.
- Review and reflect previous transition stages to help improve the preparation for future moves in education or employment.
- Have access to online information to research progression pathways as well as employment opportunities
- Know how to challenge stereotyping and discrimination and to understand your rights and responsibilities
- Manage your own money, to understand personal finance documents and to know how to access financial support for further study or training.
- Know how to make important plans and decisions, solve problems and how to deal with influences on you.
- Review and reflect previous transition stages to help so prepare for the next move

Careers Education, Information, Advice and Guidance Entitlement Statement

Key Stage 5

Little Heath School is committed to providing good career guidance in order to raise student aspirations and to help our young people capitalise on opportunities. The student entitlement statements are based on the Careers Development Institutes Framework for Careers and Work Related Education: <https://www.thecdi.net/Careers-Framework> and also the eight Gatsby Benchmarks

In years 12 & 13 we will help you to:

- See how your developing skills, interests and values match those required in learning and work
- Take advantage of career and work related activities
- Understand how the world of work is changing all the time and the need to plan for your own career development
- Appreciate how businesses measure success differently and how to do well in the selection process
- Be aware of the changing landscape of work and key debates about the future of work
- Develop the skills necessary to access relevant job and labour market information, from a range of sources so as to manage your own career pathway
- Meet business professionals , training providers and education personnel both in school and off site to discuss your options and the current labour market information
- Make a successful UCAS , College, Apprenticeship or work application
- Be aware of all your post 18 options
- Support you in finding Work Experience, Job Shadowing or Volunteering placements
- Understand the need to observe safe working practices and your responsibilities as a student , trainee or employee
- Make the most of the careers information, advice and guidance available to you
- Expand and develop your employability and enterprising skill base
- Develop your personal financial capability so that you can make better decisions about everyday life, further study, training or work

Appendix 4

Careers Programme

Year 7 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Curriculum			07.03.22. National Careers Week – careers focus across curriculum / subjects		Project 7: Careers planets unit <i>Wide range of careers are explored in a journey to 23 careers planets.</i>	Project 7: All About Me unit <i>Highlights of Year 7 and reflection on personal achievements.</i>
Tutor work	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays National Apprenticeship Week 07.02.22. ASK Apprenticeship Assembly	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays
Drop down days		02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom	040222 - 110222. Marine Engineering Workshops – All students 070122. Kerrie Carpenter UK Parliament Outreach session – whole school	Recycling Technologies” presentation by Bethany Dixon TBC		
Other			w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers		Group Work with IAG provider – Targeting 1. PP students 2. Top ability 3. Low Ability	040522 Career & HE Fair Whole School – 6pm – 8.30pm G & T

						Careers/Science Trip launching LHS Mini Medical Programme Bayer Plc – Gene Jewellery tbc
Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK Careers area updated and maintained with books , leaflets and prospectuses in main school library Careers Companion maintained on website Future First Alumni website pilot						

Year 8 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	Unit 1: Finance <i>Pupils will consider how to budget and the different types of bank accounts and how they work. They will learn about identity and financial fraud risks.</i>		07.03.22. National Careers Week – careers focus across curriculum / subjects	Project 8: Which way now? unit <i>Personal qualities, skills and interests and explored with a view to options choice and career planning. Launches the school's options season.</i>		
Tutor work	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays National Apprenticeship Week 07.02.22. ASK Apprenticeship Assembly Graduation Programme	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays Graduation Programme	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays Graduation Programme	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays Graduation Programme
Drop down days	12 - 14.10.21. & 01 - 02.11.21. Operation Disaster – Army STEM Youth Engagement Team Coding & Programming robots	01 - 02.11.21. Operation Disaster – Army STEM Youth Engagement Team Coding & Programming robots 02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom 01 12.21. Faraday Challenge STEM workshop for G&T students	18.01.21 Parents Information evening on Options 24.01.22. Bespoke Option Workshops with IAG provider for Pupil Premium Students 07/0121. Kerrie Carpenter UK Parliament Outreach session – whole school	10.03.22 What's My Line of Work? Carousel of different career areas , students must guess the job role from tools of the trade		08.07.22 Mini Medical Day Bespoke workshop & speakers including alumni and Critical thinking experts at LHS

Other			w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers Parents Information evening on Options		Cultivate Business National Competition tbc	040522 Career & HE Fair Whole School – 6pm – 8.30pm Year 8 Graduation
Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK Careers area updated and maintained with books and prospectuses in main school Library Careers Companion maintained on website Future First Alumni website pilot						

Year 9 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	Take a Stand Challenge – anti-racism in sport campaign for Year 9 Business students	Health Outreach sessions for Y9 Child Development students on: Contraception and STIs; pre-natal care; post-natal care	07.03.22. National Careers Week – careers focus across curriculum / subjects		Health Outreach sessions for Y9 Child Development students on: Childhood Illnesses	
Tutor work	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays
Drop down days	15.10.21. Restart a Heart Day – all Year 9 trained in CPR by Ambulance service	09.12.21. KAPE Army Presentation and activities – whole year group	07/01/2. Kerrie Carpenter UK Parliament Outreach session – whole school			
Other	D of E award programme launch – CON	02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom 10/12 21 Christmas Science Lectures & Pitt Reivers Museum trip to Oxford	w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers			040522 Career & HE Fair Whole School – 6pm – 8.30pm Reading University Trip date tbc Plan your Future X 40 Medicine & Materials Trip – Oxford part of LHS Medical Programme TBC by Oxford

Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK
Careers area updated and maintained with books and prospectuses in main school Library
Careers Companion maintained on website
Future First Alumni website pilot

Year 10 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum		Chiltern Training sessions on 'How to equip a nursery' linked to controlled assessment for all Y10 Child Development students	07.03.22. National Careers Week – careers focus across curriculum / subjects			
Tutor work	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays National Apprenticeship Week 07.02.22. ASK Apprenticeship Assembly	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays
Drop down days	14.10.21. Financial Awareness workshops with EBPWB	02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom 03/11/21 Cambridge University promote degrees in Humanities and how to make a successful application to a selective university	06/01/22. Kerrie Carpenter UK Parliament Outreach session – whole school			

<p>Other</p>	<p>Internet safety Assembly – GDO & JLI</p> <p>Scholars Programme for selected PP students to raise aspirations and support access to selective universities</p>	<p>09.12.21. “KAPE” keeping The Army in the Public Eye – whole year group assembly</p>	<p>w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers</p>		<p>IAG Provider Group Workshops “Post 16 Options” & Unifrog</p>	<p>040522 Career & HE Fair Whole School – 6pm – 8.30pm</p> <p>IAG provider Group Workshops Post 16 options & Unifrog</p> <p>HealthReach Workshop on Health & Fitness TBC</p>
<p>Appointments for 1:1 interviews available for all students with Independent Personal Advisor & PP Students targetted- Action Plans on Sims – Linked Doc Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK Careers area updated and maintained with books and prospectuses in main school Library Careers Companion maintained on website Future First Alumni website pilot</p>						

Year 11 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Curriculum		<p>19.11.21. Zebra Tech Centre visit for 50 Computer Science students</p> <p>Health Outreach sessions for Y11 Child Development students on: Contraception and STIs; pre-natal care; post-natal care</p>	<p>07.03.22. National Careers Week – careers focus across curriculum / subjects</p> <p>11.03.22. Chiltern Training presentation to Y11 Child Development students</p>			
Tutor work	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>“Preparing for Work” workshop from EBP – exploring personal qualities and skills to inform CV writing Writing a CV and Preparing for Interview tutor work</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>Reading College assembly to all Year 11 (includes explanation of T Levels)</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	
Drop down days	<p>Scholars Programme for selected PP students to raise aspirations and support access to selective universities</p>	<p>02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom</p> <p>08/09.11.21. Preparing for Work Day - mock interviews and CV feedback from employers</p>	<p>06/01/22. Kerrie Carpenter UK Parliament Outreach session – whole school</p>			<p>Induction Day Career & Uni information</p>

		03/11/21 Cambridge University promote degrees in Humanities and how to make a successful application to a selective university				
Other		09.12.21. "KAPE" keeping The Army in the Public Eye – whole year group assembly	w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers			040522 Career & HE Fair Whole School – 6pm – 8.30pm
Appointments for 1:1 interviews available for all students with Independent Personal Advisor- PP Students targeted- Action Plans on Sims – Linked Doc Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK Careers area updated and maintained with books and prospectuses in main school Library Careers Companion maintained on website Future First Alumni website pilot						

Year 12 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	<p>Meet the Midwife presentation for Health and Social Care students.</p> <p>Meet the Paramedic presentation for Health and Social Care students.</p> <p>08.10.21. Politics trip to Parliament</p>		07.03.22. National Careers Week – careers focus across curriculum / subjects	Bank of England workshop for Economics students Date TBC		Stock Market Challenge with University of Reading – date TBC
Tutor work Full mentor program runs alongside this	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>Induction to KS5 tutor work</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>National Apprenticeship Week 07.02.22. ASK Apprenticeship Assembly</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Careers posters on tutor noticeboards</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>
Drop down days	14.10.21 Financial Awareness Workshop led by EBPWB and employers	<p>02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom</p> <p>Jobs for the Future and Building a Skills Portfolio' with the University of Bristol</p>	06/01/22. Kerrie Carpenter UK Parliament Outreach session – whole school			<p>Broadening Horizons - Bradfield College careers fair – open to all Year 12</p> <p>200622 Futures Day Students prepare for either UCAS or Employment Personal Statements – University of Surrey - Finance and why go to University – University of Winchester</p>

						<p>Degree Apprenticeships – CGI presentation</p> <p>Students begin applications.</p> <p>Parents INFO evening</p> <p>UNIV v apprenticeships Presentations by CGI & ASK Apprenticeships</p> <p>210622 Preparing for Work Day – CV & Cover letter writing, mock interview and presentations from employers</p> <p>HealthReach workshop on Health & Fitness TBC</p>
Other	<p>Community Awareness <i>Volunteering scheme.</i></p> <p>07/10/21 Degree Apprenticeship – CGI Assembly</p> <p>Reading Scholar Program Promoted</p> <p>15.10.21. Q&A with an MP Laura Farris</p>	<p>“I Care Ambassadors” Workshop with Y12 Health & Social Care</p> <p>CV Clinics with External employers</p>	<p>18/0122 Russell Group Information Evening – Sheffield University</p> <p>Healthy Market Place all Sixth Form invited during the</p> <p>w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers</p>	<p>Finance when studying <i>Extended assembly about personal finance whilst studying</i></p> <p>University of Southampton address on “ Why go to university”</p>		<p>040522 Career & HE Fair Whole School – 6pm – 8.30pm</p> <p>01.07.20 Oxford Biomedical International symposium Y12 Biology & Chemistry TBC</p> <p>AWE Spotlight Engineering workshop & Careers Presentation TBC</p>

						Broadening Horizons - Bradfield College careers fair – open to all Year 12
Appointments for 1:1 interviews available for all students with Independent Personal Advisor - PP Students targetted -Action Plans on Sims – Linked Doc. Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK Careers area updated and maintained with books and prospectuses in main school Library Careers Companion maintained on website Future First Alumni website pilot						

Year 13 Careers Programme 2021-2022

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	Meet the Midwife presentation for Health and Social Care students. Meet the Paramedic presentation for Health and Social Care students. 08.10.21. Politics trip to Parliament	04.11.21. Bayer visit for Y13 Chemists	07.03.22. National Careers Week – careers focus across curriculum / subjects			
Tutor work	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays Personal Statement writing	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays National Apprenticeship Week 07.02.22. ASK Apprenticeship Assembly	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays	Careers posters on tutor noticeboards Weekly careers bulletin LMI information displays

<p>Drop down days</p>	<p>14.10.21 Financial Workshop led by EBPWB and employers</p> <p>University visits</p> <p>'Developing Life Skills' workshop for selected Y13 with Watermill Theatre</p>	<p>Jobs for the Future and Building a Skills Portfolio' with the University of Bristol</p>	<p>'Developing Life Skills' workshop for selected Y13 with Watermill Theatre (part two)</p> <p>06/07.03.21. Kerrie Carpenter UK Parliament Outreach session – whole school</p>			
<p>Other</p>	<p>Community Awareness <i>Volunteering scheme.</i></p> <p>Personal Statement Checking – University of Southampton</p> <p>Personal Statement Checking – University of Winchester</p> <p>15.10.21. Q&A with an MP Laura Farris</p>	<p>02.11.21. Virtual tour of Houses of Parliament 11.30-12.30 via zoom</p> <p>“ I Care” Ambassadors available for drop in information clinic</p> <p>06.11.19 Personal Statement Checking – University of Hertfordshire</p> <p>Personal Statement Checking – University of Reading</p> <p><i>180919 -ATOM – Alternative careers to Medicine trip Univ of Reading-</i></p>	<p>w/c 07.02.20. National Apprenticeship Week – assemblies with external speakers</p> <p>Healthy Market Place all Sixth Form invited during the day</p>	<p>Finance when studying <i>Extended assembly about personal finance whilst studying</i></p>		<p>040522 Career & HE Fair Whole School 6pm – 8.30pm</p> <p>Broadening Horizons Bradfield College Careers & He Fair</p>

Appointments for 1:1 interviews available for all students with Independent Personal Advisor – PP Students targeted -Action Plans on Sims – Linked Doc.
Weekly Careers Bulletin e-mailed to all staff. Displayed on tutor noticeboards and whole school SHMK
Careers area updated and maintained with books and prospectuses in main school Library
Careers Companion maintained on website
Future First Alumni website pilot