

# Careers Programme 2018-2019




The English Martyrs School and Sixth Form College

# Careers Programme

- The Academy is committed to providing a planned CEIAG programme with clear student outcomes for all students (based on the CDI Framework for Careers, Employability and Enterprise Education 7-19, 2018).
- The careers programme is based around three areas:

**Self-Development**

Developing through careers, employability and enterprise education.



Students understand themselves and influences on them.

**Careers Exploration**


Learning about careers and the world of work.



Students investigate opportunities in learning and work.

**Career Management**

Developing your career management and employability skills.



Students make and adjust plans to manage change and transition.

# KEYSTAGE 5 – CIAG Programme

## HE Preparation

- UCAS Register – In house
- Assemblies
- UCAS Convention – Teesside University (April)
- Student Finance – Sfe
- UCAS Evening Y13 (Sept)

## Careers and Personal Exploration and Preparation

- The Buzz seminar Y12– NECOP (October)
- Careers Carousel Y12– NECOP (May)
- Achieving Future Me Y12- NECOP
- Personal Statements Y12– Teesside University (April)
- Beyond the Personal Statement Y13 - NECOP (Jan/Feb 2019)
- Resilience Seminar Y12
- Moving away from home V Staying at home – Y12 NECOP (Sept)
- Careers Aspiration Questionnaires for targeted guidance and support Y12 & Y13 (Sept)
- Tees valley Skills Event

## Work Related Learning Opportunities

- Work Experience Y12
- Industry Visits Y12 & Y13
- Voluntary Work Opportunities Y12 & Y13
- Assemblies Y12 & Y13
- EDF Mentoring Programme
- Morrisons tour, work experience opportunities
- BAM New Build/Tour

## Apprenticeship and Employment Preparation

- Assemblies Y13
- Apprenticeship Evenings at Provider Colleges Y12 & Y13
- DWP Drop in Y12 & Y13
- DWP Target Support - Referral
- Apprenticeship Preparation Sessions
- Vacancy Board
- Morrisons Employability Workshops

## Support

- Parents Evening
- 1:1 Guidance and support
- Groupwork

# KEYSTAGE 4 – CIAG Programme

## Careers and Personal Exploration and Preparation

- Assemblies
  - Hourglass Economy Y10
  - Options and Pathways - Y11
  - NCS – Y11
  - Apprenticeship Awareness – Y11
- Careers Aspiration Questionnaires for targeted guidance and support Y10
- Mock Interview – Business Ambassadors – Y10
- College Taster Days
- Employers Fair – Y10
- Choices Event – Y11
- Tutor time Activities – Y10 & Y11
- NECOP/Futureme online mentoring
- HE Visits
- Girls into Engineering

## Work Related Learning Opportunities

- Work Experience Health & Social Care – Y10
- Industry Visits Y10 & Y11
- Voluntary Work Opportunities Y10 & Y11
- Entrepreneurship Day – Y10
- Voluntary Work Signposting – Y10 & Y11

## Apprenticeship and Employment Preparation

- Apprenticeship Evenings at Provider Colleges Y10 & Y11
- Apprenticeship Preparation Sessions – Y11
- NECOP/Futureme CV Builder, Study and Revision Skills
- Morrisons Employability Workshops

## Support

- Parents Evening
- 1:1 Guidance and support
- Groupwork

# KEYSTAGE 3 – CIAG Programme

## Careers and Personal Exploration and Preparation

- Assemblies . Y9 Pathways Assembly and Why your GCSE's are important
- Y9 The Buzz Presentation (Feb)
- NECOP/Future Me Mentoring
- Y9 NECOP/Future Me 'Destination Success' Theatre Performance (Nov)
- Careers Aspiration Questionnaires for targeted guidance and support Y9
- Citizenship Programme Y7 &8
- Tutor time Activities – Y9
- . Y7 The Journey Starts Here
- . HE Visits
- . Girls into Engineering
- . Tees Valley Skills Event
- .Y8 Army Cadet Assembly (Careers intro)

## Work Related Learning Opportunities and Employment Preparation

- Work Related Experiences/Voluntary Work Opportunities – Soup Kitchen, Food Bank, St Josephs, Hospice, Beach Litter Pick
- Industry Visits
- BAM Construction/New Build Tour
- Voluntary/Work Experience – Parish activities
- NECOP Enterprise Workshops
- British Red Cross 1<sup>st</sup> Aid Workshop
- Step into the NHS
- NHS Inspire to Learn
- ASBAD Conference
- Nissan Tour
- LabLive

## Apprenticeship Awareness

- National Apprenticeship Week Activities and Market Stall – Y7,8,9

## Support

- Parents Evening Y8, Y9 Pathways
- 1:1 Guidance and support
- Groupwork



## SUPPORT PROGRAMME

**Apprenticeship  
Assembly Tutor  
time**

Y11 - FRIDAY 7<sup>th</sup> December  
Y13 – WEDNESDAY 9<sup>th</sup> January

**Apprenticeship  
Drop in workshops  
After school in the  
library**

Tuesday 11<sup>th</sup> December

Tuesday 18<sup>th</sup> December

Tuesday 15<sup>th</sup> January

Tuesday 22<sup>nd</sup> January

**HCFE  
Apprenticeship  
Preparation Day**

To Be Confirmed at later date - (Feb or MAR ½ term)

# KEYSTAGE 5/4 – Careers Tutorials *Sessions which can be booked*

Session Name	Session Length	Delivery Times
College Voluntary/Ambassador Opportunities	30 minutes	September-October
Personality Quiz (Myers Briggs) <a href="https://psychcentral.com/personality-test/start.php">https://psychcentral.com/personality-test/start.php</a>	45 minutes	All Year
What do Employers Want?	30 minutes	All Year
Learning to Succeed	30-45 minutes	All Year
CV Session	30-45 minutes	March-June
Apprenticeship Workshop	30 minutes	January-May
Interview Masterclass	30 minutes	March – June
Mock Interview (subject specialised or general)	15 minutes	March – June
Progression Talk – What’s Next?	30 minutes	March – June
Introduction to Higher Education	45 minutes	Sept-Oct Y13 May-June Y12
UCAS Support (booked as a whole year group)	1 Day	July
Why go to University	30 – 45 minutes	March – June
Student Finance England (booked as a whole year group)	30 minutes	March-April
Recruitment Processes including aptitude testing, STAR Technique and Dexterity	45 – 60 minutes	March – June
Entrepreneurship	1 hour	All Year

# Careers Tutorials in detail

- **College Voluntary/Ambassador Opportunities**

Support school and college activities and new students to EMS. Be an integral part of the Student Voice Body. Lead and encourage participation of fundraising and other school/college events. By engaging in our opportunities can leverage your CV and Personal Statements.

- **Personality Quiz (Myers Briggs)**

Allows you to explore your personalities with a fun quiz. It shows students what can influence their career choices and show them how their personality can impact their career choice. We will show them jobs that may suit their personality type and begin showing them how to put this is on CV's and personal statements.

- **What do Employers Want?**

We take you through the top 10 skills and qualities employers want. We will show you what they want to see and highlight how important aspects such as punctuality, communication, problem solving and other aspects in school and college are.

- **CV Session**

We take students through the process of creating a valuable CV. We will show examples of good and bad CV's, explore what content goes into a modern, effective CV and begin to understand the importance of personal branding.

- **Apprenticeship Workshop**

The apprenticeship workshop will talk you through the National Apprenticeship Website, including how to sign in, search for vacancies and create their on-line application. We will go through other places to look apply to and will show live vacancies, showing students how to send good applications improve their chances of securing opportunities.

- **Interview Masterclass**

We will talk through good interview practice and will give tips on preparing for interviews. We will look at the skills needed for effective interviews and show them the top 10 interview mistakes.

- **Learning to Succeed (PR BOOKING ESSENTIAL, Delivered by a local University)**

This workshop enables students to make the most of college via goal setting techniques.

- **Progression Talk**

We will go through different progression routes available. We will show the possible jobs, apprenticeships and courses available at college and at a higher level. We will share some useful websites.

- **Recruitment Processes**

We will talk through all of the different recruitment processes and share websites and resources to help you prepare for all of the different processes that you may be presented with.

- **Entrepreneurship**

We will talk through the support available and signpost students to funding and new business start-up support.



# Meaningful Employer Interactions

<b>KEYSTAGE 3</b>	Police Academy Assembly ASBAD Enterprise Day Y9 Pathways Evening British Red Cross Awareness and First Aid Training
<b>KEYSTAGE 4</b>	The Hourglass economy assembly FE College Experience Day 6 <sup>th</sup> Form College Experience Day Employers Fair Mock Interview with Business Ambassador Small group Industry visits, events, talks and assemblies
	Y11 Options, Pathways and Choices Assembly Y11 Choices event Apprenticeship Assembly Apprenticeship Drop-in Sessions Parents Evening - A variety of Technical /FE/HE colleges are available National Citizenship Service (NCS) Assembly Pre Apprenticeship Preparation Event at HCFE All students are invited for a one-to-one careers guidance interview with the Careers Lead Industry Visits
<b>KEYSTAGE 5</b>	Work Experience Business Mentoring – EDF, High Tide, Jacobs, Morrisons Assemblies, Talks Industry visits

## Access for training providers of technical education pathways

A number of events are integrated into the school careers programme, which offer a range of technical education and training providers the opportunity to come and speak to pupils and/or their parents/carers in relation to technical education and pathways:

	Parents Evening	Open Evening/Events	Notices
Year 7	Parents Evening	Pathways Evening	Open Evening /Events Notices
Year 8	Parents Evening	Pathways Evening	Open Evening /Events Notices
Year 9	Parents Evening	Pathways Evening	Open Evening /Events Notices
Year 10	Parents Evening	College Taster	Open Evening /Events Notices
Year 11	Parents Evening	Choices Event	Open Evening /Events Notices
Sixth Form	Parents Evening	Open Evening /Events Notices	Assemblies Open Evening /Events Notices