



## Overview of Careers Strategy 2021-2022

Year 7						
Year Group Outcomes:		Occupations & Job Skills				
Year Group Theme:		Job Families				
Careers Guidance Activities						
Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Xello Research 2½ hours	Group presentation of specific 'Industries' research  Benchmark 2	All students within LfL lessons: <ul style="list-style-type: none"> <li>students in small groups explore the 'Industries' section of Xello, and create a poster/presentation of the variety of jobs and careers within one area</li> </ul>	Xello subscription	Students are able to discuss their findings with the class	Jul	LfL HoD
National Careers Week Linking subjects to careers within curriculum areas	Students to be introduced to how subject skills and knowledge link to careers  Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> <li>starters and plenaries from <a href="https://icould.com/">https://icould.com/</a>, highlighting job roles and LMI</li> </ul> Remote learning: Departments to plan careers-based activities	<a href="https://icould.com/">https://icould.com/</a>  Department links and resources	Students to begin to discuss links from subject skills to specific jobs/careers	Mar	EJW – curriculum links

## Year 8

**Year Group Outcomes:**

Occupations & Skills

**Year Group Theme:**

Introduction to Careers/Personal Skills and Attributes/Occupational Families

### Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Xello Careers programme – Introduction to Careers 2 ½ hours	To explore results of Xello careers programme, careers leaflet produced	Xello – students explore this online programme, creating an account which can be accessed in the coming years. They get results of their personal skills and attributes, including an assessment of their likes and dislike, and some job ideas for them to explore. Students create an information leaflet based on one job including qualifications required, training, qualities etc.	Xello Careers programme annual subscription	Students are able to discuss their skills and present their initial job ideas.	April May	LfL HoD
Learn to Earn 6 hours <i>Cancelled due to restrictions</i>	To explore job families/occupational areas/individual response to money and budgeting.  Students engage in the whole day activity and complete the bespoke booklets Benchmarks 2, 3 and 5	All students within Activities Week <ul style="list-style-type: none"> <li>Learn to Earn is a careers and enterprise whole day activity run by Young Enterprise. Supported by local employers who also attend.</li> </ul>	Young Enterprise Trainer, local employer and resources booklets for whole year group	Completion of the booklet, showing progress over the day	Jul	LfL HoD
National Careers Week	Students to further explore how subject skills and knowledge link to careers	All students within curriculum lessons across the school:	<a href="https://icould.com/">https://icould.com/</a>	Students to discuss to discuss links from	Mar	EJW – curriculum links

Linking subjects to careers within curriculum areas	Benchmarks 2 and 4	<ul style="list-style-type: none"><li>starters and plenaries from <a href="https://icould.com/">https://icould.com/</a>, highlighting job roles and LMI</li></ul> Remote learning: Departments to plan careers-based activities	Department links and resources	subject skills to specific jobs/careers		
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## Year 9

**Year Group Outcomes:**

Making informed Post 14 Choices

**Year Group Theme:**

Post 14 Options

### Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Introduction to careers library 1¼ hours	Students will know how to access careers related resources  Benchmark 3	All students within LfL lessons: <ul style="list-style-type: none"> <li>to visit careers library to engage with various careers resources</li> </ul>	Careers library/Librarian	Students independently accessing careers resources	Nov/Dec	LfL HoD
Xello Careers Review 1 ¼ hours	Review of their Year 8 FT profile	A session to further explore and reflect on Year 8 work	Xello Careers programme	Students can access the resources to help inform Post 14 options	Nov/Dec	LfL HoD
Post 14 Options booklet discussion and exploration 1¼ hours plus form time	Students make informed decisions about their Post 14 options  Benchmarks 2, 3 and 4	All students within LfL lessons: <ul style="list-style-type: none"> <li>A session to help support subject choices for Post 14</li> </ul>	Post 14 booklet	Options returned on time and carefully considered	Jan/Feb	LfL HoD
Post 14 Evening  Virtual	Students & parents understand the range of GCSE options and informed choices are made  Benchmarks 2, 3 and 4	All students <ul style="list-style-type: none"> <li>An evening delivered by AHOY and SLT for all students</li> <li>Subject departments offering information about</li> </ul>	Post 14 Presentation	Options returned on time and carefully considered	Jan	AHOY / SLT

		GCSE subjects including links to careers				
Individual Learning Plans (ILPs) 1½ hours	Students create SMART targets for their future  Benchmarks 3 and 8	All students in LfL lessons: <ul style="list-style-type: none"> <li>• prepare for their ILP meetings</li> <li>• meet in small groups with the Careers Co-ordinator</li> </ul>	Target Sheets Time for whole year group to meet the Careers Co-ordinator in groups of no more than 5	Completion of Meetings and paperwork	Jan/Feb	HMS
Attendance at School Careers Fair <i>Cancelled due to restrictions</i>	Students gain knowledge of possible career opportunities in our local and regional area and beyond  Benchmarks 2, 3, 4, 5 and 7	All students attend during a lesson: <ul style="list-style-type: none"> <li>• Students are briefed and given research activities to complete, including discussion with employers, FE and HE providers</li> </ul>	Skills Service support Staffing	Students gain knowledge of local and regional career opportunities, HE and FE institutions, and can link this to their option choices.	May	KEH
National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers  Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> <li>• starters and plenaries from <a href="https://icould.com/">https://icould.com/</a>, highlighting job roles and LMI</li> <li>• Success@School lesson resources</li> </ul>	<a href="https://icould.com/">https://icould.com/</a>  Success@School lesson resources	Students to discuss links from subject skills to specific jobs/careers	Mar	EJW – curriculum links
The working day. Work shadow day with parent or family member.	Students to arrange a day at work with a family member. A work shadow day to experience a workplace first hand.  Benchmark 6	All students and parents invited to arrange a day of work shadowing. Students to be encouraged to do this in holidays, but in exceptional circumstances allowed one day to carry this out.	Parental information	Students to present a one-page document with a photo of their workplace and 3 things that they learnt	Jan to Summer	KEH

## Year 10

**Year Group Outcomes:**

Introducing and establishing employability skills

**Year Group Theme:**

Preparation for future employment and work experience

### Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning.  Benchmark 6	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding) and others access these via bursary funding. Most placements are free. Access to national providers.	Students aware of the jobs and careers in specific sectors and able to talk confidently about choices made. Students network with employers.	All Year	KEH
Xello research 1 ¼ hours	Profile created and explored	Xello computer programme completed by all students, assessment of skills/qualities for jobs	Xello Subscription	Choice of job role completed for mock interview	Apr/May	Xello research 1 ¼ hours
CV and letters of application 2½ hours	All students complete a CV and letter of application  Benchmarks 3 and 6	All students in LfL lessons: <ul style="list-style-type: none"> <li>Students apply for a 'job' – this form the basis of prep work for the employability skills day in Year 11 (or prep for work experience)</li> </ul>	CV and letters of application – writing frames ICT facilities	Completed application submitted on time	May/June	LfL HoD
Individual Learning Plans (ILPs)	Students complete SMART target Review	All students in LfL lessons:	Target Sheets Time for whole year group to meet the	Completion of Meetings and paperwork	May/June	HSS

1½ hours	Benchmarks 2, 3, 4 and 8	<ul style="list-style-type: none"> <li>Students review their SMART targets.</li> </ul> <p>They then meet in small groups with the Careers Coordinator</p>	Careers Coordinator in groups of no more than 5			
Attendance at School Careers Fair <i>Cancelled due to restrictions</i> (Online materials promoted to students via remote learning newsletter)	Students gain knowledge of possible career/HE/FE opportunities in our local/regional/national area  Benchmarks 2, 3, 4, 5 and 7	All students released from curriculum lessons to be: <ul style="list-style-type: none"> <li>briefed and given research activities to complete.</li> <li>Students attend fair and have discussions with employers, FE and HE providers</li> </ul>	Skills Service support Staffing	Students gain knowledge of local/regional/national career opportunities and can link this to their GCSE subjects.	Mar	KEH
National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers  Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> <li>starters and plenaries from <a href="https://icould.com/">https://icould.com/</a>, highlighting job roles and LMI</li> <li>Success@School lesson resources</li> </ul> <p>Remote learning: Departments to plan careers-based activities</p>	<a href="https://icould.com/">https://icould.com/</a>  Success at School lesson resources  Department links and resources	Students to discuss links from subject skills to specific jobs/careers	Mar	EJW – curriculum links

Work Experience	Students complete 3 days immersed in the working world. Benchmark 6	Students to engage (where possible) in work experience / internships for three days in Activities week. Virtual experiences available and promoted where appropriate. If required virtual work experience for all.	Work experience data base Time for experience Staff to plan and monitor Work experience record booklets	All students engage in a meaningful experience of work	June (delivering booklet) July	Lfl  EKH
Employability Skills Development Day (ESDD)	Students to be exposed to developing their employability skills, including CV building and interview skills, apprenticeship opportunities, university, the armed forces  Benchmarks 2, 3, 4, 5 and 7	All students – collapsed day. 1 day of external providers, delivering a variety of sessions in form groups, supported by The Skills Service. These include FE/HE/local and national employers/apprenticeship opportunities and financial capability sessions.	Skills Service provision  Staffing costs	Student and provider feedback	June	KEH



## Year 11

Year Group Outcomes:

Making informed Post 16 Choices

Year Group Theme:

Next Steps

### Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning.  Benchmark 6	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding) and others access these via bursary funding. Most placements are free. Access to external providers.	Students aware of the jobs and careers in specific sectors and able to talk with confidence about choices made. Students network with employers.	All Year	LfL HoD
Preparation for interview	Students understand generic interview questions and format.  Benchmark 3 and 8 Students are exposed to a formal interview ( <i>cancelled due to Covid</i> )	Interview preparation in Lfl lessons Individual support for students applying for apprenticeships provided by HMS	Questions Sheet Local employer support	Evaluation forms of the process	Jan / Feb	LfL HoD HMS
Post 16 choices 3¾ hours	Students to make decisions on their Post 16 intentions  Benchmarks 2, 3 and 4	All students in Lfl lessons: <ul style="list-style-type: none"> <li>Revisit Xello</li> <li>Career Pilot/National Careers Service/Russell</li> </ul>	ICT facilities Xello Web access Post 16 brochure	Students successfully apply to Post 16 destinations	Oct-Dec	LfL HoD

		<p>Group/Local FE Providers all explored</p> <ul style="list-style-type: none"> <li>• Post 16 brochure for KSP examined</li> </ul>				
Year 11 Information Evening, plus information letter from SLT KS4&5 (virtual this year)	Parents and students informed of process of application to school and of structure of Year 11	All parents and students invited to attend – given information about study and wellbeing		Students successful applications - spring	Sep	AHOY & SLT
Post 16 Evening (virtual this year)	<p>Students &amp; parents understand the entry requirements for KSP Sixth Form as well as a trade fair of other FE providers &amp; The Skills Service</p> <p>Parents informed of where to access additional information about post 16 routes</p> <p>Benchmarks 2, 3, 4, 7 and 8</p>	<p>All parents and students invited. An evening delivered by AHOY, SLT for KS5 as well as departments offering information about A Level subjects.</p> <p>Alternative providers available for students to visit at trade fair. <i>Provided in July employability event</i></p>	<p>Post 16 Presentation &amp; Other FE providers</p> <p>Post 16 brochure</p> <p>Links to sources of information</p> <p>Success at School resources – subject links to careers</p> <p>Local colleges attend <i>Provided in July employability event</i></p> <p>Impartial adviser attends <i>Provided by choice in May / June</i></p>	Choices returned on time and carefully considered	Nov-Jan	AHOY & SLT
Impartial Careers Interview	Students who require additional support and information to help with Post 16 choices are provided with	<p>Available to all students: Those students who lack direction or who seek a careers interview are provided with one by our Impartial Careers Advisor from Capita</p>	Renewal of Capita contract	ALL students are able to make informed Post 16 choices	All Year	HMS

	a 35-minute impartial careers interview  Benchmarks 3 and 8		<i>Provided by choice when in school in March - June</i>			
National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers  Benchmarks 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> <li>starters and plenaries from <a href="https://icould.com/">https://icould.com/</a> highlighting job roles and LMI</li> <li>Success@School lesson resources</li> </ul>	<a href="https://icould.com/">https://icould.com/</a>  Success at School lesson resources	Students to discuss links from subject skills to specific jobs/careers	Mar	EJW – curriculum links
Futures Day	Students will be given opportunities to investigate P16 education and careers options.  Benchmarks 3, 5 and 7	All students – collapsed half day. 1 day of external providers, delivering a variety of sessions, supported by The Skills Service. These include FE/HE/local and national employers/apprenticeship opportunities.	Skills Service provision  Staffing costs	Student and provider feedback	Nov	KEH
Attendance at School Careers Fair <i>Cancelled due to restrictions</i>	Students gain knowledge of possible career/HE/FE opportunities in our local/regional/national area  Benchmarks 2, 3, 4, 5 and 7	All students released from curriculum lessons to be: <ul style="list-style-type: none"> <li>briefed and given research activities to complete.</li> <li>Students attend fair and have discussions with employers, FE and HE providers</li> </ul>	Skills Service support Staffing	Students gain knowledge of local/regional/national career opportunities and can link this to the A Level subjects/post 16 options	Mar	KEH

**Year 12**

**Year Group Outcomes:**

Improving employability, skills and aspirations for Post 18 careers

**Year Group Theme:**

Inspiring for the future

**Careers Guidance Activities**

<b>Activity</b>	<b>Outcome</b>	<b>Details</b>	<b>Resources Required</b>	<b>Measurement of Impact</b>	<b>Month</b>	<b>Accountability</b>
<p>Post 18 Choices</p> <p>10+ hours</p>	<p>Students to understand the range of Post 18 choices</p> <p>Benchmarks 2, 3, 4 and 8</p>	<p>All students in LfL:</p> <p>Careers Pilot/UCAS/Russell Group/HECSU/Which University?/Gap Year/School leaver and degree apprenticeship programmes all explored over a significant period of time.</p> <p>1 to 1 interview with LfL teacher to target set for KS5 as well as identify Post 18 aspirations, and discuss CV update.</p>	<p>ICT facilities</p> <p>Application guidance publications</p>	<p>Students to choose their preferred path for Post 18 destination</p>	<p>Nov onwards</p>	<p>LfL HoD</p>
<p>Virtual work experience</p>	<p>Students engage in interactions with employers and sector specific careers and work-related learning.</p> <p>Benchmarks 6</p>	<p>Various providers used for student individual virtual choices.</p> <p>Applications processed in school and students take part at home, online.</p>	<p>ICT resources at home. Some students access paid experiences (parental funding) and others access these via bursary funding. Ost placements are free.</p>	<p>Students aware of the jobs and careers in specific sectors and able to talk with confidence about choices made.</p> <p>Students network with employers.</p>	<p>All Year</p>	<p>EJW / HMS</p>
<p>Personal Statement (PS) - an introduction</p>	<p>Students to develop a first draft of their PS for UCAS, or relevant documents for other Post 18 choices</p>	<p>To examine good quality exemplars of PS's and complete a first draft</p> <ul style="list-style-type: none"> <li>To examine good quality exemplars of PSs and complete a first draft</li> </ul>	<p>ICT facilities</p> <p>PS templates and exemplars</p> <p>Application guidance</p>	<p>Students to complete first draft of PS</p>	<p>May</p>	<p>LfL HoD</p>

	Benchmarks 2, 3, 4 and 8					
Applications Week	Students to get bespoke, specialized support in completing their PS or relevant documents for other Post 18 choices  Benchmarks 2, 3, 4, 5, 7 and 8	All students in applications week: 1-2 days spent with specialist staff, ex-students, employers and HE institutions etc. who help guide and advise on developing a PS	ICT facilities PS templates and exemplars Application guidance Ex-students	Students to complete their PS	Jul	AHOY
Employability Skills Development Programme (ESDP)	Students to be exposed to developing their employability skills, as well as a University visit for all  Benchmarks 2, 3, 4, 5 and 7	4 days (2 delivered by Skills Service and their associate providers e.g. banks, HE and FE providers, Employers who offer apprenticeships, EY for school leaver programmes and degree apprenticeships, Royal Mail, 1 day visiting a University and 1 day developing financial capability)	Skills Service provision Local employers HE providers University open day Financial capability provider	Students to complete ESDP and components of ePassport for Sixth Form Success.	Jul	HMS / CJP
Impartial Careers Interview	Students who require additional support and information to help with Post 18 choices are provided with at least one 35-minute impartial careers interview  Benchmarks 2, 3 and 8	All students have opportunity to access and meet with Impartial Careers Advisor from Capita, in addition to our own full-time advisor.	Renewal of Capita contract	ALL students are able to make informed Post 18 choices  Meeting action plans	All Year	HMS
Attendance at School Careers Fair <i>Cancelled due to restrictions</i>	Students gain knowledge of possible career/HE/FE opportunities in our local/regional/national area	Students can attend the event during their private study time/at break or lunchtimes	Skills Service support Staffing Refreshments	Students gain knowledge of local/regional/national career opportunities and can link this to their A level subjects/post 18 options.	March	HMS / KH

	Benchmarks 2, 3, 4, 5 and 7					
Post 18 alternative choices	Students to be exposed to a range of alternatives to university e.g. Degree Apprenticeships, School Leaver Programmes etc.	Students can attend the events during lunchtimes or LfL lessons post-Christmas?	Skills Service Support Lesson time?	Students gain knowledge of local/regional/national career opportunities and can link this to their post 18 options.	January	HMS
Work experience. Up to 5 days in activities week work shadowing.	Students engage in up to 5 days visiting workplaces and work shadowing.  Benchmark 6	All students and parents invited to arrange work shadowing. Students to be encouraged to organise this themselves. Support and contacts offered to those who need this to ensure quality.	Parental information Employer contacts	Students gain knowledge of a working environment in one or more sectors. Students can include this on their personal statement and make more informed about future choices. To complete personal statement/UCAS/Apprenticeship/Employment application.	June (delivering booklet) July	LfL  EJW

Year 13

Year Group Outcomes:

Post 18 success

Year Group Theme:

Becoming a professional

Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Virtual work experience	Students engage in interactions with employers and sector specific careers and work-related learning.	Various providers used for student individual virtual choices. Applications processed in school and students take part at home, online.	ICT resources at home. Some students access paid experiences (parental funding) and others access these via bursary funding. Ost placements are free.	Students aware of the jobs and careers in specific sectors and able to talk with confidence about choices made. Students network with employers.	All Year	HMS / EJW
Post 18 Application continuation	Students to make timely applications to their choice of provider/employer  Benchmarks 2, 3 and 4	All students in LfL lessons and outside of lesson time: <ul style="list-style-type: none"> <li>Support for Post 18 choice e.g. PS review/application review</li> </ul>	Guidance sheets time	All students apply for Post 18 choice	Sep-Jun	HMS / KS5 team
Interview Skills	Students to understand the nature of questions for their Post 18 choice  Benchmarks 3 and 5	All students during LfL: <ul style="list-style-type: none"> <li>Generic interview questions discussed</li> </ul> Additional practice Interviews offered when required including Oxbridge/Medicine/primary education etc. (employers and representatives from universities to support)	Past questions, Ex-students	Students facing interviews feel prepared and confident	All Year	HMS / KS5 Team

National Careers Week Linking subjects to careers within curriculum areas	Students to further explore how subject skills and knowledge link to careers Benchmark 2 and 4	All students within lessons across the school: <ul style="list-style-type: none"> <li>starters and plenaries from <a href="https://icould.com/">https://icould.com/</a> , highlighting job roles and LMI</li> <li>Success@School lesson resources</li> </ul> Remote learning: Departments to plan careers-based activities	<a href="https://icould.com/">https://icould.com/</a> Success at School lesson resources Department links and resources	Students to discuss links from subject skills to specific jobs/careers	March	EJW
Financial Capability	Students to understand the funding and lending arrangements for HE, as well as preparation for budgeting/living away from home  Benchmark 3	All student in LfL: <ul style="list-style-type: none"> <li>Sessions adapted for current/future HE funding as appropriate</li> </ul> Assembly delivered by The Student Loan Company?	Details of Student funding, loans etc. – updated every year	Students have a good understanding of how their financial circumstances will affect their funding/lending etc. Students apply for appropriate funding	Spring	HOD LfL
Impartial Careers Interview	Students who require additional support and information to help with Post 16 choices are provided with a 35 minutes impartial careers interview  Benchmark 8	Those students who lack direction or who seek a careers interview are provided with one by our Impartial Careers Advisor from Capita	Renewal of Capita contract	ALL students are able to make informed Post 16 choices	All Year	HMS
Attendance at School Careers Fair	Students gain knowledge of possible career/HE/FE opportunities in our local/ regional/national area	Students can attend the event during their private study time/at break or lunchtimes	Skills Service support Staffing refreshments	Students gain knowledge of local/regional/national career opportunities and	March	HMS/KEH



<p><i>Cancelled due to restrictions</i> (Online materials promoted to students via remote learning newsletter)</p>	<p>Benchmarks 2, 3, 4, 5 and 7</p>			<p>can link this to their post 18 options</p>		
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In addition to the above programme, there were many lunchtime sessions planned from a range of employers, e.g. the armed forces, PWC, EY, KPMG. Year groups are invited to attend – usually Years 11-13. *Cancelled due to restrictions*

We also normally have many curriculum trips and experiences with a careers focus. These have included visits to Amazon, Cadbury World, Disneyland Paris, Museums, drama workshops, Science visits and multiple university visits. *Cancelled due to restrictions*

Review Date Jan 2023