

Careers Meetings / Citizenship Days / Subject Lessons / Parents' Evenings

Key Stage 3

YEAR	ACTIVITIES	RESOURCES
Year 7,8 & 9 Careers Meetings	Students in Key Stage 3 identified as requiring a meeting with our Careers Meeting will have a 30 minute one to one meeting with our Level 6 qualified Careers Advisor. Students will receive a second meeting where deemed necessary.	Careers Advisor, Careers Office
Year 7 Citizenship Day	Employer to speak to whole Year group about the world of work (what their job is like, which qualifications and skills are required, reasons to do that job, tips on writing a good CV and giving good interview answers etc.).	Employer brings resources
Year 8 Citizenship Day	Employer to speak to whole Year group about the world of work (what their job is like, which qualifications and skills are required, reasons to do that job, tips on writing a good CV and giving good interview answers etc.).	Employer brings resources
	Barclays Life Skills session where students learn how to create and stick to a budget. Students show how to get the most from a personal budget. They learn and use financial words.	Barclays bring resources
Year 9 Citizenship Day	Employer to speak to whole Year group about the world of work (what their job is like, which qualifications and skills are required, reasons to do that job, tips on writing a good CV and giving good interview answers etc.).	Employer brings resources
Year 9 Subject Lessons	Students will have a one hour Careers lesson in each subject that they study during the first half term of the year. They will look at possible future careers available to them if they study that subject at GCSE. This will help them choose options.	Departments create resources
Year 9 Parents' Evening	Students and parents will be able to speak with Level 6 qualified Careers advisor to receive independent Careers advice to help them to make decisions about their futures.	Careers advisor brings resources

Careers Meetings / Citizenship Days / Careers Days / Vocational Days / 6th Form Days / Parents' Evenings / Results Day

Key Stage 4

YEAR	ACTIVITIES	RESOURCES
Year 10 & 11 Careers Meetings	All students will have a 30 minute one to one meeting to receive independent advice from our Level 6 qualified Careers Advisor. Meeting will be in either Year 10 or 11. Students will receive a second meeting where necessary.	Careers Advisor, Careers Office
Year 10 Careers Day	At least eight employers to rotate round classrooms so students can have discussions about their jobs (what their job is like, qualifications & skills required, reasons to do that job, tips on writing a good CV and giving good interview answers etc.).	Employers brings resources
	JobCentre Plus to give a talk to whole Year group about how to identify and give examples of employability skills that employers are looking for, and explaining how to write a high quality CV.	JobCentre brings resources
	CV workshop. Students will use computers and a CV template to create a high quality CV that they can modify in the future.	COMPUTERS, PowerPoint, CV template
Year 10 6 th Form Day	Students choose 6 th Form subjects that they are interested in and attend 6 th Form style lessons from members of staff. Teambuilding activity in sports hall. Use of 6 th Form Common Room. Year 12s assist in running the day.	Teachers prepare resources
Year 10 Vocational Day	Selected students receive talks and discussions from external speakers about alternative options after GCSEs instead of attending 6 th Form. Students use computers to help to search for careers, apprenticeships and work experience, and to further improve their CVs.	External speakers PowerPoints, COMPUTERS
Year 10 & 11 Parents' Evenings	Students and parents will be able to speak with Level 6 qualified Careers advisor to receive independent Careers advice to help them to make decisions about their futures.	Careers advisor brings resources
Year 11 Careers Day	Employer to speak to whole Year group about the world of work (what their job is like, which qualifications and skills are required, reasons to do that job, tips on writing a good CV and giving good interview answers etc.).	Employers brings resources
	Total People to speak to whole Year group about apprenticeships. What are apprenticeships? What are the different types? What are the benefits? How to search and apply through their website.	Total People bring resources
	University of Chester to speak to whole Year group. Comparison between going to university to complete a degree and completing a degree apprenticeship.	University of Chester bring resources
	Students look at the questions that are likely to be asked at interview. They discuss how best to answer these questions. Students look at videos of interviews and discuss. Students conduct mock interviews.	PowerPoint Videos
Year 11 6 th Form Day	Year 11 students invited for a day after exams. Students choose 6 th Form subjects and attend 6 th Form style lessons from members of staff. Teambuilding activity in sports hall. Use of 6 th Form Common Room. Year 12s assist in running the day.	Teachers prepare resources
Year 11 Citizenship Day	Barclays come into school and carry out Life Skills lessons with students. They learn financial words and consider the importance of loans, credit cards, credit ratings etc.	Barclays bring resources
Year 11 GCSE Results Day	Careers advisor will be present to offer advice to students and parents following receiving their GCSE results.	Careers advisor brings resources

Careers Meetings/Careers Days/Personal Development Days/Enrichment Afternoons/Subject/Lessons/Work Experience/Parents' Evenings/Results Day

Key Stage 5

YEAR	ACTIVITIES	RESOURCES
Year 12 & 13 Careers Meetings	All students in Key Stage 5 will be encouraged to request a 30 minute one to one meeting to receive independent Careers advice from with our Level 6 qualified Careers Advisor. All requests will result in a meeting taking place. Students will receive a second meeting where deemed necessary. Students identified by staff as benefitting from a meeting will have a meeting scheduled for them.	Careers Advisor, Careers Office
Year 12 Work experience	Students will attend a week of work experience in Year 12. Students will be guided to help them to try to organise their own placements in job sectors of their choice. We will support others to find a place.	All risk assessments will be completed in advance.
Year 12 Careers Day	Mploy to speak to whole Year group. What are apprenticeships? What are the different types? What are the benefits? How do they compare to a degree? How to search and apply.	Mploy brings resources
	Atos to speak to whole Year group. What are apprenticeships? What are the different types? What are the benefits? How do they compare to a degree? How to search and apply.	Atos brings resources
	Unifrog employee provides training for students to show them how to login and use the Unifrog platform to keep a record of employability skills, experiences, achievements etc.	Unifrog brings resources
	Students create a UCAS account and make a start on their UCAS application. They answer the questions and then start to search for university courses.	COMPUTERS
Year 12 Personal Development Day	Police speak to students about their jobs in road traffic control and dealing with road accidents. Students learn about which occupations are involved when a serious car crash occurs.	Police bring resources
	Students meet fighters and watch them demonstrate how they cut open a car and remove an injured person from a crashed car.	Fire department bring resources
Year 12 Enrichment Afternoons	Students receive additional Careers advice during selected Wednesday afternoons.	COMPUTERS Careers library
Year 12 Subject Lessons	Students will have a one hour Careers lesson in each subject that they study during the last half term of the year. They will look at possible future careers available to them if they study that subject at A Level or complete an apprenticeship in that field of study. This will help them with making their post 18 choices.	Departments create resources
Year 12 & 13 Parents' Evening	Students and parents will be able to speak with Level 6 qualified Careers advisor to receive independent Careers advice to help them to make decisions about their futures.	Careers advisor brings resources
Year 13 Personal Development Day	Students are involved in discussions about plans after 6 th Form. They consider what worries them and how to prepare. They look at keeping healthy both mentally and physically. They explore simple ways to keep physically active. They discuss to how to cook and look after themselves. They take part in a cooking challenge to practise how to make food with limited ingredients. They consider how to budget for each year and consider whether a part time job is needed, and where to cut expenses down.	PowerPoints, websites, videos, Sports Hall
	Barclays come into school and carry out Life Skills lessons with students. They consider university fees, financial help, student bank accounts, student loans, credit cards, credit ratings etc.	Barclays bring resources
Year 13 A Level Results Day	Help will be given to students who have not achieved the grades required for their chosen path after 6 th Form. Advice will be given in terms of going into clearing and searching for apprenticeships.	Assistant Head, Head of 6 th Form

YEAR 7 – Form Time Lessons

TERM	TITLE	OBJECTIVES	ACTIVITIES	RESOURCES
1.1	What are skills?	To know what skills are. To know the definitions of some skills.	Group memory task about skills key words. Match key words to definitions. Identifying skills pupils used that lesson.	PowerPoint Worksheets Poster (optional)
1.2	Career paths and satisfaction	Describe different ways that people's careers develop. Identify different kinds of work. Identify the different ways that people get satisfaction from their jobs.	Students Survey 6 th Formers (Y13) about their future career choices. Identify the different kinds of work that people do and discover how people's job satisfaction varies.	PowerPoint Year 13 students
2.1	Interpersonal skills and careers	Know what interpersonal skills are and why they are important. Recognise the specific interpersonal skills needed for different types of employment.	Define what interpersonal skills. Students guess at the top 10 interpersonal skills rated by employers. Students look at specific careers and answer questions about associated and important interpersonal skills. Students match interpersonal skill with specific jobs.	PowerPoint
2.2	Using skills	Describe yourself, your strengths and preferences To understand how you use skills. To understand how skills are used in different careers.	Students identify the interpersonal skills and actions expected for an employee of the month. Students identify examples of how they use skills in everyday life. Students talk about their strengths, what they like and enjoy doing. Students link their skills to careers. Create flow charts for chosen careers.	PowerPoint Worksheet (optional)
3.1	Introducing industry sectors	Understand what an industry sector is. Know what the different industry sectors are called. Identify examples of jobs in each industry sector.	Students try to name as many industry sectors as they can. Students try to name as many jobs in specific industry sectors as they can.	PowerPoint
3.2	Organisation and structure of businesses	To be able to describe the organisation and structure of different types of businesses. To understand the advantages and disadvantages of each type of business structure.	Looking at different businesses you can describe their organisation and structure. Video about business structures.	PowerPoint Video

YEAR 8 – Form Time Lessons

TERM	TITLE	OBJECTIVES	ACTIVITIES	RESOURCES
1.1	Developing yourself	Tell your own story about what you are doing to make progress, raise your achievement and improve your wellbeing.	Students identify what they are doing to make progress in their subjects at school to raise achievement. Students share ideas and discuss what might work best for them. Students watch a video on how to develop yourself.	PowerPoint Video
1.2	Investigating work sectors	To understand the meaning of the private, public and voluntary work sectors. To be able to classify different jobs into their relevant work sector.	True or false questions. Group activity to place job roles into correct work sectors.	PowerPoint
2.1	Challenging career stereotyping	To understand what stereotyping is. To discuss different examples of stereotyping in STEM, and careers and consider their impact. To challenge gender stereotyping and consider a wider range of career possibilities. Identify how to stand up to stereotyping and discrimination that is damaging to you and those around you	Students identify skills and jobs associated with males and females. Students make guesses on the work sectors that most women work in. Students are asked if there are any careers just for specific genders. Students are asked to picture mathematicians and scientists and compare their ideas to common stereotypes. Students are shown the worrying statistics of gender and disability imbalance in STEM subjects and are asked to comment on the problems this brings.	PowerPoint
2.2	Find your personality type	To discover your strengths. To discover your personality type. To discover what type of boss you would be. To discover which celebrities share your personality type.	Students complete the online 'Buzz Quiz' on the icould website. After answering all of the questions students can read about their strengths and personality types, what type of boss they will make, what tips they should follow, and which celebrities share their personality types.	PowerPoint COMPUTERS Each pupil needs their own computer.
3.1	Interview technique	Know how to prepare and present yourself in an interview when going through a selection process.	Discuss why you would have to have an interview. Discuss what good interview technique is. Discuss what makes a good handshake and practice. Discussion of how to answer three common questions. Example answers to common questions. Videos of good and bad interview technique. Students Interview each other in groups of 3 or more.	PowerPoint Videos
3.2	Labour market information	Be aware of what job and labour market information (LMI) is and how it can be useful to you	Students can discuss what is LMI and why you need to be aware of it for making future decisions. Which jobs are most likely to be taken over by robots? Which new jobs will be available in the future?	PowerPoint Websites

YEAR 9 – Form Time Lessons

TERM	TITLE	OBJECTIVES	ACTIVITIES	RESOURCES
1.1	Start - Creating a careers profile	To create a profile that you will be able to use to research careers. To rate your interests, skills, qualities and work preferences so that you can find appropriate career ideas.	Follow the PowerPoint guide for pupils to create a profile. Students rate their interests, skills, qualities and work preferences. Students research and rate career ideas.	COMPUTERS Each pupil needs their own computer. PowerPoint guide
1.2	Start - Researching jobs based on GCSE options	To research which jobs are available based on GCSE courses studied. To help you to decide on which GCSEs to study next year.	Follow the PowerPoint guide for pupils to search for jobs related to specific GCSEs. Students research and rate careers of interest related to the GCSE choices. Repeat for different GCSEs to help to decide on GCSE options.	COMPUTERS Each pupil needs their own computer. PowerPoint guide
2.1	Career planning	Identify and make the most of your personal networks of support including how to access the impartial careers information, advice and guidance that you need. Look systematically at the choices and opportunities open to you when you reach a decision point. Know how to negotiate and make plans and decisions carefully to help you get the qualifications, skills and experience you need.	Discussion of how to get advice – e.g. You can use family and friends to access advice and information and can appreciate the role of impartiality and sources of partiality. Introduction to careers advisor and when meetings will take place. Discussion on how to make choices- e.g. You can make an informed decision after assessing the choices and opportunities open to you. Discussion on how to research for the skills, qualifications and experience you need. Discussion on when it may be necessary to negotiate plans for the future. Look at all the different options available after Y11 – 6 th Form, colleges, apprenticeships, Studio School, UTC. Show all of the local providers of each of these so students and where to find more information so students can make informed decisions about their futures.	PowerPoint Websites Video
2.2	Apprenticeships	Know what an apprenticeship is. Know the different types of apprenticeship. Debate the pros and cons of completing an apprenticeship rather than going to university. Understand how to search and apply for an apprenticeship.	Discussion on current understanding of what an apprenticeship is. Complete a table to compare the benefits of university and an apprenticeship. Videos. Explore websites.	PowerPoint Videos Websites

<p>3.1</p>	<p>Missed opportunities</p>	<p>Develop awareness of the extent and diversity of opportunities in learning and work. Identify barriers to careers and determine ways to overcome these barriers. Relate your own abilities, attributes and achievements to career intentions.</p>	<p>Listen to the song 'Missed Opportunities' by The Clash on YouTube (link on PPT). Students list as many job names as they can that are mentioned in the song, along with identifying their industry sectors. Students discuss reasons why the Clash might not want to do these jobs. Students interview each other to find out about reasons why they have discounted certain careers in the future. Students then discuss as a class the different reasons for discounting a job. Discuss how some of these obstacles can be overcome. Lots of suggestions are shown in the PPT.</p>	<p>PowerPoint Video</p>
<p>3.2</p>	<p>Employment laws and safety</p> <p>Review</p>	<p>Be aware of the laws and bye-laws relating to young people's permitted hours and types of employment; and know how to minimise health and safety risks to you and those around you.</p> <p>Explain how you are benefitting as a learner from careers, employability and enterprise activities and experiences.</p> <p>Review and reflect upon how you have benefitted as a learner from career, employability and enterprise learning activities and experiences.</p>	<p>Questions and an investigation into the laws and the bye-laws relating to the hours and types of employment for your age group and older age groups.</p> <p>Complete the questionnaire.</p>	<p>PowerPoint</p> <p>Questionnaire</p>

YEAR 10 – Form Time Lessons

TERM	TITLE	OBJECTIVES	ACTIVITIES	RESOURCES
1.1	Take responsibility for your own career	Identify and define employability skills. Recognise what is important to you. Recognise how you are changing and what you now have to offer. Show that you can be enterprising in the way you learn, work and manage your career. Be positive about your own story and the responsibility you are taking for your own progress, achievements and wellbeing.	Discussion on future job ideas and how and why it is difficult to know what job to do in the future. Students guess at specific questions about jobs changing in the future and transferrable skills. Students watch a Ted Talk video about how jobs are changing and the skills that employers are looking for. Discussion about answers to questions. Match up transferrable skills with definitions. Students look at examples of how these transferrable skills can be evidenced through past experience. Students consider how to provide good examples of their transferrable skills.	PowerPoint
1.2	Work experience research and email	Show how you have acquired and are developing qualities and skills to improve your employability	Students use computers to edit a template email that they could send off to request work experience outside of school hours. Students search for email addresses and phone numbers of local businesses where they are interested in completing work experience.	COMPUTERS
2.1	Fast Tomato – Creating a Careers profile	Complete the questionnaire about your likes and dislikes. Read about your interests, work style and work place preferences. Explain key ideas about your career and career development	Video explaining how to use the site. Students use computers to register for Fast Tomato. Students complete the questionnaire and then read about their interests, work style and work place preferences.	COMPUTERS PowerPoint
2.2	Fast Tomato – Careers and post 16 options	Research and rate the careers linked to your preferences. Research post 16 options for specific subjects. Explain key ideas about your career and career development.	Students use computers to login to Fast Tomato account. Students look at the careers that are linked to your preferences. Rate these careers. They investigate other careers and rate them too. Find out about qualifications needed, salary, skill required, what the job is like etc. Students explore the post 16 section to find out about the different options available.	COMPUTERS
3.1	Changing careers and the law	Explain how work is changing and how this impacts on people's satisfaction with their working lives.	Questions and discussion on minimum wage, hours, portfolio workers and zero hour contracts. Video.	PowerPoint Video
3.2	Stereotypes & discrimination	Recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion. Know your rights and responsibilities in relation to these issues. Know your rights and responsibilities in a selection process.	Discussion on race, religion, age, disabilities and any other barriers to equality and inclusion. Video. Sample questions that interviewers can and cannot ask - Age, sex, ethnicity, grades, references.	PowerPoint Video

YEAR 11 – Form Time Lessons

TERM	TITLE	OBJECTIVES	ACTIVITIES	RESOURCES
1.1	Types of business	Explain how different types of businesses operate and how they measure success.	Students explore different types of businesses and compare how they operate. Discussion on what shareholders and dividends are. Discuss how charities operate as a business.	PowerPoint Videos
1.2	LMI	To know what LMI is and where you can find it. To know how to use LMI in in your career planning.	Students are questioned on what LMI means and why it is important. Students guess at salaries and number of weekly hours for different jobs and compare with the UK average. Students guess at how a workforce will change in size over time. Students guess at skills and experience needed for a specific job, and what the future prospects are. Students guess at the gender split in jobs. Students get shown different websites that they can use to find LMI for specific jobs.	PowerPoint
2.1	Using LMI in Careers research	Find relevant job and labour market information (LMI) and know how to use it in your career planning. Explain key ideas about your career and career development.	Students log into their Start accounts and follow instructions to search for LMI for careers of their choice. Students write answers to specific questions about LMI for that career. Students repeat for other careers of interest. Students share their findings with the class.	COMPUTERS Each pupil needs their own computer.
2.2	Health & safety	Be aware of your responsibilities and rights as a student, trainee or employee for following safe working practices	Health and safety at work	PowerPoint
3.1	Review & reflect	Review and reflect upon how you have benefitted as a learner from career, employability and enterprise learning activities and experiences Review and reflect on previous transitions to help you to improve your preparation for future moves in education, training and employment.	Complete the questionnaire.	Questionnaire