

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
- Adviza
- 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 7/11/19 and the Governing Body in July 2020.
Next review due:	July 2021.

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 Adviza Personal Advisor, 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 Adviza Personal 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 after Adviza interviews or other careers events
- 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 downstairs in the Science 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 Adviza Service and in conjunction with the school inset co-ordinator. Funding is provided both from Adviza and from school funds. 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:

- Adviza interviews provided to individuals and groups from Years 7 to 13 on request.
- Adviza one to one meetings for all Yr 11 students
- Adviza meets all Y12 tutor groups “ Next Steps “ presentation at start of autumn term
- Adviza one to one meetings for KS5 students on request
- Adviza bespoke sessions, one to ones, Morrisby or Intensive for Pupil Premium Students
- Adviza Year 10 Post 16 Options Workshops and Unifrog demonstrated by Careers Officer
- Adviza small group work sessions on specific careers areas
- Key Stage 4 options interviews for Year 8 students & Adviza group work
- 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 2019-2020

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 7/11/19 and the Governing Body in July 2020.

Next review: *July 2021*

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 7/11/19 and the Governing Body in July 2020.

Next review: *July 2021*

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 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 2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	BeReady website introduced to all Y7				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	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays
Drop down days	25.10.20. "Recycling Technologies" presentation by Bethany Dixon A Career in Politics by Alok Sharma MP	.		.		
Other			National Careers/Apprenticeship Week – virtual assembly with external speakers 05.03.20 Marine Engineering Workshop	15.03.21 – 18.03.21 Marine Engineering Workshops all Y7	Group Work with Adviza – Targeting 1. PP students 2. Top ability 3. Low Ability TBC	G & T Careers/Science Trip launching LHS Mini Medical Programme Bayer Plc – Gene Jewellery PENDING COVID
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 –						

Year 8 Careers Programme 2020- 2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	BeReady website introduced to all Y8 P8 Unit 1: Finance <i>Pupils will consider how to budget and the different types of accounts. They will learn about identity and financial fraud risks.</i>			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	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays Graduation Programme	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays Graduation Programme	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays Graduation Programme	Plan for your Future careers display and tutor work including circle time themes Weekly careers bulletin LMI information displays Graduation Programme
Drop down days	<i>A Career in Politics by Alok Sharma MP</i>	Girls in High Tech workshops x3 run by EBPWB and 3 different business Sectors - VIRTUAL	Parents Information evening on Options & Adviza POSSIBLY VIRTUAL Bespoke Option Workshops for Pupil Premium Students with Adviza	<i>What's my Line of Work – Carousel – PENDING COVID</i> <i>University of Newcastle outreach programme 'Business Bonanza' for students opting for GCSE Business courses</i>		Mini Medical Day Bespoke workshop & speakers including alumni and Critical thinking experts at LHS using VIRTUAL SPEAKERS
Other	RAF Air Cadet Assembly FIT Tom Churnside VIRTUAL at tutor time		National Careers/Apprenticeship Week – virtual assembly with external speakers Options Evening with Adviza date TBC POSSIBLY VIRTUAL OR POWER POINT	Girls in High Technology Industries – National Grid – VIRTUAL VIA MICROSOFT TEAMS 1 HOUR	Cultivate Business National Competition tbc	Year 8 Graduation

		ONLINE			
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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

Year 9 Careers Programme 2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	BeReady website introduced to all Y9 Project 9 Unit 1: Careers and Transferrable Skills using Unifrog		Cultivate programme with EBPWB and Business Studies department – AGA & EWO – ALL PRE-RECORDED			
Tutor work	PIXL Build Up unit BEING ME Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit BUILD ME Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit PREPARE ME Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit TEACH ME SCIENCE Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit TEACH ME SCIENCE Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit BEING INNOVATIVE Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays
Drop down days						
Other	D of E award programme – CON - TBC Speakers for Schools – VIRTUAL TUTOR TIME AWE Engineering Challenge TBC “Q & A” session with Mr Alok Sharma MP on The state of British Politics and Brexit	Christmas Science Lectures & Ashmoleum Museum trip to Oxford	National Careers/Apprenticeship Week – virtual assembly with external speakers	University of Newcastle outreach for Food and Technology ‘sensory feelings’ TBC	Museum of English Rural life Trip for Agriculture & Horticultural careers/ Science TBC DEPENDING ON OFFSITE POLICY	Reading University Trip date tbc Plan your Future X 40 Medicine & Materials Trip – Oxford part of LHS Medical Programme TBC by Oxford AWE teach a science lesson based on engineering challenge TBC

Weekly Careers Bulletin e-mailed to Y10-13 students, parent/carer & all staff. Displayed on tutor noticeboards, Heathen Sixth Form site and whole school SHMK
 Invitations to visiting speakers – see separate log of speakers for this year to date.
 Careers area updated and maintained with books and prospectuses in main school Library
 Careers Companion maintained

Year 10 Careers Programme 2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Curriculum	BeReady website introduced to all Y10			Financial Awareness workshop delivered in Maths lessons for all students with Legal and General. TBC		
Tutor work	PIXL Build Up unit HEALTHY ME Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit CONNECT ME Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit TEACH ME MATHS Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit TEACH ME MATHS Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit TEACH ME ENGLISH Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	PIXL Build Up unit TEACH ME ENGLISH Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays
Drop down days	"KAPE" keeping The Army in the Public Eye TBC Carousel of activities and full presentation on Career opportunities	Marine Engineering Workshops over 2 days in bubbles possibly within Science lessons?	Communications Workshops by GAMMA TBC	University of Newcastle outreach marketing challenge for Business students TBC	Activate Learning free workshops on employability skills. Investigating whether can be delivered remotely in 3 x 20 minute sessions at tutor time.	
Other	Internet safety Assembly – GDO & JLI - VIRTUAL "Q & A" session with Mr Alok Sharma MP on The state of British Politics and Brexit		National Careers/Apprenticeship Week – virtual assembly with external speakers Apprenticeship Fair tbc Looking at alternatives - tutor work / Unifrog/ using the ASK service	Adviza Group Workshops Post 16 Options	"All About Me" workshop from EBP – exploring personal qualities and skills to inform CV writing TBC – 1 hour could be VIRTUAL	CV Writing Day – In preparation for Year 11 Mock Interview Day tbc may need to be online homework HealthReach workshop on Health & Fitness TBC

Appointments for 1:1 interviews available for all students with Adviza Personal Advisor & PP Students targeted- Action Plans on Sims – Linked Doc
Weekly Careers Bulletin e-mailed to Y9-13 students, parent/carer & all staff. Displayed on tutor noticeboards, Heathen Sixth Form site and whole school SMHK
Invitations to visiting speakers – see separate log of speakers for this year to date.
Careers area updated and maintained with books and prospectuses in main school Library
Careers Companion maintained

Year 11 Careers Programme 2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	BeReady website introduced to all Y11		Financial Awareness workshop delivered in Maths lessons for all students with Legal and General . TBC			
Tutor work	<p>PIXL Build Up unit ORGANISE ME</p> <p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>Writing a CV and Preparing for Interview tutor work – COMPLETED IN LOCKDOWN</p> <p>CV clinics after school with EWO TBC</p>	<p>PIXL Build Up unit GUIDE ME</p> <p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>Adviza Post 16 Options VIRTUAL / LOOM delivered by tutors</p>	<p>PIXL Build Up unit MOTIVATE ME</p> <p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>Recording of destination plans on Unifrog</p>	
Drop down days	<p>Life Skills Workshop – Watermill Theatre TBC</p> <p>“Q & A” session with Mr Alok Sharma MP on The state of British Politics and Brexit</p>	<p>A Level Taster Day & Post 16 options</p> <p>External visitors</p>	<p>Mock Interview Day students receive a mock interview with business representatives from the local community, followed by personalised feedback on CV and interview technique – may be virtual - MONITORING</p>			Year 12 Induction Day
Other	“KAPE” keeping the Army in the Public	Oxford University trip for G & T students	National Careers/Apprenticeship			Rising Sixth Form Army Ice Breaker &

	Eye – assembly tbc	TBC Apprenticeship and Next steps workshops for Pupil Premium students by Adviza TBC CV workshop for Pupil Premium Students by Adviza TBC	Week – virtual assembly with external speakers Apprenticeship Fair tbc Looking at alternatives such as tutor work / Unifrog/using the ASK service			Careers Information <i>Careers with Animals RVC and others bespoke day at BAYER date tbc</i>
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Appointments for 1:1 interviews available for all students with Adviza Personal Advisor- PP Students targeted- Action Plans on Sims – Linked Doc
Weekly Careers Bulletin e-mailed to Y10-13 students, parent/carer & all staff. Displayed on tutor noticeboards, Heathen Sixth Form site and whole school SHMK
Invitations to visiting speakers – see separate log of speakers for this year to date.
Careers area updated and maintained with books and prospectuses in main school Library
Moving On Magazine – 6 issues to each student. Careers Companion maintained
Morrisby offer to students and parents £25 per student

Year 12 Careers Programme 2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	BeReady website introduced to all Y12					
Tutor work Full mentor program runs alongside this	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays	Plan for your Future careers display and tutor work including circle time themes. Weekly careers bulletin LMI information displays
Drop down days	Year 12 Business Studies Charity Day date tbc "Q & A" session with Mr Alok Sharma MP on The state of British Politics and Brexit			University of Newcastle outreach programme 'Coalition Chaos' for Politics students TBC	Financial Workshop led by EBPWB and employers TBC	Year 12 Futures Day <i>Students prepare for either UCAS applications or the world of work. Interview & application skills covered for both Reading & Bristol Univ present. Parents INFO evening UNIV v apprenticeships presentations by CG! & ASK Apprenticeships</i> Broadening Horizons – Bradfield College Fair - TBC HealthReach workshop on Health & Fitness TBC
Other	EWO available to students in Sixth Form Centre 1 day a week	EWO available to students in Sixth Form Centre 1 day a week	Speed dating with Y12 & Adviza 2pm – 3.25pm	Finance when studying <i>Extended assembly about personal</i>	22.01.19 Health & Safety on WX assembly led by EBP	Year 12 Work Experience Week – specific opportunities only

	<p>Community Awareness <i>Volunteering scheme.</i></p> <p><i>ATOM – Alternative careers to Medicine trip Univ of Reading- postponed to March</i></p> <p>Parents Information Evening – launches WX</p> <p>Osborne Clarke - Legal Workshop TBC</p> <p>Assembly – The Future of Work</p> <p>Reading Scholars assembly</p>	<p>“I Care Ambassadors” Workshop with Y12 Health & Social Care – Choice Care Groups are providing virtual talks</p> <p>PWC Employability workshop – replaced by home study units provided by the careers bulletin</p>	<p>Russell Group Information Evening – Bristol University – possibly virtual</p> <p>Healthy relationships Market Place 1.20pm – 2.30pm – may need to be postponed</p> <p>National Careers/Apprenticeship Week – virtual assembly with external speakers</p> <p>Apprenticeship Fair tbc Looking at alternatives such as tutor work / Unifrog/using the ASK service</p>	<p><i>finance whilst studying VIRTUAL</i></p> <p>University of Southampton date tbc presentation on “University” life and application process POSSIBLY VIRTUAL</p>	<p>CV Clinics with External employers</p>	<p>through the year in holidays or weekends (e.g. RBH, Investin)</p> <p><i>Careers with Animals RVC and others bespoke day at BAYER date tbc</i></p> <p>Oxford Biomedical International symposium Y12 Biology & Chemistry</p> <p><i>AWE Spotlight Engineering workshop & Careers Presentation</i></p> <p><i>Bank of England Workshop – Economics students TBC</i></p>
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Appointments for 1:1 interviews available for all students with Adviza Personal Advisor - PP Students targetted -Action Plans on Sims – Linked Doc.
Weekly Careers Bulletin e-mailed to Y9 -13 students, parent/carer & all staff. Displayed on tutor noticeboards, Heathen Sixth Form site and whole school SHMK
Invitations to visiting speakers – see separate log of speakers for this year to date.
Careers area updated and maintained with books and prospectuses in sixth form Library
Careers Companion maintained
Morrisby offer to students and parents £25 per student

Year 13 Careers Programme 2020-2021

	Term 1	Term 2	Term 3	Term 4	Term 5	Term6
Curriculum	BeReady website introduced to all Y13					
Tutor work	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p> <p>Recording of destination plans on Unifrog</p>	<p>Plan for your Future careers display and tutor work including circle time themes.</p> <p>Weekly careers bulletin</p> <p>LMI information displays</p>
Drop down days				University of Newcastle outreach programme 'Coalition Chaos' for Politics students TBC		<i>Careers with Animals RVC and others bespoke day at BAYER date tbc</i>
Other	<p>EWO available to students in Sixth Form Centre 1 day a week</p> <p>Community Awareness <i>Volunteering scheme.</i></p> <p><i>ATOM –Alternative careers to Medicine trip Univ of Reading-</i></p> <p>Personal Statement Checking – Univ of Winchester – VIRTUAL/PHONE</p> <p>Personal Statement Checking Univ of</p>	<p>EWO available to students in Sixth Form Centre 1 day a week</p> <p>"I Care Ambassadors" <i>available for drop in surgery</i></p> <p>Personal Statement Checking – Univ of Hertfordshire VIRTUAL/PHONE</p> <p>Personal Statement Checking Univ of Reading VIRTUAL/PHONE</p>	<p>EWO available to students in Sixth Form Centre 1 day a week</p> <p>National Careers/Apprenticeship Week – virtual assembly with external speakers</p> <p><i>Apprenticeship Fair tbc Looking at alternatives such as tutor work / Unifrog /using the ASK service</i></p>	<p>EWO available to students in Sixth Form Centre 1 day a week</p> <p>Finance when studying <i>Extended assembly about personal finance whilst studying BY A UNIVERSITY - VIRTUAL</i></p>	<p>EWO available to students in Sixth Form Centre 1 day a week</p>	<p>EWO available to students in Sixth Form Centre 1 day a week</p> <p><i>Bank of England Workshop – Economics students TBC</i></p>

	<p>Southampton – VIRTUAL/PHONE</p> <p>“Q & A” session with Mr Alok Sharma MP on The state of British Politics and Brexit TBC</p> <p>Spectroscopy in a Suitcase at LHS B Dr Shehla Minhas University of Reading TBC possibly later in the year</p>	<p>PWC Employability workshop – replaced by home study units provided by the careers bulletin</p>				
<p>Appointments for 1:1 interviews available for all students with Adviza Personal Advisor – PP Students targetted -Action Plans on Sims – Linked Doc. Weekly Careers Bulletin e-mailed to Y10-13 students, parent/carer & all staff. Displayed on tutor noticeboards, Heathen Sixth Form site and whole school SHMK Invitations to visiting speakers – see separate log of speakers for this year to date. Careers area updated and maintained with books and prospectuses in sixth form Library Careers Companion maintained Morrisby offer to students and parents £25 per student</p>						

In addition:

EWO collating virtual presentations and recorded talks from universities, employers and colleges. These will go on the X Drive for all form tutors to use in tutor time as appropriate. Tutors will complete short evaluation slip and return to EWO so she can track use and effectiveness.

In Lockdown we also:

1. Asked all Year 10 to complete their CV and e-mail to form tutor
2. Provided careers bulletins weekly to all year groups and parents and staff
3. Unifrog lockdown work was provided as optional additional work but made accessible to all students and many attempted it.
4. Highly recommended to KS4 and KS5 was the week of work experience work on Unifrog to replace the actual work experience that had to be cancelled for Year 12.
5. Adviza 1:1 meetings continued for Years 10-13.
6. Progressed with the Investors in careers award – had to restart!
7. Compass tool evaluation completed
8. Careers Hub meetings attended virtually
9. West Berkshire careers coordinators meetings attended