

Sixth Form Careers Strategy

Intent: The Sixth Form Careers Programme intends to provide information and experiences that will enable students to make informed decisions about their post 18 options and develop the skills required for the world of work.

Implementation: Students will complete 6 careers modules in year 12 and 6 in year 13. They will also take part in a range of trips and activities outside of the classroom and will undertake one week of work experience in year 12 tailored towards their career interests. All students will be offered a one to one guidance interview with a qualified careers advisor.

Impact: Students will build a network of contacts that will increase their knowledge and understanding of the range of options available to them in order to raise their aspirations and reach their maximum potential.

Year 12			Year 13		
Delivery	Content	Framework/ Benchmark	Delivery	Content	Framework/ Benchmark
CAPE Programme	1.Students are introduced to Work Experience 2.How to contact employers 3.Writing your CV 4.Using LinkedIn 5.Searching for Work Experience 6.Preparing for Work Experience	GB: 3, 4 CDI: GTL / EP GB: 2, 3, 4 CDI: EP/ CO GB: 2, 3, 4 CDI: MC GB: 2,3, 4 CDI: MC/ GTL GB: 2, 3, 6 CDI: CO GB: 3, 6 CDI: MC/ GTL	CAPE Programme	1.Choices – Students learn about the wide range of post 18 options. 2.Applications - Students learn how to use the Applications list tool on Unifrog! 3.Finalising Personal Statement – Students finalise their Personal Statement. 4.Assessment Centres – Students prepare for Assessment Centres. 5.Basics of Interviews – Students work on key skills in preparation for interviews.	GB: 3, 5, 7, 8 CDI: EP GB: 3, 5, 7 CDI: EP GB: 3 CDI: GTL/ MC GB: 3 CDI: GTL/ MC GB: 3 CDI: GTL/ MC

				6.Goal Setting: Students learn how to set realistic career goals and prepare action plans.	GB: 3 CDI: GTL
Student Alumni	Encounters with students Alumni	CDI: CO, SBP GB:2, 6	Student Alumni	Encounters with students Alumni	CDI: CO, SBP GB: 2, 6
Assemblies	Year 12 Work Experience Outlining key dates and procedure Career related topics and inspirational figures that link with careers in different fields and subjects.	CDI: GTL, EP GB: 2, 3 CDI: EP, SBP GB: 2, 4, 5	Assembly	Preparing for interviews POST 18 Options: Apprenticeship degrees	CDI: GTL GB: 2, 3
Parent Evening	Year 12/13 Curriculum Pathways Evening for parents and students. Introduction to Work Experience, Student Finance, Employment & Apprenticeships. Offer for parents/students to book a career meeting slot with the careers and employability manager.	CDI: GTL, EP GB 2, 3, 7 CDI: GTL, MC GB:3,8	Parent Evening	Year 12/13 Curriculum Pathways Evening for parents and students. Introduction to Work Experience, Student Finance, Employment & Apprenticeships.	CDI: GTL, EP GB 2, 3, 7
Trips	Year 12 visit the UCAS Exhibition Students visit stands to speak to universities, gap year and apprenticeship providers to find out about their post 18 options	CDI: GTL, EP, CO GB: 2, 3, 7		Options trips to employers organised throughout the year.	CDI: GTL, EP, CO GB: 2, 3, 7

	Option trips take place throughout the year to universities and employers				
Off Timetable Day	<p>Year 12 Careers Day Students will attend morning registration in form rooms at 8.40am and will choose which workshop route to follow based on their interests:</p> <ol style="list-style-type: none"> 1. Uni Route – Intro to Personal Statements and writing Personal Statements 2. Employment Route – Intro to Apprenticeships, Interview Techniques and Assessment Centre <p>Personal Statement workshops/CV writing workshops</p>	<p>CDI: GTL, EP, CO GB: 2, 3, 5, 7</p> <p>CDI: MC, CO GB: 3,4,5</p>	Masterclasses	<p>Year 13 Masterclasses Preparing for Employability</p> <p>A series of Masterclasses delivered by DWP:</p> <ol style="list-style-type: none"> 1. Ready to work 2. Linked in 3. Apprenticeships 	<p>CDI: GTL, EP, CO GB: 3, 5</p>
Work Experience	All students to undertake a one week work experience placement tailored to their career interests.	<p>CDI: GTL, EP, CO, MC GB 2, 3, 4, 5, 6</p>			
Enrichment Activities	<p>Enrichment activities take place on a Wednesday afternoon.</p> <p>Horizons and Horizons Scholars Programme.</p>	<p>CDI: GTL, EP, CO, MC GB 5, 6</p> <p>CDI: EP, MC, SBP GB: 2,3,4,5,6,7</p>	Enrichment Activities	<p>Enrichment activities take place on a Wednesday afternoon.</p> <p>Students can opt into this enrichment session which focuses on providing and preparing them for</p>	<p>CDI: GTL, EP, CO, MC GB 5, 6</p> <p>CDI: EP, MC, SBP</p>

				either university or apprenticeships. Horizons Scholars is to support our Oxbridge, medicine and dentistry applicants.	GB: 2,3,4,5,6,7
One to One Guidance	<p>All students scheduled for a one to one guidance interview with a Level 6 qualified practitioner.</p> <p>CDI: GTL GB: 3, 8</p> <p>UCAS Support from the academic mentor.</p> <p>CDI: BLW, SBP GB: 2,3,4,7,8</p>				
Career Talks	<p>All year 12 and 13 students are invited to Careers Talks delivered by Universities and Employers throughout the year.</p> <p>CDI: GTL, EP, CO GB: 2, 3, 4, 5, 7</p>				

Baker Clause statement:

- All advice given will be impartial ensuring that all post 16 pathways are explained and available to all students
- The Academy will actively promote the engagement from all post 16 providers and make them available to all learners and ensure all sectors are represented in careers activities and initiatives.
- There will be no bias attributed to academic, vocational or work opportunities as part of any part of the curriculum or careers guidance
- All efforts will be made to ensure that the Gatsby benchmark threshold is achieved and this will be reviewed half termly as part of quality assurance and the review process.

Gatsby benchmark key <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

- 1 - A stable careers programme
- 2 - Learning from career and labour market information
- 3 - Addressing the needs of each pupil
- 4 - Linking curriculum learning to careers
- 5 - Encounters with employers and employees
- 6 - Experiences of workplaces
- 7 - Encounters with further and higher education
- 8 - Personal guidance

To ensure the Gatsby benchmarks are achieved all meetings and initiatives will be completed on compass plus. Half termly assessment of the Gatsby through the evaluation tool to identify further areas of development required.

Introduction

The Appleton School's CEIAG Policy sets out the arrangements for allowing a range of education and training providers to access all students in years 7 to 13 in order to give them information about their technical education and apprenticeships programme. This complies with the School's legal obligations under the Technical and Further Education Act 2017 and Section 42B of the Education Act 1997.

Student Entitlement

All students in years 8 to 13 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students in years 8 to 9, and two encounters for students in years 10 to 11. For students in years 12 to 13, particularly those who have not decided on their next steps, there will be at least two more encounters which are optional for students to attend.

These provider encounters will be scheduled during school hours and the provider will be given a reasonable amount of time to, as a minimum:

- Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- Explain what careers routes those options could lead to
- Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- Answer questions from students

Meaningful Provider Encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the Making it meaningful checklist. Management of provider access requests

Procedure

Providers wishing to request access to students, other than at events which are already embedded in the careers programme, should send an email to kpalmer@theappletonschool.org or contact Mrs Kate Palmer on 01268 794215.

Careers link Governor: Mrs C Little

*CAPE – Citizenship and Achieving Personal Excellence

National Apprenticeship Week – 5th to 11th February 2024

National Careers Week – 6th to 9th March 2024

CDI = Career Development Institute Framework: [CD1_85-Framework_poster-web.pdf \(thecdi.net\)](#)

GB = Gatsby benchmark <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>