

Woodview Careers & Employability

Aspris

Together we inspire and motivate

We are...



ASPIRATIONAL



POSITIVE



FUN & FRIENDLY



COURAGEOUS



INNOVATIVE

The Gatsby Benchmarks

THE GATSBY BENCHMARKS SET OUT A FRAMEWORK FOR SCHOOLS TO DELIVER 'GOOD CAREER GUIDANCE' THIS CAREERS PLAN SUPPORTS THE ACHIEVEMENT OF ITS EIGHT BENCHMARKS

Benchmark 1: A Stable Careers Programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents/carers/carers, tutors, trustees and employers.

Benchmark 2: Learning from Career and Labour Market Information

Every Student and their parents/carers/carers should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information

Benchmark 3: Addressing the Needs of Each Student

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.

Benchmark 4: Linking Curriculum Learning to Careers

All tutors should link curriculum learning with careers. STEM subject tutors should highlight the relevance of STEM subjects for a wide range of careers paths.

Benchmark 5: Encounters with Employers and Employees

Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

Benchmark 6: Experiences of Workplaces

Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities, and expand their networks.

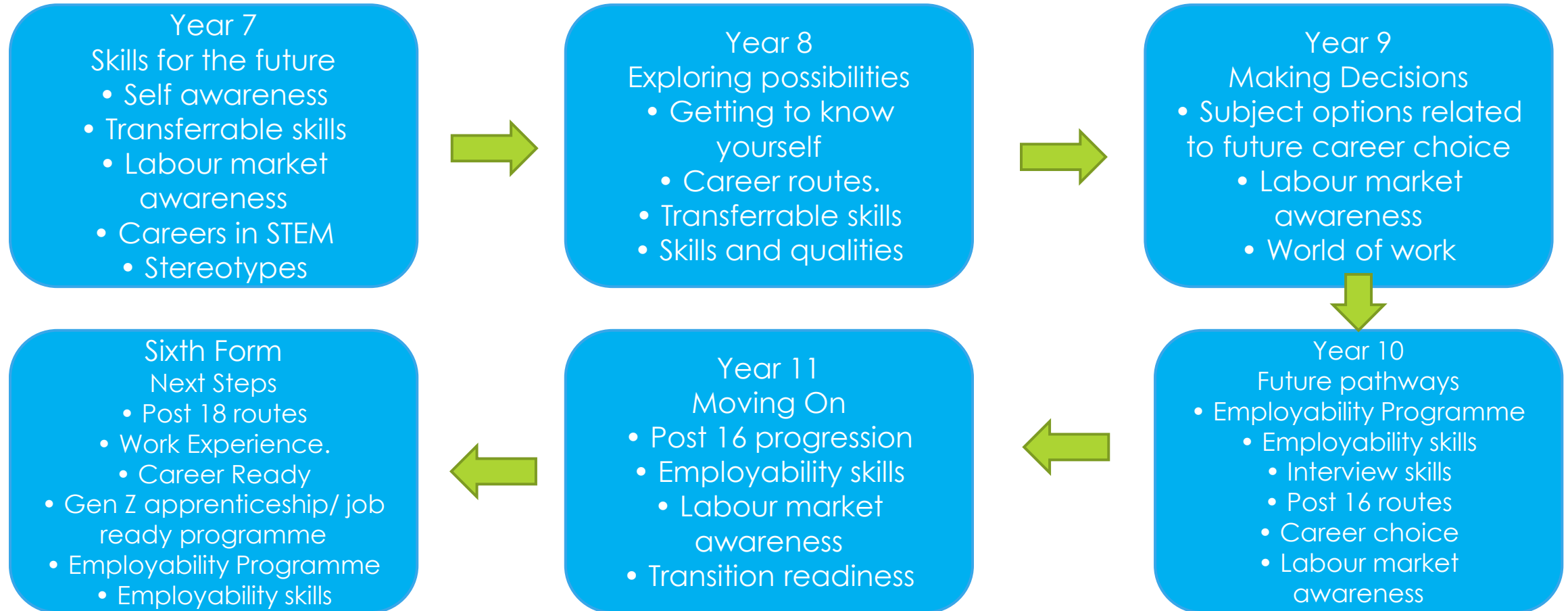
Benchmark 7: Encounters with Further and Higher Education

All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

Benchmark 8: Personal Guidance

Every Student should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.

Careers Information and Guidance Programme of Study



Year 7 Skills for the future

The key focus of the Year 7 careers programme is on skills for the future. Students are introduced to our 8 Essential Skills:

- ▶ ➤ Speaking
- ▶ ➤ Listening
- ▶ ➤ Problem Solving
- ▶ ➤ Creativity
- ▶ ➤ Staying Positive
- ▶ ➤ Aiming High
- ▶ ➤ Leadership
- ▶ ➤ Teamwork
- ▶ They also focus on 6 learning areas that people need to have positive careers: Growing throughout life; Exploring possibilities; Managing careers; Creating opportunities; Balancing life and work; Seeing the bigger picture.

Students begin to learn how to recognise when they are developing these skills through their day-to-day activities, and how they can evidence them by talking and writing about their experiences.

Through their weekly careers sessions, Year 7 students explore the following themes:

- ▶ Self awareness—Who am I?
- ▶ Essential skills for the future
- ▶ Awareness of the labour market
- ▶ Diversity and stereotypes in careers
- ▶ Careers in the STEM

During Year 7, students will set up accounts on our online careers platforms. They will become familiar with how to use these platforms.

Year 8 Careers Programme

Exploring possibilities

The key focus of the Year 8 careers programme is to explore possibilities, consider career journeys and learn about the 6 learning areas that people need to have positive careers:

Through weekly careers lesson they explore the following themes:

- Getting to know yourself
- Career routes.
- Skills and qualities
- Top Dream Jobs for the Future
- The Working World: Careers Aspirations.
- Sectors in Industry various job sectors ,industries and potential careers in the UK.
- Labour Market Information (LMI) data.
- Extracurricular activities
- Lifestyle

During Year 8, students will continue to explore their interests and research career paths that might be suited to them.

They will learn how to find information about the entry requirements and training routes for different careers, and how to interpret labour market information to inform their decisions.

Year 9 Careers Programme

Making Decisions

The key focus of the Year 9 careers programme is on making decisions, centred around the key stage 4 options process which takes place in the Spring Term. Students will decide which GCSE subjects they would like to study in Years 10 and 11.

To help with this process, students begin to consider how their personalities, interests and skills might suit them to different careers, and how they can make appropriate decisions about the routes they can take in the future.

Through weekly careers sessions, Year 9 students explore the following themes:

- What it means to work
- Future career options
- Introduction to post-16 routes
- Making good decisions □ Job sectors
- Knowing the local labour market

In addition, Year 9 students start developing an understanding of the world of work and the skills and behaviours needed to succeed in the workplace

They will also meet local employers face to face or virtually and hear from them about what life is like in the workplace.

Year 9 students will engage with employers from a variety of sectors, providing insight into their worlds of work, their career paths and highlighting valuable employability skills and the world of work.

Year 10 Careers Programme

Future Pathways

In Year 10, the focus of the careers programme is on exploring future pathways, including gaining experience of the workplace and beginning to consider post-16 routes.

Students will learn how to present themselves at interview and in the workplace, and how they can make the most of their skills and experience in future applications.

Through their weekly careers sessions, Year 10 students explore the following topics:

- Self-awareness
- Finding and undertaking work experience
- Talking about skills and experience
- Interview skills
- Post-16 routes
- Workplace expectations

Year 10 students will also be entitled to group interviews with a qualified careers advisor.

Students will attend an employability week, Speed networking event and a skills day. They will have the opportunity to meet employers for mock interviews, and to explore their options through meeting post-16 providers and taking part in a sixth form or college experience.

Year 10 think about how their personality types might suit them to different roles in the future, and to research career profiles to help them make informed decisions about their post-16 options. They can also research post-16 courses, requirements for post-18 routes, and search live apprenticeship vacancies.

Year 11 Careers Programme

Moving on

The Year 11 careers programme focuses on preparing students to leave school and move on into sixth form or another appropriate education or training route. Students will learn how they can be best prepared to enter the modern labour market, and how they can draw on their skills and experience to produce a CV which will give them the best chance of success in their future applications.

Through tutor group sessions, Year 11 students cover the following topics:

- Post-16 decisions
- Creating a CV
- Entering the world of work
- Preparing for the modern labour market
- Transition skills

Year 11 students will also be entitled to an individual personal guidance interview with one of our qualified careers advisors. Before moving on they will also have a transition interview with a member of the senior leadership team or careers team to discuss their future plans and complete an application for our Sixth Form if that is appropriate.

Year 11 will research their post-16 options and search current apprenticeship vacancies, as well as completing and downloading their CV.

Sixth Form Next Steps

At Post 16, the focus of the careers programme is on exploring Preparing for Adulthood and post-18 pathways. Students will be supported with getting ready to take their next steps into an apprenticeship, employment or higher education. Students will learn how they can make the most of opportunities to further their skills and experiences, and how to present these on applications at this level.

Year 12 and 13 students explore the following topics:

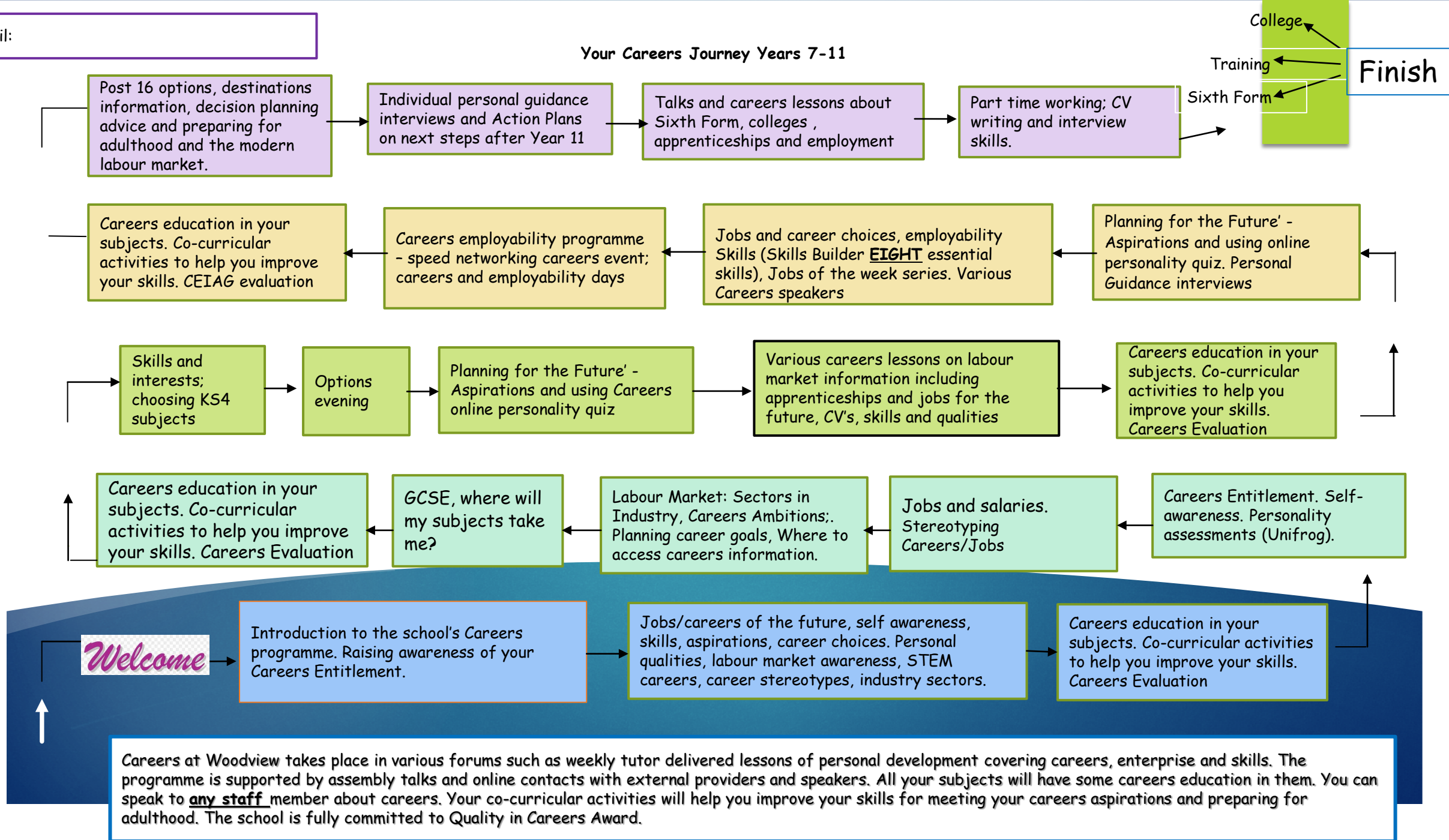
- Goal setting
- Post-18 decisions
- Finding and undertaking work experience and volunteering opportunities
- Making the most of extra-curricular opportunities
- Preparing for job and university applications
- Personal finance

Year 12 and 13 students will also be entitled to individual personal guidance interviews with one of our qualified careers advisors. Students are encouraged to find and complete a work experience placement. They will have the opportunity to meet employers for a mock interview, and to explore their options through meeting post-18 providers.

Students will research their post-18 options and prepare their applications for future employment or higher-level study. They can also use the “MOOC” search tool and the “Read, Watch, Listen” section to extend their interests beyond the classroom.

Email:

Your Careers Journey Years 7-11



Email:

Post 16 (Year 12 and 13) Career Journey 'NEXT STEPS'



Year
13

Ongoing personal guidance

Interview preparation

Apprenticeship talks
and workshops

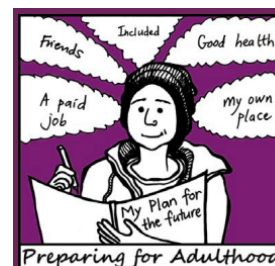
Advice and guidance on post
18 options

UCAS and
apprenticeship
applications

Job hunting techniques

Filling in applications

Successfully move on to
university, apprenticeship
training or employment



Presentation from
various motivational
speakers

Year
12

Ongoing
Personal
Guidance

Univarsity Visits

Work
experience

Employer Interactions

Generation Z
programmes -
alternatives to
university

Introduction to the
school's Careers
programme. Raising
awareness of your
Careers Entitlement.

Employability sessions - CV,
applications and interview practice

ASK Apprenticeships and
Sixth Form Assembly

Progression and
pathway meetings

Post
16

Careers at Woodview takes place in various forums such as weekly tutor delivered lessons of personal development covering careers, enterprise and skills. The programme is supported by assembly talks and online contacts with external providers and speakers. All your subjects will have some careers education in them. You can speak to any staff member about careers. Your co-curricular activities will help you improve your skills for meeting your careers aspirations and preparing for adulthood. The school is fully committed to Quality in Careers Award.

Year 7 Learning Journey in Careers at Woodview

Skills for the Future

Success

Year

7

Careers Lessons on:

Jobs/careers of the future, self awareness, skills, aspirations, career choices. Personal qualities, labour market awareness, STEM careers, career stereotypes, industry sectors.

Motivational Talks from external speakers



unifrog

Exploring careers through online platforms

Welcome

Introduction to your careers programme

Careers drop ins Room F323



Developing reading skills



Careers in your subjects

Start

Introduction to the school's Careers programme. Raising awareness of your Careers Entitlement.

Ensure attendance is above 97%.



Respect and manners



Year

8

Year 8 Learning Journey in Careers at Woodview



Careers in your subjects

GCSE, where will my subjects take me?

Careers education in your subjects.

Co curricular activities

Co-curricular activities helping you improve your skills

Personal networks

Developing independent study habits

Developing support and personal networks

Success



Introduction to your careers programme

Recap Careers Entitlement. Self-awareness. Personality assessments



Careers drop ins Room F323

Introduction to the Labour Market

Jobs and salaries. Stereotyping Careers/Jobs

Labour Market: Sectors in Industry, Careers Ambitions; Planning career goals, Where to access careers information.



Start

Year

9

Year 9 Learning Journey in Careers



Employability Skills

Careers in your subjects and cocurricular activities

Success

The Labour Market



Skills and Qualities -
Skills Builder: Eight
essential skills.

Various careers lessons on
labour market information
including apprenticeships and
jobs for the future, CV's, skills
and qualities



Explore careers
education in your
subjects. Where will
my subjects take me.

Co-curricular
activities to help you
improve your skills

Careers
employability
week

Start

Introduction to your careers programme

Recap Careers
Entitlement.

Planning the future

Planning for the Future' -
Aspirations and using
Careers online platforms

Choosing you GCSE's

Skills and interests;
choosing KS4 subjects



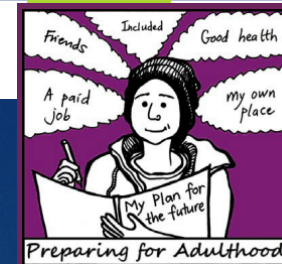
Options evening



Careers drop ins Room
F323

Year
10

Year 10 Learning Journey in Careers



The Labour
Market

Careers on your
subjects

Careers Events

Success

Jobs of the week
series

Careers education in your
subjects.

Co-curricular activities to
help you improve your
skills.
days

Careers employability
programme - speed
networking careers
event; careers and
employability days



Start

Introduction
to your
careers
programme

Recap Careers
Entitlement

**Future
Aspirations**
Planning for the Future' -
Aspirations and using by
Careers online platforms.
Personal Guidance
interviews



**Employability
Skills**

Jobs and career choices,
employability Skills (Skills
Builder **EIGHT** essential
skills), Jobs of the week
series. Various Careers
speakers





Year 11 Learning Journey in Careers

Personal Guidance

Individual personal guidance interviews and Action Plans on next steps after Year 11

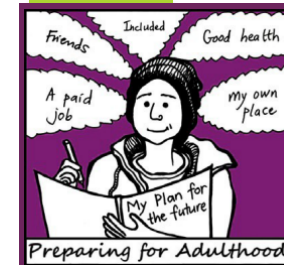
Employability and Transition Post 16

Talks and careers lessons about Sixth Form, colleges, apprenticeships and employment



GCSE exams

Progression and pathway meetings



Success

Part time working; CV writing and interview skills.

Talking to people in employment. What can I learn from them?



Introduction to your careers

Post 16 options

Options after Year 11

Labour Market

Decisions, planning advice and preparing for the modern labour market.



Start

Recap Careers Entitlement.

Career Guidance Interviews

Year
12

Year 12 Learning Journey in Careers



Employability sessions - CV, applications and interview practice

Employer Interactions throughout Year 12



Apprenticeship Talks



2 weeks work experience - (person to person)



Assembly sessions with motivational speakers



UCAS Fair

Progress reviews

Futures event: next steps after Year 13



Introduction to your careers programme

Raising awareness of your Careers Entitlement.

Progression plans

Progression and pathway meetings



Ongoing personal career guidance self/tutor referrals



Post 18 opportunities

Generation Z programme (alternatives to university)

Preparing for adulthood, university or employment

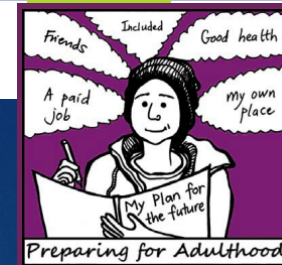
Start

Careers Drop in sessions



Year
13

Year 13 Learning Journey in Careers



Employability



Next Steps

Transition to post 18

Success

Apprenticeship talks and workshops

Filling in applications

Interview preparation

Job hunting techniques

Generation Z programme

One to one careers sessions for those not wanting to attend University.

Not Going to Uni
what to do instead

IS Extra
APPLYING THROUGH
UCAS

HE applications and personal statements support

Progress reviews

Successfully move on to University, apprenticeship or work.



Introduction to your careers programme

Raising awareness of your Careers Entitlement.

Ongoing personal career guidance - self/tutor referrals

Progression plans

Progression and pathway meetings

Career Progression Planning



Post 18 opportunities

alternatives to university

Preparing for adulthood, university or employment

Start

Careers Drop in sessions