



### Years 7 and 8

In years 7 and 8 you will be taught careers education and guidance in your L2L lessons. There will be occasions when visitors will be invited to take part in your lessons and talk about their careers.

In years 7 and 8 you will look at yourself and the way you are progressing. Your parents/carers will have an opportunity to come to a parents' evening. They will also receive a written report.

In year 7 you will:

- Look at yourself and what you are like so that you become aware of strengths and skills
- Assess your self-development by looking at your progress
- Explore work areas and the changing world of work
- Be introduced to Jobs Explorer Database (JED) a careers computer programme

In year 8 you will:

- Broaden your awareness of different careers, with particular reference to stereotyping
- Use JED to help develop self-awareness and decision making
- Assess your personal qualities and skills
- Understand how you learn

### Year 9

In year 9 you will be taught careers education and guidance in your PSHE lessons.

In year 9 you will look at yourself and the way you are progressing. You will have an interview with your form tutor and a member of the Senior Management Team to discuss your option choices. Your parents/carers will have an opportunity to come to a parents' evening. You will also receive a written report.

In year 9 you will:

- Look at making decisions
- Be introduced to the careers computer programme START and You Thinc web-site. This will help you with your option choices and you will learn how to create an individual learning plan
- Understand and make SMART (specific, measurable, achievable, realistic and time bound) targets for learning and future planning
- Plan your move into year 10
- Take part in Enterprise Day
- Engage in the option choice process and produce a personal statement.
- Workshops on apprenticeships and employability

### Year 10

In year 10 you will continue to have careers education and guidance input through form time. There will be a parent/carers evening and a report sent home once a year. There will be opportunities for you to meet with the careers advisers and find out how they can help you. Your parents/carers will also have access to these advisers.



In the summer term you will take part in a two week work experience placement. Prior to this, you will be involved in the work experience preparation day. You will be taking an active role in learning about health and safety issues, exploring your own skills and qualities and understanding the links between school and the work place. Whilst on placement you will have tasks to complete and a log book to maintain. You will be de-briefed after your work placement and receive a Record of Achievement certificate.

You will learn about:

- The world of work through the work experience process
- Economic factors that affect jobs
- What employers look for in relation to behaviour at work
- Explore the impact of legislation in the work place, in particular, stereotyping and equal opportunities
- Appreciate the rights and responsibilities in learning and work

### Year 11

In year 11 you will continue to have careers education and guidance input through form time and Assemblies. There will be input from the local colleges and apprenticeship providers. There will be a parent/carers evening and a report sent home once a year. You will have an individual careers interview with opportunities for further guidance interviews. Your parents/carers will also have access to the Careers Adviser. You will develop the skills, knowledge and understanding for self- development, careers exploration and career management.

You will learn about:

- CV writing using the START Careers computer programme
- Learn about interview techniques and attend a mock interview
- Have the opportunity to attend the sixth form open evening and college open days
- Receive information on apprenticeship opportunities.