

Careers and Guidance Programme 2018/19

		Key Stage 3		Key Stage 4			Key Stage 5	
		Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Autumn Term	Sept	Introduction to the world of work			Work experience prep begins now Business mentoring begins now for the year	Connexions interviews and Careers interviews run all year	CAP folders and sessions in am tutor groups	UCAS Preparation weekly sessions
	Oct	HAT interviews	HAT interviews Thomas Dudley project	Forward Thinking lecture event		Year 11 Matters evening	CAP folders and sessions in am tutor groups	UCAS Preparation weekly sessions
	Nov	SEN interviews	SEN interviews Thomas Dudley Project	PP interviews SEN interviews	NEC Skills Show PP interviews SEN interviews	SEN interviews 6th Form Taster day	6th form talk about student finance	
	Dec		Thomas Dudley project			Sixth Form Open Day Forward Thinking Graduation	CAP folders and sessions in am tutor groups	UCAS Preparation weekly sessions
Spring Term	Jan	PP interviews	Options taster day	PP interviews		Careers advisor attends parents evening		
	Feb	Opportunity for careers fair	Opportunity for careers fair Careers advisor attends parents evening PSHE drop down		Employer engagement Careers interviews until end of year PSHE drop down day - careers focus			

			day - careers focus					
	March		Options afternoon with parents	HAT interviews Year 9 Uni taster day - Forward Thinking Programme	Work Experience Week HAT interviews	HAT interviews	Careers advisor attends parents evening University attendance at the parents evening	
Summer Term	April		PP interviews					
	May		PP interview		Careers advisor attends parents evening			
	June		Launch of Forward Thinking Programme	Launch idea of Work Experience Careers advisor attends parents evening			6th Form Higher Education Week - opportunity to visit a HE institution And UCAS exhibition	
	July	Careers advisor attends parents evening Employer engagements event				6th Form Induction day	Work experience placement	
	Aug					GCSE results - Careers Advisor attends	A Level results - Careers Advisor attends	
		Employer mentoring		Opportunity to attend University trips			UCAS advice and support Opportunity for individual careers advice throughout the year Employability workshops running throughout the year	

Opportunities to visit local employers and university trips

Open door policy for any student or parent to access careers support, information and guidance.

Up to date information about apprenticeships, locally and nationally.

Up to date about part time work opportunities.

Relevant labour market information - (see school website)

Advice to parents on careers software - (see school website).

Ongoing support around CV development, searching for and applying for jobs and apprenticeships and mock interviews

Specific subject speakers and projects eg STEM network.