



Careers Guidance programme outline 2018-19

YEAR	AUTUMN TERM 2018	SPRING TERM 2019	SUMMER TERM 2019
7	<p>Students will be introduced to the careers guidance programme, the purpose and intended outcomes.</p> <p>They will explore their personal identity, their likes and dislikes, their strengths and areas to develop using all of these to evaluate career pathways they might be suited to or interested in.</p> <p>They will complete a careers action plan.</p> <p>Students will look at key employability skills and how to develop these.</p>	<p>During this term, students will explore a range of different career sectors.</p> <p>They will develop an insight into different public and private career sectors: NHS, Teaching, Digital Industries, Manufacturing, Engineering, Retail, Professional services: accountancy, legal.</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p> <p>Using the Real cool futures website students will identify how their skills, talents and interests might make them suitable for certain careers.</p> <p>Using Plotr, students will complete a career exploration log and identify qualities needed for jobs that interest them.</p> <p>Students will review their careers action plan.</p>	<p>Students will use the Plan-it global app and will build their own 'planet' to find out about local companies and career opportunities.</p> <p>They will receive an Employer led assembly where they will focus upon the employability skills.</p> <p>Students will complete research into 'My ideal job' and prepare a presentation.</p> <p>Visits from a university and apprenticeship advisors will provide students with information on their next steps at 16 and 18.</p> <p>Students will complete a review of their career action plan for year 7 and establish their next steps.</p>
8	<p>Students will look at different job roles, identifying what they entail.</p> <p>Through the use of 'Icould', students will complete fact sheets about their 5 top career choices.</p> <p>They will carry out some research at home looking at career pathways of family members and friends: what qualifications and training did they need? Opportunities for students to share their findings.</p> <p>Through the completion of a key skills audit, students will identify how employable they?</p> <p>There will be a focus upon interview skills and through role play students will explore these.</p> <p>Students will look at local labour market information to identify current growth areas and potential job opportunities within the local area. They will also consider jobs of the future.</p>	<p>Students will research the career pathways that can be accessed through the study of different subjects.</p> <p>They will use Plotr and Career Pilot websites to support them in making informed choices for their KS4 options.</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p> <p>They will spend time looking at option choices and will attend an options evening where discussions can take place with subject teachers to discuss students suitability to study a subject and the career pathway it can lead to.</p> <p>Students will select their KS4 options.</p>	<p>Students will be introduced to laws and by-laws relating to young people's permitted hours and types of employment.</p> <p>They will develop knowledge on how to minimise health and safety risks and keep themselves safe within a workplace.</p> <p>Students will look ahead to their options at age 16: Sixth form, college, apprenticeship: advantages of each.</p> <p>They will also consider their options at 18: Higher Education, apprenticeships and employment: opportunities and earning potential. Sixth form students will discuss their next steps with students providing the opportunity for a question and answer session.</p> <p>Students will complete a review of their career action plan for year 7 and establish their next steps.</p>
9	<p>Students will complete the 'Know yourself' booklets.</p> <p>This enables them to look more deeply at themselves, their preferred learning styles, skills and attributes. At the end of each section, students will analyse their results.</p> <p>Using these results, students will produce their own personal. This profile will be used to help them to understand key competencies they possess and how these link into employability skills.</p>	<p>Students will focus upon their choices at 16 looking at sixth form, college and apprenticeship routes.</p> <p>They will use Careerpilot to look at how the choices they make at 16 and subjects they may choose to study will affect their career pathway at 18</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p>	<p>Students will use 'Careerbox' to access videos relating to specific roles within different career sectors. This will give them an insight into the day to day life of that role.</p> <p>STEM related careers will be a focus and students will explore the wide variety of careers and necessary qualifications to pursue these.</p>

	<p>Students will produce their year 9 Career Action plan setting goals for the academic year.</p> <p>Through the use of Careers Lab, students will explore the variety of ways to find a job. They will build an understanding of what qualities employers' value and analyse these. Students will apply this knowledge to their own experiences to learn what will help them to be successful at interview in the future.</p> <p>Students will complete more career exploration linked into the subjects they currently study.</p> <p>Students will evaluate the careers programme this term.</p>	<p>Students will look in more detail at different careers using the Startfutures website. This will enable them to identify potential career matches based upon their skills, qualities and interests.</p> <p>Students will look in more detail at options at 18 and will explore higher education and higher / degree apprenticeships.</p> <p>Students will review the progress made in their career action plan so far.</p>	<p>Students will look at and analyse local market information identifying the growth sectors currently and potential future jobs that might not exist yet.</p> <p>Through completion of an employability skills audit, students will be able to evaluate: what skills do they already possess? What skills do they need to develop? Work experience preparation will start with students discussing the importance of work experience. They will be supported by tutors who will guide them on how to look for and choose a placement.</p> <p>Students will complete their end of year review of the action plan and identify their next steps. They will evaluate the careers programme they have received this year.</p>
10	<p>Students will focus upon planning and gaining their work experience placement.</p> <p>They should already have been matched to careers on here. Students will shortlist of 10 careers they have been 'matched' to that do interest them.</p> <p>Students will identify qualifications, skills and attributes they will need to gain employment in these careers.</p> <p>Goals will be set for the year through the completion of individual student career action plans.</p> <p>Students will develop knowledge about Human Rights and responsibilities and how these are enforced in the work place.</p> <p>Students will complete more research into the company they have applied to complete their work experience in.</p> <p>Students will explore the different earnings of potential careers.</p>	<p>Through role play, students will identify how first impressions count.</p> <p>Students will play the 'Get that job' board game to explore processes you will have to go through and questions you might be asked.</p> <p>Through a focus on what a CV is and it's purpose, students will produce their own CV that can be updated as they progress through education and training.</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p> <p>Students will complete a week of work experience and will reflect upon the skills and personal qualities they developed in the following week.</p> <p>Students will review the progress made in their career action plan so far.</p>	<p>Students will update their CV to include their work experience placement.</p> <p>A focus upon the wider topics related to employment will be covered this term:</p> <ul style="list-style-type: none"> • Managing your finances • Getting that first job • Equal opportunities in the workplace • Health and Safety at work <p>Students will start to plan ahead for when they leave year 11 and will participate in a careers session with the independent careers advisor.</p>
11	<p>Students will research entry requirements for specific degrees or apprenticeships to help inform them of choices at 16.</p> <p>Students will identify their subject preferences were they to study in our sixth form to ensure that the offer is bespoke to their year group.</p> <p>Students will study the local labour market information, look at this and identify what it is telling us.</p> <p>Which are the industries that are growing / in decline?</p> <p>Students will use Careerometer to look at specific jobs they are interested in and to identify potential earnings and potential vacancies in the future.</p>	<p>Students will be supported through the one to one interviews with the careers advisor with follow up interviews provided where needed.</p> <p>Students wishing to join our sixth form will have a n interview with a member of the sixth form team to discuss chosen subjects, entry requirements and their suitability to study these subjects based upon predicted attainment and career pathways they wish to follow.</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p>	<p>Students who have been offered a conditional place to study in our Sixth Form will be invited to attend Sixth Form induction week at the end of June. This will provide them to sample the subjects they have chosen and experience life as a sixth form student.</p> <p>Bridging projects.</p> <p>All students will be supported in accessing their chosen career destinations with the careers advisor and AHT supporting student not placed after results day.</p>

	<p>Students will focus upon apprenticeships and have the opportunity to explore apprenticeship availability via the government website.</p> <p>Students will receive an assembly delivered by a local employer to highlight employability skills they would be looking for.</p> <p>Students will all receive a one to one interview with the independent careers advisor and will prepare for this.</p> <p>The sixth form team will deliver sessions to students to explain all of the opportunities available in our sixth form.</p> <p>All students will be invited to attend the sixth form open evening.</p>		
12	<p>Students will set short, medium and long term goals They will participate in teambuilding and problem solving activities led by the Army.</p> <p>Tutors will support students in their work experience preparation, ensuring it links into their programme of study and intended career pathway.</p> <p>Students will learn how to manage their personal finances.</p> <p>They will develop basic first aid skills.</p> <p>Assemblies will take place with visiting speakers from various employers and HE institutions.</p>	<p>All students visit Wolverhampton University to sample lectures and the student lifestyle.</p> <p>Work experience preparation will continue with students completing additional research into their chosen placement to really specify which employability skills they intend to develop.</p> <p>Students will explore a wide variety of careers, identifying entry requirements, skills and qualities they will need.</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p>	<p>Students will focus upon presentation skills and interview preparation, participating in mock interviews with local employers.</p> <p>They will be introduced to UCAS and will receive guidance upon how to complete the application form and what to include in a personal statement.</p> <p>Students will be supported in searching for university courses and will be informed of all the different categories of Universities including Russell Group universities and opportunities to study abroad.</p> <p>All students will participate in Futures Week where they follow a programme of activities covering everything from HE, to apprenticeships, CV writing, employability skills workshops, gap years, planning for the workforce to careers in specific sectors.</p> <p>A UCAS parents and student finance parents evening is held to support student applications.</p> <p>Students will be encouraged to attend university open days.</p> <p>All students complete a week of work experience in July.</p>
13	<p>Students will receive support for their chosen career pathway. UCAS applications will be completed and personal statement support provided by tutors, KS5 AL and external providers.</p> <p>UCAS applications will be submitted this term.</p> <p>Short, Medium and long term goals will be established.</p>	<p>Students applying for an apprenticeship and/or employment will be supported with writing a letter of application.</p> <p>Students who have applied to university will be guided through the steps they will need to take once all offers have been received. They will also be fully aware of what</p>	<p>All students will be offered support on and after results day.</p> <p>UCAS: staff will be available on results day to support with any queries and clearing support if needed.</p>

	<p>Those students wishing to apply for an apprenticeship will identify potential opportunities and start to prepare their application.</p> <p>Students will develop their CV.</p> <p>Assemblies will take place with visiting speakers from various employers and HE institutions.</p> <p>Students requiring independent careers advice will be offered and appointment with the careers advisor.</p>	<p>clearing is, its purpose and the process of using clearing if necessary.</p> <p>Basic first aid skills will be developed</p> <p>A visit to the Academy Careers convention will provide an opportunity to talk to employers, FE, HE and apprenticeship providers about the skills and qualifications they will need.</p> <p>Students requiring independent careers advice will be offered and appointment with the careers advisor.</p>	<p>The independent careers advisor will offer support to those students still looking for an apprenticeship or employment.</p>
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