

Careers Plan 2023-24

Regular careers activities available to all students:

- Careers Drop-in sessions: Every Wednesday and Thursday lunchtime with the Careers Advisor in the Careers Hub. No appointment necessary, open to all year groups.
 - Careers Team Updates are sent out on a weekly basis via tutor time presentations to all year groups. These include “Job of Week” with a video exploring a different industry each week, looking at the qualifications/experience needed, Labour Market Information including salaries plus a live job vacancy. Also includes details of college and sixth form Open Events, work experience opportunities, technical training and course details, apprenticeship and job vacancies and application deadlines.
 - Careers Noticeboards: these are regularly updated with information in the dining social area and outside the Careers Hub.
 - Tailored careers information is circulated to students via email and tutor registers.
 - College, sixth form, technical training providers and university prospectus and event information is available in the Careers Hub and library.
 - Lunchtime ‘stalls’: local colleges, apprenticeship providers and employers set up stalls in the dining social area on a regular basis throughout the year for students to ask questions, learn about courses and training and pick up information to take home.
 - National Apprenticeships Week – we run a number of activities during this awareness week including lunchtime stalls with local training providers and employers, special assembly delivered by a technical training provider, taster day at a local college and apprenticeship competitions.
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Year 11

Year 11s will all have access to the following careers sessions in school:

1: Introduction to Careers.

- Re-introduction to the careers team and school careers resources.
- ‘Finding the right fit’ – thinking again about the type of learner you are and what kind of courses/training would suit you.
- Exploring the types of courses and levels of study available.

2: Colleges and Apprenticeships.

- Thinking further about college/sixth form choices/technical training.
- A look at some of the local colleges/sixth forms/technical training providers and what they have to offer.
- Information about what an apprenticeship is, how it works and how to find vacancies.

3: Application Forms and Personal Statements.

- Starting your application form, preparation.
- Application forms: filling out your basic information.
- Personal statement: what to include.
- Personal statement: Dos and Don'ts.
- Personal statements: 'Good' and 'Bad' examples.

Handouts for all Year 11s include "Top Tips" and templates for application forms, CVs and personal statements.

All Year 11s will complete a personal statement in dedicated tutor time, with feedback from their tutor.

4 - Aquinas College applications

Presentation specifically focussing on applications to this college. Information about what each section requires, the college's expectations and how to structure the application.

5 - Interviews skills

All Year 11s will have a "mock interview" with a local employer to give them experience of a formal interview situation. All students will be given information and time to prepare. Students will receive feedback on how they performed, what they did well and what they might need to improve on.

We regularly invite local colleges, sixth forms and training providers into school to hold lunchtime drop-in sessions which are open to all students. There are also post-16 related assemblies for Year 11s such as presentations from local colleges and training providers.

We hold a **Post-16 Evening** for parents and Year 11 students in the Autumn term to offer support and guidance about post-16 options, the different pathways available and the application and recruitment processes. Colleges, apprenticeship providers and training companies are invited to have an exhibition stand at this event and parents and students can discuss post-16 options, ask questions and pick up information to take home. There is also a talk for parents about post-16 routes from the headteacher and a local sixth form college.

We offer all Year 11s information about Apprenticeships and students who are interested in this route are given details about how to apply, how to find vacancies and how to register with the National Apprenticeship Service. We regularly circulate and promote details about local apprenticeship vacancies.

We invite the University of Oxford into school to deliver talks to **Year 10** and **Year 11** students about Higher Education and university life. These cover what it is like to study at Oxford, the benefits of university education, life on campus, clubs and societies, student finance and accommodation.

Year 10 and **Year 11** students based in Learning Support take part in a series of careers workshops with the DEBP (Direct Education Business Partnership) as part of a 'Raising Aspirations' project. This is designed to get them thinking about life after school and post-16 options. The group attends sessions with an Employability Worker who specialises in working with young people with special education needs. They look at the importance of employability skills including teamwork, and students research different types of jobs and Labour Market Information. The group also explores the differences between education and work and look at employers' expectations in 'An Introduction

to the World of Work'. They also meet local employers in school, have a mock interview and visit a local employer.

We ask that all Year 11 students apply to at least one college or training provider by the end of term in December. Ideally all students will apply to at least two (a first choice and a 'back-up' choice). (Please note that some college application deadlines are before December.)

Year 10

All Year 10s receive a careers interview appointment with our professionally trained Careers Advisor. Year 10s take part in a range of careers-related activities throughout the year to prepare them for making decisions about post-16 options.

1: Introduction to Careers and Post-16 choices

- Introduction to Careers and Post-16 choices.
- What type of learner are you?
- Finding the right fit.
- Types of courses and levels of study.

All Year 10s will fill out a questionnaire to establish their preferences for: college/sixth form/technical training, type of course/training, subject area/s of interest, type of job they would like to do, preferred working environment etc. This information will be used to tailor experiences and resources to meet students' needs where possible.

2: Colleges and Apprenticeships

- College/sixth form/technical training provider choices.
- Courses: types and levels.
- A look at the local colleges/sixth forms/technical training providers, their courses and facilities.
- Apprenticeships: how they work, how to apply, vacancy information.

Post-16 Days

Year 10s participate in a range of careers-related trips, workshops and visits during the summer term. These experiences are designed to help students to confirm their post-16 choices. They are tailored to their needs and preferences wherever possible, and can include:

College/Sixth Form Open Days, subject "Taster Days" at local colleges, employer trips and visits, university visits, careers talks in school with technical training providers, skills workshops, Armed Forces assemblies and apprenticeship information sessions.

We hold **Post-16 Experiences** for Year 10s in June where students are taken off the normal timetable to attend special careers lessons, information sessions and skills workshops. All students receive a Post-16 pack to take home with information and activities to complete. Content during these Post-16 Days can include:

- Introduction to post-16 options: decision-making skills
- Presentations by local colleges, sixth forms and technical training providers
- Apprenticeships information and advice sessions

- Digital skills, Labour Market Information and job search skills
- Talks from local employers, including recent graduates and apprentices
- Skills workshops
- Personal Statements and CV workshops
- Information about Higher Education and university life
- Interview preparation and techniques
- T Levels

As part of the Post-16 Experiences, we also hold an **Employer Speed Networking** event where we invite over 20 local employers to have an exhibition stand in the school hall. All Year 10s take it in turns in small groups to speak to each employer, to find out more about their organisation/business, types of work and roles, training and qualifications needed and any apprenticeship vacancies. Year 10s do some preparation for this event during Post-16 Experiences, thinking about how to present themselves to employers, what they want to find out and what kinds of questions they are going to ask. Exhibitors bring along demonstrations and special equipment to discuss with students. This event is also opened up to other year groups at lunchtime to give them the opportunity to talk to the employers.

We regularly invite local colleges, sixth forms and training providers into school to hold lunchtime drop-in sessions which are open to all students. There are also careers-related assemblies, for example we invite the RAF to come in to speak to **Year 9** and **Year 10** girls about the different types of roles and training available as part of a nationwide drive to recruit more females into the RAF.

Year 10s are encouraged to develop essential digital skills and we launched the iDEA digital badges in school (Inspiring Digital Enterprise Award). Year 10s can sign up for these free online courses and work through them in their own time, or use the IT facilities at lunchtime, to gain internationally recognised digital awards. Topics include online research, e-safety, coding, social media, business and entrepreneurial skills.

Future planned activities for Year 10 include another project with the Institute of Materials, Minerals and Mining and the Institute of Quarrying (in association with the Careers & Enterprise Company) which was successfully piloted in June 2022, including a visit to the Hillhead Show in 2024 (the UK's largest Quarrying, Construction and Recycling Exhibition which runs every two years). This will include STEM and work experience activities and a visit to the National Stone Centre. Students will learn about the IoQ's important work and the different roles within this professional body. Activities will be related to careers in science, geology and geography, but students will also learn about other related jobs such as marketing and social media management for the IoQ.

A group of Year 10 girls will visit the Robert Langan High Peak Jobs and Apprenticeships Fair in the Autumn term where they will speak to a range of local employers and apprenticeship providers about jobs and post-16 opportunities in the local area. There is a focus on encouraging girls to consider underrepresented areas such as engineering, IT, motor vehicle and finance.

We invite the University of Oxford into school to deliver talks to **Year 10** and **Year 11** students about Higher Education and university life. These cover what it is like to study at Oxford, the benefits of university education, life on campus, clubs and societies, student finance and accommodation.

We offer Year 10s the opportunity to visit a local university to take a tour of the campus facilities, speak to student ambassadors, learn about the different types of university courses and where they can lead to in the future. In 2023 this was at Manchester Metropolitan University. In 2024 we are looking to combine this with a tour of the University of Manchester.

Year 9

All Year 9s receive careers-related presentations, information and support in the lead up to choosing their GCSE Options. This includes a Year 9 Options Evening for students and their parents with the opportunity to speak to subject teachers and careers staff. There is also an Options assembly and subject-related Options talks. An Options and Careers session is also part of the 'Learning For Life' timetable which links GCSE choices to future jobs and post-16 routes. Students who require more support with GCSE Option decision-making can have a dedicated careers interview appointment.

Year 9s receive the following careers sessions:

1: Introduction to Careers

- Introduction to careers resources at school.
- Thinking ahead: how GCSE Options can relate to Post-16 choices.
- Looking at different routes into training, further education and careers.

2: Careers and Year 9 Options

- Thinking about next steps.
- Linking Options subjects with courses and careers.

2: Employability workshop, including decision-making skills

There are also careers-related assemblies, for example we invite the RAF to come in to speak to **Year 9** and **Year 10** girls about the different types of roles and training available as part of a nationwide drive to recruit more females into the RAF.

A group of Year 9 students who have selected Hospitality and Catering courses for their GCSEs will visit the Buxton Crescent Hotel for the day to take a tour of the buildings, learn about how a hotel works and the different types of jobs. Activities will include an introduction to staff members, information about apprenticeship opportunities, Hospitality Industry and Careers activity and a careers quiz.

Year 9s will have a special assembly with a technical training provider introducing T Levels and Apprenticeships – content will include the benefits of technical training, how to find courses/apprenticeships and the application process.

Year 8

All Year 8s will have an introduction to careers resources, including a 'Futures' presentation linking careers to different subject areas as part of the 'Learning For Life' timetable. A technical training provider will run this 'Future' careers session, providing information about T Levels and Apprenticeships, with interactive activities and time for Q&A (this will be delivered by Macclesfield College and Stockport College on 24th April 2024).

Year 8s will also take part in a STEM activity in science lessons where they create karts. As part of this they will learn about different types of work within the science industry and gain valuable employability skills e.g. working to deadlines, working as part of a team, communication skills.

Careers-related assemblies are also organised, for example the Army cadets will deliver an assembly on 9th November 2023.

Year 7

The Careers Team will run an assembly to introduce the careers programme and staff members to Year 7. Content will include what to expect, where they can go for advice, introduction to the Careers Hub and careers activities coming up.

All Year 7s will take part in 'Futures' presentations and activities in all subject lessons, connecting skills and knowledge learnt in the classroom to future jobs and careers. This is organised by members of the Careers Working Party. Careers Advisor to go into Futures sessions to meet Year 7s.

Year 7s will also take part in a STEM activity about 'the science of smells' (booked for April 2024 with local employer Clover Chemicals). As part of this workshop, they will learn about different types of work within the science industry and gain employability skills such as working to deadlines, working as part of a team and communication skills.

School Leavers - Alumni network

Every year we collate information about where our students' choose to study or train once they have left school. This is part of our commitment to provide Destinations data to Derbyshire County and to ensure that all students are able to access further education or training until they are 18.

If you are an ex-student and would like to become part of our Alumni Network, please email our Careers Leader, **Mrs Bulger** at cbulger@chapelhigh.org.uk or telephone **01298 813 118**.

Our careers programme is reviewed and updated on a regular basis throughout the academic year as required. The next scheduled date for review of the careers policy and plan is September 2024.