

Careers Programme Entitlement for Students: Year by Year

Last reviewed: March 2019.

Year 7 Student Entitlement

I will write a personal review statement.

I will take part in a Careers module which explores roles in a working environment and outlines the skills and attitudes needed in the workplace.

I will be able to talk to a Careers advisor in the Careers library and have the opportunity to attend Careers talks led by various employers, university students and Further Education pathway providers.

I will take part in an Enterprise event where I will learn about the various skills needed for the workplace and also meet different employers.

I will meet at least one employer in my school assemblies.

I will understand that specialist Careers resources are available for use in school.

I will learn about, and use, websites such as the National Careers Service, Kudos and Unifrog.

I will understand the different options available to me when I leave school: Apprenticeships, employment with training and FE and HE pathways.

Year 8 Student Entitlement

I will write a personal review statement.

I will be able to talk to a Careers advisor in the Careers library and have the opportunity to attend Careers talks led by various employers, university students and Further Education pathway providers.

I will take part in an Enterprise event where I will learn about the various skills needed for the workplace and also meet different employers.

I will meet at least one employer in my school assemblies.

I will take part in a Careers module that will enhance my self-awareness and identify my personal strengths and weaknesses. I will discover skills and attributes necessary for employability and be introduced to labour market information and career planning.

I will understand that specialist Careers resources are available for use in school.

I will take part in a STEM event which will make clear links to the enterprise skills and employability skills that were introduced in Year 7 and also have the opportunity to meet employers.

I will learn about, and use, websites such as the National Careers Service, Kudos and Unifrog.

I will understand the different options available to me when I leave school: Apprenticeships, employment with training and FE and HE pathways.

Year 9 Student Entitlement

I will write a personal review statement.

I will be able to talk to a Careers advisor in the Careers library and have the opportunity to attend Careers talks led by various employers, university students and Further Education pathway providers.

I will take part in an Enterprise event where I will learn about the various skills needed for the workplace and also meet different employers.

I will meet at least one employer in my school assemblies.

I will understand that specialist Careers resources are available for use in school.

I will be introduced to the Careers library and have the opportunity to investigate a range of ICT-based Careers information to assist the transition to the KS4 programme.

I will take part in a programme unit to help me choose my GCSE options; this will include issues such as encouraging aspiration, the decision-making process, equal opportunities and options post-16 and -18.

I will learn about, and use, websites such as the National Careers Service, Kudos and Unifrog.

I will understand the different options available to me when I leave school: Apprenticeships, employment with training and FE and HE pathways.

I will be able to understand and interpret labour market information.

Year 10 Student Entitlement

I will write a personal review statement.

I will be able to talk to a Careers advisor in the Careers library and have the opportunity to attend Careers talks led by various employers, university students and Further Education pathway providers.

I will take part in an Enterprise event where I will learn about the various skills needed for the workplace and also meet different employers.

I will meet at least one employer in my school assemblies.

I will understand that specialist Careers resources are available for use in school.

I will learn about, and use, websites such as the National Careers Service, Kudos and Unifrog.

I will receive information relating to securing a work experience placement:

- how to write a letter of application and conduct myself during interview
- how to make an appropriate phone call
- the practical arrangements for the placement
- set personal targets for work experience
- take part in a briefing session before the placement
- take part in a debriefing session after the placement

I will write a CV.

I will understand the different options available to me when I leave school: Apprenticeships, employment with training and FE and HE pathways.

I will compile a Record of Achievement as evidence of my employability and entrepreneurial skills, by writing documents such as a CV, personal statement, employment history and career action plan.

I will be able to understand and interpret labour market information.

I will take part in two workshop activities in order to find out more about Sixth Forms, FE colleges and training opportunities and employment.

Year 11 Student Entitlement

I will write a personal review statement.

I will be able to talk to a Careers advisor in the Careers library and have the opportunity to attend Careers talks led by various employers, university students and Further Education pathway providers.

I will meet at least one employer in my school assemblies.

I will understand that specialist Careers resources are available for use in school.

I will learn about, and use, websites such as the National Careers Service, Kudos and Unifrog.

I will have a Careers interview with the Careers advisor.

I will receive information relating to securing a work experience placement:

- how to write a letter of application and conduct myself during interview
- how to make an appropriate phone call
- the practical arrangements for the placement
- set personal targets for work experience
- take part in a briefing session before the placement
- take part in a debriefing session after the placement

I will write a CV.

I will understand the different options available to me when I leave school: Apprenticeships, employment with training and FE and HE pathways.

I will receive CEIAG guidance from teachers to ensure post-16 applications are made.

I will take part in a one week work experience placement where I will be visited by a member of staff from my school. I will complete my log book and receive my employer's report for inclusion in my Record of Achievement.

I will compile a Record of Achievement as evidence of my employability and entrepreneurial skills, by writing documents such as a CV, personal statement, employment history and career action plan.

I will be able to understand and interpret labour market information.

I will participate in a Mock Interview event and refine my written application and interview techniques.

I will receive up-to-date information about the dates and timings of Open Evenings at Sixth Forms, FE colleges and training opportunities and employment.