

Careers Programme Years 7 -11

Careers education is delivered via a spiral curriculum. Layering of knowledge and skills begins in year 7 and is built upon during students' time in school. The aim is to ensure informed and confident progression through the key stages in school and into students' lives, education and work beyond school. The table below shows delivery of the programme components for each year group.

Careers programme component	When it is delivered A = Autumn term Sp = Spring term S = Summer term O = Ongoing over whole year					*Gatsby Benchmark
	Year 7	Year 8	Year 9	Year 10	Year 11	
Homework policy and personal planner: Develop good organisational and planning skills in order to enable students to take ownership of their education and eventual future working lives.	O	O	O	O	O	1
Assemblies: Celebrate and develop qualities that students will require to lead successful and fulfilled lives (e.g. empathy, co-operation, resilience, motivation, entrepreneurialism, achievement, aspiration, and openness to learning and new experiences)	O	O	O	O	O	1
<p>PSE Careers</p> <p>Year 7: Ongoing. Personal development - transition activities, help students to settle into school, encourage them to recognise their individual strengths plus weaknesses and take ownership of their own learning and development.</p> <p>Year 8: Half term module. THE REAL GAME © Prospects - Careers exploration game played together by entire tutor group followed by one day family work shadowing and /or visiting speakers.</p> <p>Year 9: Half term module. Options process, support in school, careers research, Job Explorer Database (JED) and Higher Ideas, personal career investigations and peer presentations for Key Stage 4 option choices and transition.</p> <p>Year 10: One and a half term module. Blended PSE and off timetable external specialist led activities covering employability, employment sectors, labour markets, application forms and employer mock interviews with individual feedback.</p> <p>Year 11: One ICT session: Post 16 Options research and planning session followed by ongoing use of PSE and tutor contact time for:</p> <ul style="list-style-type: none"> information dissemination regarding open days and events for students - sixth forms, FE colleges and training opportunities & employment, possible/intended student post 16 choices survey 	O	Sp & O	Sp	Sp & S	A & O	1, 2, 3, 4, 5, 6, 7, 8
Tutor pastoral input: To ensure students are aware of school based careers resources, specialist careers staff (including an external adviser), and how to access a careers guidance interview		Sp	A & Sp	A & O	O	3, 8
Additional support for targeted students, from Learning Mentors, ACCESS, Learning Support, specialist careers staff and external agencies to support student choices		Sp	A & Sp	A & O	O	3, 8

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Year 9 Options Evening & Yr 11 Sixth Form Evening: Attended by Careers Leader and external careers adviser. Opportunity for students and parents to get advice at the events and/or opportunity to book subsequent individual careers guidance appointment.			Sp		A	3, 4, 8
Parents' evenings: Opportunity for the school, students and parents to identify individual careers guidance needs and to book students a subsequent appointment with qualified careers adviser.	Au	Su	Sp	Su	Sp	3, 4, 8
Mid-Year Review: Opportunity for the school, students and parents to identify individual careers guidance needs and to book students a subsequent appointment with qualified careers adviser. Local providers of education and apprenticeships are invited to exhibit at this event to develop students' understanding of the Post 16 pathways, including: Apprenticeship, Further Education and Higher Education	Sp	Sp	Sp	Sp	Sp	3, 4, 5, 7, 8,
External provider, visits, talks and presentations (curricular and/ or extra- curricular): Dependent on curriculum / timetable priorities, staff and student availability, offers from providers and student interest. EG STEM events, NCS (National Citizenship Service), Further Education, Technical, Apprenticeship, and Higher Education providers, visiting professionals (authors etc), talks from student alumni about their career path, Inspiring The Future etc	O	O	O	O	O	5, 7
School clubs and enrichment activities: Including Year 8 Student Duty Rota (students learn about school support staff roles and responsibilities by performing supervised duties for one day), Duke of Edinburgh Awards, Computer club, Larping club, drama productions etc	O	O	O	O	O	1
End of Year Enrichment: Students choose from a selection of residential, daily travel or in school, enrichment opportunities for the last few days of term. This is intended to broaden student horizons, create opportunities to meet new people and raise individual confidence and aspirations. Students in Year 10 can arrange work experience for this time.	S	S	S	S		1, 5, 6

*Gatsby benchmarks ref Belper School Careers Guidance Policy

1. Contributes towards a stable careers programme 2. Learning from career and labour market information 3. Addressing the needs of each student 4. Linking curriculum to careers 5. Encounters with employers and employees 6. Experiences of workplaces 7. Encounters with further and higher education 8. Personal guidance

Careers Programme - Sixth Form: Years 12 and 13

Careers and university preparation forms a central thread throughout our sixth form experience. There will be a wide range of opportunities for students to develop their knowledge about what they might like to do after sixth form, whether it be University, Apprenticeship or employment. Guidance and support will include university trips, visiting speakers, application workshops, interview technique and personalised careers advice. Eleanor Snape our school Careers Leader and adviser and Gill Fox-Johnson an external adviser from Ideas4Careers work alongside the sixth form team to make sure all our students have access to the best advice possible.

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	Year 12	Year 13	Gatsby Benchmark
Tutorial meetings - Recognition and acquisition of work related key skills, including independent learning, time management and pro-activity in managing education and career paths, are all nurtured through the personal tutor system. Where individual careers guidance needs are identified staff can support students to book an appointment with a qualified careers adviser	A & O	O	2, 3, 8
PSE sessions - Reinforcing options available, research skills, decision making and sources of impartial careers support, Some sessions are in Tutor group some whole year delivery <ul style="list-style-type: none"> • Different routes for different students • Sources of information • The university and apprenticeship application process • Year in Industry scheme, gap years, etc • Job applications, CV writing, letters of application and interviews. • Careers Adviser delivery on what to think about when choosing a future beyond 6th form including careers information, support and guidance available • Year 13 delivery to Year 12 on options they are pursuing such as study abroad, Higher Apprenticeship, University. 	A, Sp & S	O Sp	2,3,4,8
Self direction Encouraging full responsibility to students for assessing their own progress and being pro-active in obtaining help and advice about their 6th Form work and future educational/career options. Balancing part time work with studies.	A & O	O	3
Personal development - Overarching theme of getting the most out of 6th Form by participating in extra-curricular activities such as Duke of Edinburgh, Sports Leadership, July Enrichment Week, NCS and community placements	A & O	O	3,8
Personal skills audit / self review - in preparation for completion of application forms for employment, university or apprenticeship students undertake a self review to identify areas of strength and future development. Completed with tutors.	A & O	O	3,8
Work Experience A formal launch of the programme including the process and the benefits of securing a placement in addition to any part time job they have to help their exploration of careers opportunities and expand their networks.	Sp & S		3, 4, 5, 6
Apprenticeship Showcase Event - Includes, Advanced, Higher and Degree Apprenticeships A few local companies including student alumni give an insight into the Apprenticeship option including information on typical application processes. Recent contributors have been Rolls Royce, Bowmer Kirkland, Aggregate Industries, Boots	Sp		2,4,5,6

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Employability Event - external delivery from provider(s) and employers with expertise in employability to prepare students for applying for work and succeeding at interviews	S		2,4,5,
Subject staff - highlight career paths prior to subject selection. Upon starting a course, possible career paths are re-visited with further information on areas of future employment as the course progresses. Additional learning experiences and visits to related industries and sectors also occur depending upon option choices.	O	O	2,3,4,5,6,7
One to one careers guidance interviews - with external careers adviser or school careers adviser. Targeted by staff and by individual students own request.	O	O	8
Additional support to support student choices is put in for specific targeted students. This might be via Learning Mentors, Learning support, and /or external agencies	O	O	3
Parent Evenings – Opportunity for the school, students and parents to identify individual careers guidance needs and to book students a subsequent appointment with qualified careers adviser.	A	A	8
Tutor Review Event - Opportunity for the school, students and parents to identify individual careers guidance needs and to book students a subsequent appointment with qualified careers adviser. Careers Adviser is available for general discussion and local providers of education and apprenticeships are invited to exhibit at this event to develop students understanding of pathways, including: Apprenticeship, Further Education and Higher Education	Sp	Sp	8,8
UCAS and Apprenticeship Evening – Opportunity for students and parents to learn about Apprenticeships and Higher Education. Where individual careers guidance needs are identified staff can support students to book a subsequent appointment with qualified careers adviser	Sp	A, Sp	3,4,7,8
A Level Results day - school staff, UCAS, and careers specialist support		S	8

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