



## Overview of Careers Strategy 2023-2024

LAW – SLT Careers Lead, RD – Careers and UCAS Advisor

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> <li>Remote learning: Departments to plan careers-based activities</li> </ul>	<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	LAW

## 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	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

<p>National Careers Week Linking subjects to careers within curriculum areas</p>	<p>Students to further explore how subject skills and knowledge link to careers</p> <p>Benchmarks 2 and 4</p>	<p>All students within curriculum lessons across the school:</p> <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> <p>Remote learning: Departments to plan careers-based activities</p>	<p><a href="https://icould.com/">https://icould.com/</a></p> <p>Department links and resources</p>	<p>Students to discuss to discuss links from subject skills to specific jobs/careers</p>	<p>Mar</p>	<p>LAW</p>
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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>made aware of resources in Careers Library</li> </ul>	Careers library/Librarian	Students independently accessing careers resources	Nov/Dec	LFL HoD
Xello/Unifrog Careers Review 1 ¼ hours	Review of their Year 8 FT profile	A session to further explore and reflect on Year 8 work	Xello/Unifrog 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	LFL HoD
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 Adviser</li> </ul>	Target Sheets Time for whole year group to meet the Careers Adviser in groups of no more than 6 Xello/Unifrog access for students	Completion of Meetings Students update activity on Xello/Unifrog	Jan-Mar	RD

Attendance at School Careers Fair / Cambs County Fair (if running)	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>	GrowthWorks support Staffing	Students gain knowledge of local and regional career opportunities, HE and FE institutions, and can link this to their option choices.	May	RD/LAW
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	LAW

## 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	LAW/RD
Unifrog research 1 ¼ hours	Profile created and explored	Unifrog computer programme completed by all students, assessment of skills/qualities for jobs	Unifrog Subscription	Choice of job role completed for mock interview	Apr/May	LFL HoD
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 forms the basis of prep work for WEX</li> </ul>	CV and letters of application – Unifrog ICT facilities	Completed application submitted on time into their Unifrog locker Professional feedback from WEX mentor	May/June	LFL HoD
Individual Learning Plans (ILPs) 1½ hours	Students complete SMART target Review  Benchmarks 2, 3, 4 and 8	All students in LFL lessons: <ul style="list-style-type: none"> <li>Students review their SMART targets.</li> </ul>	Target Sheets Time for whole year group to meet the Careers	Completion of Meetings Students update activity on Unifrog (an put into their lockers)	Apr-June	RD

		They then meet in small groups with the Careers Adviser	Adviser in groups of no more than 6 Unifrog access for students			
Attendance at School Careers Fair / Cambs County Fair (if running)	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>	GrowthWorks support Staffing	Students gain knowledge of local and regional career opportunities, HE and FE institutions, and can link this to their option choices.	May	RD/LAW
National Careers / Apprenticeship 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 Remote learning: Departments to plan careers-based activities</li> </ul>	<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	Feb/Mar	LAW
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.	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  All students submit a sample of their WE records into Unifrog locker	June (delivering booklet)  July	LfL HoD  LAW/RD

		If required virtual work experience for all.				
Futures Day	<p>Students to be exposed to developing their employability skills, including CV building and interview skills, apprenticeship opportunities, university, the armed forces</p> <p>Benchmarks 2, 3, 4, 5 and 7</p>	<p>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.</p>	<p>Growth Works provision</p> <p>Staffing costs</p>	<p>Student and provider feedback</p>	<p>June</p>	<p>RD</p>



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	Interview preparation in LfL lessons	Use Unifrog		Jan/Feb	LfL HoD
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 Unifrog</li> <li>• Career Pilot/National Careers Service/Russell Group/Local FE Providers all explored</li> <li>• Post 16 brochure for KSP examined</li> </ul>	ICT facilities Unifrog Web access Post 16 brochure	Students successfully apply to Post 16 destinations	Oct-Dec	LfL HoD

Year 11 Information Evening, plus information letter from SLT KS4&5	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	Students & parents understand the entry requirements for KSP Sixth Form as well as a trade fair of other FE providers & Growth Works  Parents informed of where to access additional information about post 16 routes  Benchmarks 2, 3, 4, 7 and 8	All parents and students invited. An evening delivered by AHOY, SLT for KS5 as well as departments offering information about A Level subjects.  Alternative providers available for students to visit at trade fair. <i>Provided in July employability event</i>	Post 16 Presentation & Other FE providers Post 16 brochure Links to sources of information Success at School resources – subject links to careers Local colleges attend Universities attend	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 a 35-minute impartial careers interview  Benchmarks 3 and 8	Available to all students: Those students who lack direction or who seek a careers interview are provided with one by our External Impartial Careers Advisor	Renewal of External Impartial Careers Adviser contract  <i>Provided by choice when in school in Feb - May</i>	ALL students are able to make informed Post 16 choices	Feb-May	RD
National Careers / Apprenticeship Week	Students to further explore how subject skills and knowledge link to careers	All students within lessons across the school:	<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	Feb/Mar	LAW

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> <li>Success@School lesson resources</li> </ul>				
Futures Day	<p>Students will be given opportunities to investigate P16 education and careers options.</p> <p>Benchmarks 3, 5 and 7</p>	All students – collapsed half day. 1 day of external providers, delivering a variety of sessions, supported by GrowthWorks. These include FE/HE/local and national employers/apprenticeship opportunities.	GrowthWorks provision Staffing costs	Student and provider feedback	Jan	LAW/RD

## Year 12

**Year Group Outcomes:**

Improving employability, skills and aspirations for Post 18 careers

**Year Group Theme:**

Inspiring for the future

### Careers Guidance Activities

Activity	Outcome	Details	Resources Required	Measurement of Impact	Month	Accountability
Post 18 Choices  10+ hours	Students to understand the range of Post 18 choices  Benchmarks 2, 3, 4 and 8	All students in LFL:  Unifrog/Careers Pilot/UCAS/Russell Group/HECSU/Which University?/Gap Year/School leaver and degree apprenticeship programmes all explored over a significant period of time. 1 to 1 interview with LfL teacher to target set for KS5 as well as identify Post 18 aspirations and discuss CV update.	ICT facilities  Application guidance publications	Students to choose their preferred path for Post 18 destination	Nov onwards	LfL HoD
Personal Statement (PS) - an introduction	Students to develop a first draft of their PS for UCAS, or relevant documents for other Post 18 choices  Benchmarks 2, 3, 4 and 8	To examine good quality exemplars of PS's and complete a first draft  <ul style="list-style-type: none"> <li>To examine good quality exemplars of PSs and complete a first draft</li> </ul>	ICT facilities PS templates and exemplars Application guidance Unifrog	Students to complete first draft of PS	May	LfL HoD
Post 18 / Applications Week	Students to get bespoke, specialized support in completing their PS or	All students in applications week: 1-2 days spent with specialist staff, ex-students, employers and HE	ICT facilities PS templates and exemplars Application guidance	Students to complete their PS	Jul	Sixth Form Deputy/ RD

	<p>relevant documents for other Post 18 choices</p> <p>Benchmarks 2, 3, 4, 5, 7 and 8</p>	<p>institutions etc. who help guide and advise on developing a PS</p>	<p>Ex-students</p>			
<p>Futures Programme</p>	<p>Students to be exposed to developing their employability skills, as well as a University visit for all</p> <p>Benchmarks 2, 3, 4, 5 and 7</p>	<p>This is one day arranged by school to offer exposure to a range of apprenticeship and degree programmes, and employers' insight for post 18 options.</p>	<p>Growth Works Local employers HE providers Apprenticeship providers Unifrog</p>	<p>Students' components of ePassport for Sixth Form Success/ work on Unifrog</p>	<p>Jul</p>	<p>RD / Sixth Form Deputy</p>
<p>Impartial Careers Interview</p>	<p>Students who require additional support and information to help with Post 18 choices are provided with at least one 35-minute impartial careers interview</p> <p>Benchmarks 2, 3 and 8</p>	<p>All students have opportunity to access and meet with External Impartial Careers Adviser, in addition to our own full-time adviser.</p>	<p>Renewal of External Impartial Careers Adviser contract</p>	<p>ALL students are able to make informed Post 18 choices</p> <p>Meeting action plans</p>	<p>Feb-May</p>	<p>RD</p>
<p>Post 18 alternative choices</p>	<p>Students to be exposed to a range of alternatives to university e.g. Degree Apprenticeships, School Leaver Programmes etc.</p>	<p>Students can attend the events during lunchtimes or LFL lessons</p>	<p>HE Providers Growth Works</p>	<p>Students gain knowledge of local/regional/national career opportunities and can link this to their post 18 options.</p>	<p>Jan-Mar</p>	<p>RD</p>
<p>Work experience. Up to 4 days in activities week work shadowing.</p>	<p>Students engage in up to 4 days visiting workplaces and work shadowing.</p> <p>Benchmark 6</p>	<p>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.</p>	<p>Parental information Employer contacts</p>	<p>Students gain knowledge of a working environment in one or more sectors. Students can include this on their personal statement and</p>	<p>June (delivering booklet) July</p>	<p>LfL LAW/RD</p>

				make more informed about future choices. To complete personal statement/UCAS/Apprenticeship/Employment application.		
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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
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	RD / 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> <p>Additional practice Interviews offered when required including Oxbridge/Medicine/primary education etc. (employers and representatives from universities to support)</p>	Past questions, Ex-students	Students facing interviews feel prepared and confident	All Year	RD / KS5 Team
National Careers / Apprenticeship Week Linking subjects to	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> </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	Feb/Mar	LAW

careers within curriculum areas		<ul style="list-style-type: none"> <li>Success@School lesson resources</li> </ul> Remote learning: Departments to plan careers-based activities	Department links and resources			
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 Student Finance England	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-minute impartial careers interview  Benchmark 8	Those students who lack direction or who seek a careers interview are provided with one by our External Impartial Careers Advisor	Renewal of External Impartial Careers Adviser contract	ALL students are able to make informed Post 16 choices	Feb-May	RD

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.

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.

Review Date December 2025