**Year 7**

By the end of Year 7, students will be able to:

* Discover their own skills and qualities
* Identify their own strengths, interests, skills and qualities and be able to identify where they can develop these for future employment.
* Explore routes and pathways available
* Understand different work roles and career pathways including clarifying their own early aspirations.

**Actions**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Gatsby Benchmarks** |
| Personal Development SOW | 7 week SOW looking at money/part time jobs for young adults. | 1,2,3,4,8 |
| World of Work Day | Students are off timetable to look at the following topics: what are my post 16 and post 18 options, what different pathways can I take, what are my skills and how can I apply this to a post 16 course. | 1,2,3,4,5,7,8 |
| Enterprise Day | Entrepreneurial skills/team work | 1,2,8 |
| Y7 Target Group | Students referred by SLT/HOY. Interviews twice a year to track progress. | 1,2,3,4,5,6,7,8 |
| Idea Award | Inspiring Digital Enterprise Award, which is delivered through Computing. | 1,2,3,4,8 |
| Careers through the curriculum | There is a careers champion within each department whom is responsible to link careers to their curriculum.  Alongside learning objectives, students are shown an “aspirational link” whereby a post 16 or 18 course is shown, or a job role. This is referred to throughout the lesson. | 1,2,4,5,7,8 |
| Aspiration Mornings | During an engagement period weekly, an aspirational morning will explore a theme from either growth mind-set, exploring different opportunities using LMI and employability skills. This is outlined below. | 1,2,4,5,7,8 |
| STEM Ambassadors Event | Parents and students will be invited to an after school event to see talks, demonstrations and partake in Q&As with STEM ambassadors | 1,2,3,4,5,8 |
| Coffee Mornings | Parents of NEET students will be invited to coffee mornings, whereby the careers leader will disseminate information about what their child’s potential is. | 3,8 |
| PSHE session | As part of the rolling programme, the students will have a session on Xello, and what their previous experience is. | 1,3,8 |

**Careers Programme**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | ***Growth Mind-set*** | ***Exploring different opportunities using LMI*** | | ***Employability Skills*** |
|  | ***Autumn Term***  ***Half term 1*** | ***Autumn Term***  ***Half term 2*** | ***Spring Term***  ***Half term 1*** | ***Spring Term***  ***Half term 2*** | ***Summer Term***  ***Half term 1*** | ***Summer Term***  ***Half term 2*** |
| *Aspiration mornings/ Form tutor activities* |  |  | What will aspiration mornings include? What is a career? Why are we learning about this now? | Exploring different careers – hospitality and events management | Exploring different careers – social care University speaker | Staying positive (resilience) |
|  |  | Who am I? Where do I want to go? (Ambition) | Exploring different careers – hospitality and events management | Exploring different careers – healthcare Medical mavericks activity | Aiming high (proactivity) |
|  |  | Recognising and building personal skills | Exploring different careers – hospitality and events management Employer speaker | Exploring different careers – law Employer speaker | Self confidence |
|  |  | Recognising and building personal skills | Exploring different careers – social care | Exploring different careers – law | Hierarchies |
|  |  | Where to get help and assess my targets. | Reflection Activity | Exploring different careers – media and the internet | Professional identify (clothing, words used) |
|  |  | Where to find information |  | Reflection Activity | Reflection Activity |
|  |  | Reflection Activity |  |  |  |
| *Assemblies* |  | Community action project – The Brick | National apprenticeship week | National careers week |  |  |
|  | Human Rights Day | Safer internet day |  |  |  |
|  |  |  |  |  |  |
| *Parent activities* |  |  | Parents evening | STEM Ambassadors event | NEET coffee mornings | NEET coffee mornings |
|  |  |  |  |  |  |
| *Other activities* | Careers within the curriculum (using careers champions in every department) – throughout the year | | | | | |
| Y7 target group – throughout the year | | | | | |
| Careers newsletter |  | Careers newsletter | STEM Ambassadors event | Careers newsletter | Personal Development scheme of work |
| Idea award |  | Tenner challenge | During National careers week, there will be a careers lesson delivered in curriculum time. | PSHE session – My previous experience and Xello introduction | Enterprise day |
|  |  |  |  |  |  |

**Year 8**

By the end of Year 8, students will be able to:

* To explore routes and pathways available
* Understand about labour market information, skills and progression routes
* Identify their own strengths, interests, skills and qualities and be able to identify where they can develop these for future employment.
* To identify different pathways, post 16 and post 18 and understand what can be studied.
* To begin to research their post 16 and post 18 pathway.

**Actions**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Gatsby Benchmarks** |
| World of Work Day | Students are off timetable to look at the following topics: different job roles, wages, how to apply for a job, what’s included in an interview/role play. | 1,2,3,4,5,7,8 |
| Enterprise Day | Entrepreneurial skills/team work | 1,2,8 |
| Y8 Target Group | Students referred by SLT/HOY. Interviews twice a year to track progress. | 1,2,3,4,5,6,7,8 |
| Idea Award | Inspiring Digital Enterprise Award, which is delivered through Computing. | 1,2,3,4,8 |
| Careers through the curriculum | There is a careers champion within each department whom is responsible to link careers to their curriculum.  Alongside learning objectives, students are shown an “aspirational link” whereby a post 16 or 18 course is shown, or a job role. This is referred to throughout the lesson. | 1,2,4,5,7,8 |
| Aspiration Mornings | During an engagement period weekly, an aspirational morning will explore a theme from either growth mind-set, exploring different opportunities using LMI and employability skills. This is outlined below. | 1,2,4,5,7,8 |
| STEM Ambassadors Event | Parents and students will be invited to an after school event to see talks, demonstrations and partake in Q&As with STEM ambassadors | 1,2,3,4,5,8 |
| Coffee Mornings | Parents of NEET students will be invited to coffee mornings, whereby the careers leader will disseminate information about what their child’s potential is. | 3,8 |
| Understanding Pathways Evening | Parents will be invited to an evening where they will be able to explore post 16 options by meeting different providers, and be able to ask any questions they have. | 2,3,5,7,8 |
| PSHE session | As part of the rolling programme, the students will have a session on Xello, and how their career affects their lifestyle. | 1,2,3,8 |

**Careers Programme**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | | ***Growth Mind-set*** | ***Exploring different opportunities using LMI*** | | |
|  | ***Autumn Term***  ***Half term 1*** | ***Autumn Term***  ***Half term 2*** | ***Spring Term***  ***Half term 1*** | ***Spring Term***  ***Half term 2*** | ***Summer Term***  ***Half term 1*** | ***Summer Term***  ***Half term 2*** |
| *Aspiration mornings/Form tutor activities* |  |  | Who am I? Where do I want to go? (Ambition) | Progression routes – college Further education speaker | What is a STEM career? | Exploring different careers – science and pharmaceuticals External speaker |
|  |  | Recognising and building personal skills | Progression routes – university | Science careers STEM Ambassador | Exploring different careers – science and pharmaceuticals |
|  |  | Labour Market Information and how to use it | Progression routes – apprenticeships External speaker | Technology careers Further education speaker | Exploring different careers – accountancy, banking and finance |
|  |  | Breaking down barriers/Stereotypes | Is it for me? Entry requirements | Engineering careers STEM Ambassador | Exploring different careers – accountancy, banking and finance Employer speaker |
|  |  | Aiming high | Reflection Activity | Mathematics careers External speaker | Exploring different careers – leisure, sport and tourism External speaker |
|  |  | Self confidence |  | Reflection Activity | Reflection Activity |
|  |  | Reflection Activity |  |  |  |
| *Assemblies* |  | Community action project – The Brick | National apprenticeship week | National careers week | College assembly – Wigan and Leigh | College assembly – Apprenticeships |
|  | Human Rights Day | Safer internet day |  | College assembly – Winstanley |  |
|  |  |  |  | College assembly – SJR |  |
| *Parent activities* |  |  |  | STEM Ambassadors event | Parents evening | NEET coffee mornings |
|  |  |  |  | NEET coffee mornings | Understanding pathways evening |
| *Other activities* | Careers within the curriculum (using careers champions in every department) – throughout the year | | | | | | |
| Y8 target group – throughout the year | | | | | | |
| Careers newsletter |  | Careers newsletter | STEM Ambassadors event | Careers newsletter | Enterprise day |
| Idea award |  | Tenner challenge | World of work day |  |  |
|  |  |  | Tomorrows engineers STEM trip |  |  |
|  |  |  | During National careers week, there will be a careers lesson delivered in curriculum time. |  |  |
|  |  |  | PSHE session – linked to personal finance. Xello session. |  |  |

**Year 9**

By the end of Year 9, students will be able to:

* To be aware of all routes available
* To be prepared to make appropriate option choices
* Understand what is available to them at the end of KS3 and the skills to manage the decision making process
* Present the skills and qualities required to engage in enterprise

**Actions**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Gatsby Benchmarks** |
| World of Work Day | Students are off timetable to meet all post 16 providers/employers and deliver carousel sessions. | 1,2,3,4,5,7,8 |
| Enterprise Day | Entrepreneurial skills/team work | 1,2,8 |
| Y9 Target Group | Students referred by SLT/HOY. Interviews twice a year to track progress. | 1,2,3,4,5,6,7,8 |
| Idea Award | Inspiring Digital Enterprise Award, which is delivered through Computing. | 1,2,3,4,8 |
| Careers through the curriculum | There is a careers champion within each department whom is responsible to link careers to their curriculum.  Alongside learning objectives, students are shown an “aspirational link” whereby a post 16 or 18 course is shown, or a job role. This is referred to throughout the lesson. | 1,2,4,5,7,8 |
| Aspiration Mornings | During an engagement period weekly, an aspirational morning will explore a theme from either growth mind-set, exploring different opportunities using LMI and employability skills. This is outlined below. | 1,2,4,5,7,8 |
| STEM Ambassadors Event | Parents and students will be invited to an after school event to see talks, demonstrations and partake in Q&As with STEM ambassadors | 1,2,3,4,5,8 |
| Coffee Mornings | Parents of NEET students will be invited to coffee mornings, whereby the careers leader will disseminate information about what their child’s potential is. | 3,8 |
| Options Evening | Careers presentation is delivered to all parents. Local colleges and universities to attend the meeting. | 2,3,5,7,8 |
| Understanding Pathways Evening | Parents will be invited to an evening where they will be able to explore post 16 options by meeting different providers, and be able to ask any questions they have. | 2,3,5,7,8 |
| PSHE session | As part of the rolling programme, the students will have a session on Xello, and what their previous experience is and how to write a CV with this. | 1,3,8 |
| University Visit | Students visit both Manchester University and Manchester Metropolitan and take part in workshops | 1,3,4,7,8 |

**Careers Programme**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Growth Mind-set*** | ***Exploring different opportunities using LMI*** | | ***Employability skills*** | | |
|  | ***Autumn Term***  ***Half term 1*** | ***Autumn Term***  ***Half term 2*** | ***Spring Term***  ***Half term 1*** | ***Spring Term***  ***Half term 2*** | ***Summer Term***  ***Half term 1*** | ***Summer Term***  ***Half term 2*** |
| *Aspiration mornings/Form tutor activities* |  | Local market information | Options booklet | Professional Identity | Enterprise skills | Social action (Charity work for community event) |
| What will aspiration mornings include? What is a career? | Progression routes – college | Options | Behaviours for work | Creativity/innovation and ideas | Communication – listening and presenting (Charity work for community event) |
| Recognising and building personal skills | Progression routes – college Further education speaker | Options | Communication – emails and online identity | Adaptability | Communication – listening and presenting (Charity work for community event) Employer speaker |
| What influences me?/Stereotypes | Progression routes – university | College sessions for options Further education speaker | Communication – emails and online identity | Problem solving | Communication – listening and presenting (Charity work for community event) |
| Breaking down barriers/Stereotypes | Progression routes – university Higher education speaker | College sessions for options Further education speaker | Enterprise skills | Staying positive (resilience) | Negotiating and persuading (Charity work for community event) |
| Aiming high | Progression routes – apprenticeships External speaker | College sessions for options Further education speaker |  | Leadership | Negotiating and persuading (Charity work for community event) |
| Self confidence | Is it for me? Entry requirements | College sessions for options Further education speaker |  |  | Where to get help and assess my targets. What can I do now? |
| *Assemblies* |  | Community action project – The Brick | National apprenticeship week | National careers week | College assembly – Wigan and Leigh | College assembly – Apprenticeships |
|  | Human Rights Day | Safer internet day |  | College assembly – Winstanley |  |
|  |  |  |  | College assembly – SJR |  |
| *Parent activities* |  |  | Parents evening | STEM Ambassadors event | NEET coffee mornings | NEET coffee mornings |
|  |  | Options evening |  |  | Understanding pathways evening |
| *Other activities* | Careers within the curriculum (using careers champions in every department) – throughout the year | | | | | |
| Y9 target group – throughout the year | | | | | |
| Careers newsletter | PSHE session – looking at my options and Xello, my previous experience and how to write a CV. | Careers newsletter | STEM Ambassadors event | Careers newsletter | Enterprise day |
| Idea award |  | Tenner challenge | World of work day |  | Wigan & Leigh Business enterprise day |
| Careers event – at HHHS |  | Options evening | During National careers week, there will be a careers lesson delivered in curriculum time. |  |  |

**Year 10**

By the end of year 10, students will be able to:

* Understand how their strengths, interests, skills and qualities are changing and how to relate this to future employment
* Understand the changing patterns of employment, different types of businesses and how they are organised and finances
* To research, secure and take full advantage of any opportunities for work experience
* Understand the range of opportunities that are available to them for career profession, including education, training and employment.

**Actions**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Gatsby Benchmarks** |
| World of Work Day | Students are off timetable to meet all post 16 providers/employers and deliver carousel sessions. | 1,2,3,4,5,7,8 |
| Careers Fair | All post 16 providers and employer links invited in school. | 2,3,5,7,8 |
| College Taster Days | Students visit the college of choice. | 1,3,4,7,8 |
| Y10 Target Group | Students referred by SLT/HOY. Interviews twice a year to track progress. | 1,2,3,4,5,6,7,8 |
| Enterprise Day | Entrepreneurial skills/team work | 1,2,8 |
| Careers through the curriculum | There is a careers champion within each department whom is responsible to link careers to their curriculum.  Alongside learning objectives, students are shown an “aspirational link” whereby a post 16 or 18 course is shown, or a job role. This is referred to throughout the lesson. | 1,2,4,5,7,8 |
| Aspiration Mornings | During an engagement period weekly, an aspirational morning will explore a theme from either growth mind-set, exploring different opportunities using LMI and employability skills. This is outlined below. | 1,2,4,5,7,8 |
| Parents’ Work Experience evening | Parents/guardians invited. Presentation and Q&A about work experience. | 2,3,5,7,8 |
| 5 Day Work Experience Placement | Students find their own work experience, supported by form tutors and the careers leader, and complete the 5 day work experience in July. | 1,2,3,4,5,6,7,8 |
| Dinner Time Drop in | Colleges invited in to school and have a lunch time stand so that students can have questions addressed. | 2,3,7,8 |
| PSHE session | As part of the rolling programme, the students will have a session on Xello, and interview role plays. | 1,3,8 |

**Careers Programme**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Growth Mind-set*** | ***Exploring different opportunities using LMI*** | | ***Employability skills*** | | |
|  | ***Autumn Term***  ***Half term 1*** | ***Autumn Term***  ***Half term 2*** | ***Spring Term***  ***Half term 1*** | ***Spring Term***  ***Half term 2*** | ***Summer Term***  ***Half term 1*** | ***Summer Term***  ***Half term 2*** |
| *Form tutor activities* |  | Local market information | How to get into college | CV writing | Interview skills Employer speaker | Payslips |
| What will aspiration mornings include? What is a career? | Progression routes – college | How to get into university | CV writing | Interview skills | Payslips & Tax |
| Work experience launch | Progression routes – college Further education speaker | How to get an apprenticeship | CV writing | Interview skills | Budgeting |
| Work experience focus | Progression routes – university | College sessions Further education speaker – W&L | Professional identity & communication Employer speaker | Confidence and assertiveness | Revision Techniques |
| Work experience focus | Progression routes – university Higher education speaker | College sessions Further education speaker - Winstanley | Professional identity & communication – online identify | Networking | Revision Techniques |
| Work experience focus | Progression routes – apprenticeships External speaker | College sessions Further education speaker - SJR |  | Job descriptions and working hours | Revision Techniques |
| Work experience focus | Is it for me? Entry requirements | College sessions Further education speaker |  |  | Where to get help and assess my targets. What can I do now? |
| *Assemblies* |  | Community action project – The Brick | National apprenticeship week | National careers week |  |  |
|  | Human Rights Day | Safer internet day |  |  |  |
|  |  |  |  |  |  |
| *Parent activities* | Careers fair |  |  |  | Parents evening |  |
| Work Experience evening |  |  |  |  |  |
| *Other activities* | Careers within the curriculum (using careers champions in every department) – throughout the year | | | | | |
| Y10 target group – throughout the year | | | | | |
| Careers newsletter | PSHE session – Interview role plays and Xello session | Careers newsletter | Work experience week | Careers newsletter | Enterprise day |
| Careers event – at HHHS |  | College dinner time drop in | World of work day | Careers event @ Old Trafford | College taster days |
|  |  |  | During National careers week, there will be a careers lesson delivered in curriculum time. |  |  |

**Year 11**

By the end of Year 11, students will be able to:

* Decide what they are going to do post 16, and apply for this.
* Become valuable citizens of society, community and country.

**Actions**

|  |  |  |
| --- | --- | --- |
| **Name** | **Description** | **Gatsby Benchmarks** |
| World of Work Day | Students are off timetable to meet all post 16 providers/employers and deliver carousel sessions. | 1,2,3,4,5,7,8 |
| Careers Fair | All post 16 providers and employer links invited in school. | 2,3,5,7,8 |
| Y11 Target Group | Students referred by SLT/HOY. Interviews twice a year to track progress. | 1,2,3,4,5,6,7,8 |
| Careers through the curriculum | There is a careers champion within each department whom is responsible to link careers to their curriculum.  Alongside learning objectives, students are shown an “aspirational link” whereby a post 16 or 18 course is shown, or a job role. This is referred to throughout the lesson. | 1,2,4,5,7,8 |
| Aspiration Mornings | During an engagement period weekly, an aspirational morning will explore a theme from either growth mind-set, exploring different opportunities using LMI and employability skills. This is outlined below. | 1,2,4,5,7,8 |
| PSHE session | As part of the rolling programme, the students will have a session on Xello, and be able to apply to college. | 1,3,8 |

**Careers Programme**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ***Growth Mind-set*** | ***Exploring different opportunities using LMI*** | | ***Employability skills*** | |  |
|  | ***Autumn Term***  ***Half term 1*** | ***Autumn Term***  ***Half term 2*** | ***Spring Term***  ***Half term 1*** | ***Spring Term***  ***Half term 2*** | ***Summer Term***  ***Half term 1*** | ***Summer Term***  ***Half term 2*** |
| *Form tutor activities* |  | Local market information | How to get into college | Set targets. Where to get help and assess my targets. | Getting ready for college/apprenticeship |  |
| What will aspiration mornings include? What is a career? | Progression routes – college | How to get into university | Professionalism Employer speaker | Getting ready for college/apprenticeship |  |
| CV writing | Progression routes – college Further education speaker | How to get an apprenticeship | Professionalism & Communication | Getting ready for college/apprenticeship |  |
| CV writing | Progression routes – university | College sessions Further education speaker – W&L | CV writing update |  |  |
| CV writing | Progression routes – university Higher education speaker | College sessions Further education speaker - Winstanley | CV writing update |  |  |
| CV writing | Progression routes – apprenticeships External speaker | College sessions Further education speaker - SJR |  |  |  |
| CV writing | Is it for me? Entry requirements | College sessions Further education speaker |  |  |  |
| *Assemblies* |  | Community action project – The Brick | National apprenticeship week | National careers week |  |  |
|  | Human Rights Day | Safer internet day | NCS |  |  |
|  |  |  |  |  |  |
| *Parent activities* | Careers evening | Y11 Parents Information evening |  | STEM Ambassadors event |  |  |
|  | Y11 Parents evening |  |  | NEET coffee mornings |  |
| *Other activities* | Careers within the curriculum (using careers champions in every department) – throughout the year | | | | | |
| Y11 target group – throughout the year | | | | | |
| 1:1 Careers guidance meeting | | | | | |
| Careers newsletter |  | Careers newsletter | STEM Ambassadors event | Careers newsletter |  |
| PSHE session – CV writing, Xello and applying to college |  |  | NCS |  |  |
| Careers event – at HHHS |  |  |  |  |  |