



## CAREERS PLAN 2017/18

Sept- August 2014/15	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Sept		<p><b>ELD- Careers 1 period</b> Decision making/subject choices</p>		<p><b>ELD- Careers 1 period</b> Work experience preparation letter/CV and where to look for placements</p> <p>Attend Year 10 [SEN] reviews</p>	<p><b>Assembly with Year 11 outlining Careers interview programme</b></p> <p><b>ELD- Careers 2 periods</b> Carousel looking at post 16 pathways, talks from Sixth form, College and Apprenticeship reps CV input and how to complete an application form</p> <p><b>Careers interviews start with priority to see all Pupil Premium</b></p>	<p><b>ELD- Careers 1 period</b> <b>Motivation talk from Bangor University</b></p> <p>Start of drop in mornings for Year 12/13 open for any careers related support help with starting personal statements twice a week</p>	<p><b>Assembly with year 13 outlining Careers support this year</b></p> <p><b>ELD- Careers 2 period</b> for year 13 applying to University HE input and Finance advice from Bangor University. Talk on Personal statement from MUN</p> <p><b>ELD- Careers 1- 5 periods</b> for students not applying to University on Employment/Apprenticeships lessons include Talk from HSBC on preparation for employment and interviews, talk from NWC on part time and higher courses, National Apprenticeship service talk on Apprenticeships</p> <p>Start of drop in mornings for Year 12/13 help with any careers related issues</p>



					<b>students first.</b>  Attend Year 11 [SEN] reviews		and starting personal statements twice a week  <b>Careers interviews-</b> for University applicants Personal statement support
<b>Oct</b>				<b>Work experience interviews with year 10s</b>  <b>Assembly with year 10 about Work experience</b>	<b>Careers interviews</b>	Drop in mornings continue	Drop in mornings continue  <b>Careers interviews-</b> for University applicants Personal statement support
<b>Nov</b>	<b>Careers Tutorial 1</b> Destinations where do our students go	<b>Careers Tutorial 1</b> Destinations where do our students go	<b>Careers Tutorial 1</b> Destinations where do our students go	<b>Careers Tutorial 1</b> Destinations where do our students go  <b>Work experience interviews</b>	<b>Careers Tutorial 1</b> Destinations where do our students go  <b>Year 11 Assembly introduction to mock interviews</b>	Drop in mornings continue  <b>Careers Tutorial 1</b> Destinations where do our students go	Drop in mornings continue  <b>Careers Tutorial 1</b> Destinations where do our students go  <b>Careers interviews</b> for University applicants Personal statement support



					<p><b>Careers interviews</b></p> <p><b>Mock interviews exercise with Employers</b></p> <p><b>Talk to students interested in applying to Sixth form on how to complete the application form</b></p>		
<b>Dec</b>	<b>Tutorial 2- Making applications</b>	<b>Tutorial 2- Making applications</b>	<b>Tutorial 2- Making applications</b>	<p><b>Tutorial 2- Making applications</b></p> <p><b>Work experience Interviews</b></p> <p><b>Year 10 assembly</b></p>	<p><b>Tutorial 2 Making applications</b></p> <p><b>Careers interviews</b></p> <p>Offer of mock interviews for students</p>	<p><b>Tutorial 2- Making applications</b></p> <p>Drop in mornings continue</p>	<p><b>Tutorial 2- Making applications</b></p> <p>Drop in mornings continue</p> <p><b>Careers interviews for University applicants</b> Personal statement support</p>



<p><b>Jan</b></p>	<p>To arrange to see <b>Pupil premium</b> of the <b>year group</b> for short interviews in Spring term</p>			<p><b>Work experience interviews</b></p> <p>Attend year 10 [SEN]reviews</p>	<p><b>Careers interviews</b></p> <p>Attend Sixth form Parents evening</p> <p>Assembly Year 11 on making applications</p> <p>Attend Year 11 [SEN] reviews</p>		<p>University mock interviews offered to year 13</p> <p><b>Careers interviews</b> for students not applying to University</p>
<p><b>Feb</b></p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p> <p>Attend Year 8 Options Parents evening</p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p> <p><b>Work experience interviews</b></p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p> <p><b>Careers interviews</b></p> <p>Attend year 11 [SEN] reviews National</p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p> <p><b>Tutorial time workshops</b> on preparing for Degrees Medicine/Vet/Dentistry, Oxbridge, Law, Primary/Secondary Teaching, Nursing and Midwifery</p>	<p><b>Careers tutorial-3</b> Careerssoftware introduction</p> <p>University mock interviews offered to Year 13</p> <p><b>Careers interviews</b> for students not applying to University</p>



					<p>Apprenticeship service session with all Year 11 interested in apprenticeship applications</p> <p>Follow up all Pupil Premium students</p>		
Mar	<p><b>ELD-Careers 1 period</b> half year group use First JED</p> <p><b>Careers tutorial 4-</b> Understanding the Culture of a Company researching Employers</p>	<p><b>Careers tutorial 4-</b> Understanding the Culture of a Company researching Employers</p>	<p><b>ELD- Careers 1 period</b> Introduction to work experience how work differs to school</p> <p><b>Careers tutorial 4-</b> Understanding the Culture of a Company researching Employers</p>	<p><b>ELD- Careers 1 period</b> Work experience preparation interview techniques and what is it like working</p> <p><b>Careers tutorial 4-</b> Understanding the Culture of a Company researching Employers</p>	<p><b>ELD –Careers 1 period CV preparation</b></p> <p><b>Careers tutorial 4-</b> Understanding the Culture of a Company researching Employers</p> <p>Follow up Careers</p>	<p><b>ELD- Careers 1 period</b> Personal statement introduction University talk</p> <p><b>Tutorial time workshops</b> on preparing for a Degree in Psychology and Criminology, PE &amp; Sport, Business &amp; Accounting, Biological Sciences.</p> <p>Cambridge University visit to see group of year 12 students</p> <p><b>Careers tutorial 4-</b> Understanding the Culture</p>	<p>Visit to Careers Live at the NEC for students not applying to University</p> <p><b>Careers interviews</b> for those not applying to University</p> <p><b>Careers tutorial 4-</b> Understanding the Culture of a Company researching Employers</p>



					interviews	of a Company researching Employers	
<b>April</b>				Health and safety visits	Follow up Careers interviews	Year 12 assembly	
<b>May</b>							
<b>June</b>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p> <p><b>ELD- Careers 1 period</b> Other half year group use First JED</p>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p> <p><b>ELD- Careers 1 period</b> what are skills and linking subjects to jobs</p>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p> <p><b>ELD- Careers 1 period</b> Planning ahead to year 11</p>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p> <p><b>UCAS HE and Careers fair</b> visit to the NEC</p> <p><b>ELD-</b> Preparation for University or Employment/Apprenticeships Unifrog introduction workshops</p> <p>Visit to UCAS HE Fair</p>	<p><b>Careers Tutorial 5-</b> Speculative and Covering letters</p>
<b>July</b>				One week Work experience		Deliver talk on Apprenticeships/employment options after A-levels to Parents and students	
<b>Aug</b>					GCSE results		A-level results support



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### Careers Plan

ELD Enhanced learning days when all students are off timetable

Careers tutorials are part of the Mixed Age School of Character tutoring programme

Careers interviews are offered to all students including Years 7 and 8 if requested, Year 9 around option choices, Year 10 on work experience placements, Year 11 on pathway choices after GCSEs, Year 12 on options after A-levels, Year 13 on University applications and Employment/Apprenticeship options as well as taking a Gap year

The Careers adviser attends Parents evenings on 18<sup>th</sup> of October, 21<sup>st</sup> of November, 11<sup>h</sup> of January, 18<sup>h</sup> of January [Sixth form Information evening] 15<sup>th</sup> of February [Year 9 Curriculum evening], 28<sup>th</sup> of February, 19<sup>th</sup> of April, and 12<sup>th</sup> of June.

Chris Davis

Careers Co-ordinator 2016/17



The Polesworth School  
ENSURING EXCELLENCE