



# Year by year Stockport School

## Whole School Aim:

To enable students to make informed and realistic decisions about their education and training options beyond school so that there is good retention at the post 16 destinations.

## Year 7

Overall outcomes:	Students to recognise the extensive range of careers they might consider and what kind of things might influence their careers choices.			
	Gatsby Benchmark 1: A stable careers programme Gatsby Benchmark 4: Linking curriculum learning to careers			
Year group theme:	Understanding our personal skills and potential career options			
Careers Activities				
Activity	Delivery Method	Details	Resources required	Date
Careers enrichment programme	Six lessons in form periods delivered by form tutors. Lessons created by CDi and CPD provided for form tutors to support delivery provided pastoral briefing sessions and additional resources.	This unit begins by focusing of what students like and which skills they think they have. After developing this understanding students will identify careers that will link to their preferences.	<a href="http://www.u-explore.com">www.u-explore.com</a> for basic job searches. Computer classrooms Careers enrichment booklets Lesson PowerPoints Scheme of work	Tuesdays Autumn Half Term 2
Parents evening		Parental involvement to help parents to support their children and help them to make informed decisions about their options.		



National Careers Week	Subject teachers to raise awareness of various careers related to different curriculum areas as starter activity during National Careers Week	Subject teachers deliver starter activity U-Explore Start to search for careers using the subject name or other key subject based vocabulary as the search criteria. This allows teachers to investigate the jobs that Start suggests to find out more information about chosen curricula based careers.	Teacher computer Teacher information about Start <a href="https://www.startprofile.com/Login.aspx">https://www.startprofile.com/Login.aspx</a>	March 2018
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Year 8				
Overall outcomes:		<p>Students to recognise the importance of key employability skills.</p> <p>Gatsby Benchmark 1: A stable careers programme            Gatsby Benchmark 2: Learning from career and labour market information            Gatsby Benchmark 4: Linking curriculum learning to careers</p>		
Year group theme:		TLC: Teamwork Leadership Communication		
Careers Activities				
Activity	Delivery Method	Details	Resources required	Date
Careers enrichment programme	<p>Six lessons in form periods delivered by form tutors.</p> <p>Lessons created by CDi and CPD provided for form tutors to support delivery provided pastoral briefing sessions and additional resources</p>	<p>This unit focuses upon the employability skills of TLC; teamwork, leadership and communication. Building on their awareness of their personal skills and preferences students will research a broader range of local, careers options.</p>	<p><a href="http://www.u-explore.com">www.u-explore.com</a> for local apprenticeship vacancy searches. Computer classrooms</p> <p>Careers enrichment booklets</p> <p>Lesson PowerPoints</p> <p>Scheme of work</p>	Spring half-term 2
Recognising employability skills in the workplace	<p>Trip to local company and Business Class partner CDL for Year 8 careers ambassadors</p>	<p>Students will identify and develop a range of different skills through interviewing employees and problem solving challenges. These students will disseminate their findings to peers in preparation for future visits.</p>	<p>CDL staff presentation</p> <p>CDL problem solving activities</p> <p>Visit risk assessment</p> <p>Transport</p>	January 2017



Reach for the Future	Delivered by 14-19 Services; a mixture of presentations, interactive activities and employer workshops.	Two forms, 45 students, experienced the Reach for the Future project in which students consider strategies to encourage resourcefulness and a growth mindset. They are introduced to employability skills and the changing world of work with a focus on STEM careers. The final session enabled students to engage in carousel activities in workshops with five employers.	14-19 staff presentations and activities about resilience, growth mindset, employability and STEM. Employer workshop facilitators HellermannTyton; cable and data infrastructure manufacture and installation company Challenge 4 Change, personal development Greater Manchester Aim Higher Together, higher and further education Wates, building and construction company Cogent Skills, careers in science	January –March 2018
National Careers Week	Subject teachers to raise awareness of various careers related to different curriculum areas as starter activity during National Careers Week	<b>Subject teachers deliver starter activity U-Explore Start to search for careers using the subject name or other key subject based vocabulary as the search criteria. This allows teachers to investigate the jobs that Start suggests to find out more information about chosen curricula based careers.</b>	Teacher computer Teacher information about Start <a href="https://www.startprofile.com/Login.aspx">https://www.startprofile.com/Login.aspx</a>	March 2018



# Year 9

Overall outcomes:	<p>Students will be able to make informed choices about option decisions so they select GCSE subjects relevant for their future pathways.</p> <p>Gatsby Benchmark 1: A stable careers programme          Gatsby Benchmark 2: Learning from career and labour market information          Gatsby Benchmark 3: Addressing the needs of each pupil          Gatsby Benchmark 4: Linking curriculum learning to careers          Gatsby Benchmark 5: Encounters with employers and employees          Gatsby Benchmark 7: Encounters with further and higher education          Gatsby Benchmark 8: Personal guidance</p>
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Year group theme:	Making informed decisions
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## Careers Activities

Activity	Delivery Method	Details	Resources required	Date
Introduction to the Options process	Assembly by SLT members, including Director of Key Stage 3 progress	Students are introduced to the options process and the GCSE curriculum model.	PowerPoint presentations	Spring half-term 1
Choices beyond Key stage three	Assemblies about college and employment by local representative from the Juice Academy, Aquinas College, Manchester University and the Apprenticeship Store	Outside providers briefed to provide a context for the options choices in terms of implications upon future pathways	PowerPoint presentations	Spring half-term 1
Subject Information	Assemblies by subject teachers offering GCSE courses	All GCSE option subjects	PowerPoint presentations Options booklet	Spring half-term 1



Options evening	Subject presentation for parents and students with Liz Ladley available for impartial support and advice	Parental involvement to help parents to support their children and help them to make informed decisions about their options choices	PowerPoint presentations Options booklet	Spring half-term 2
Parents evening	Colleges and Apprenticeship provider available for impartial support and advice.	Parental involvement to advise about suitability and challenges of different options as well as current progress	Rooms Subject teachers Colleges and Apprenticeship representatives	Spring half-term 2
One to one interviews	Appointment with SLT/pastoral to discuss options	A face to face interview is given with a member of the Senior Leadership Team so that students can discuss their options thoroughly making sure they are the best options for them.	U-Explore Teacher Management Suite can be used by the SLT member to look at the students intended destination before the interview. Completed student's questionnaires and grade cards.	Spring term
Careers enrichment programme	Five lessons in form periods delivered by form tutors. Lessons created by CDi and CPD provided for form tutors to support delivery provided pastoral briefing sessions and additional resources.	Students to understand that the process of making options choices involves understanding their personal strengths and interests. They will recognise good decision making strategies and understand that some lead to more constructive choices. Students are given opportunities to use U-Explore to research different careers and match skills and qualifications as part of the decision making process.	<a href="http://www.u-explore.com">www.u-explore.com</a> to match students' skills, qualities and interests to careers and potential qualification routes. Computer classrooms Careers enrichment booklets Lesson PowerPoints Scheme of work	Spring half-term 1



<p>Careers lessons as part of the practical rotation</p>	<p>Nine lessons in the practical carousel. Delivered by CDi to all year 9 pupils over the year.</p>	<p>Students will understand there is a wide variety of career choices and learn how to research the different employability skills and qualities that are needed to gain work. All lessons focus on research skills and the range of helpful websites. There is an emphasis on using the school website to access these sites.</p>	<p>Students all have access to computers Lesson PowerPoints <a href="http://www.stockportschool.net">http://www.stockportschool.net</a> <a href="http://www.careersbox.co.uk">www.careersbox.co.uk</a> <a href="http://www.u-xplore.com">www.u-xplore.com</a> <a href="http://www.ucas.com">www.ucas.com</a> <a href="http://www.nationalcarersservices.directgov.uk">www.nationalcarersservices.directgov.uk</a></p>	<p>Practical rotation carousel throughout the year</p>
		<p>Students learn what an apprenticeship is, how the learning takes place and the levels and variety of work this includes. Examples from professions and skilled trades at every level are included in the lessons. The link to LMI involves searching for live vacancies.</p> <p>Students look at the range of degree and foundation degree courses available and are introduced to the UCAS site to research courses, costs and qualifications.</p> <p>Challenging attitudes in the workplace; students learn about the limitations that stereotyping certain career choices can have and a lesson about local labour market information illustrate the availability of work in specific areas.</p>		



National Careers Week	Subject teachers to raise awareness of various careers related to different curriculum areas as starter activity during National Careers Week	Subject teachers deliver starter activity U-Explore Start to search for careers using the subject name or other key subject based vocabulary as the search criteria. This allows teachers to investigate the jobs that Start suggests to find out more information about chosen curricula based careers.	Teacher computer Teacher information about Start <a href="https://www.startprofile.com/Login.aspx">https://www.startprofile.com/Login.aspx</a>	March 2018
Careers convention	Evening event with stalls for approx. 40 delegates representing Sixth Form colleges, Further Education colleges, universities, employers and training providers. Workshops offered by 2 universities, apprenticeship provider, 3 local colleges.	Students and parents are invited to attend the convention and visit the delegates stall to ask questions and gather literature about organisations and their provision.	Sports Hall set up with tables and delegates promotional materials.  Evaluation forms	September 2017





# Year 10

Overall outcomes:	<p>Students will be able to develop their employability skills within the workplace. Students will have begun to prepare for their post 16 pathway.</p> <p>Gatsby Benchmark 1: A stable careers programme Gatsby Benchmark 2: Learning from career and labour market information Gatsby Benchmark 3: Addressing the needs of each pupil Gatsby Benchmark 4: Linking curriculum learning to careers Gatsby Benchmark 5: Encounters with employers and employees Gatsby Benchmark 6: Experiences of workplaces Gatsby Benchmark 7: Encounters with further and higher education Gatsby Benchmark 8: Personal guidance</p>
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Demonstrating employability and appreciating the challenges of the workplace

## Careers Activities

Activity	Delivery Method	Details	Resources required	Date
Induction programme	<p>Work experience launch presentation Changing Education</p> <p>Outline of careers lessons</p> <p>One college presentation</p> <p>One employer presentation</p>	<p>Students will understand the benefits of their placement and know how to organise their own placement.</p> <p>Student will see their careers enrichment activities and experiences in KS4 in the context of developing skills for the future and recognizing the different post 16 pathways.</p>	<p>Assembly hall</p> <p>PowerPoints and presentation resources.</p>	September 2017



Careers convention	Evening event with stalls for approx. 40 delegates representing Sixth Form colleges, Further Education colleges, universities, employers and training providers. Workshops offered by 2 universities, apprenticeship provider, 3 local colleges.	Students and parents are invited to attend the convention and visit the delegates stall to ask questions and gather literature about organisations and their provision.	Sports Hall set up with tables and delegates promotional materials.  Evaluation forms	September 2017
Careers enrichment	Five lessons in form periods delivered by form tutors.  Lessons created by CDi and CPD provided for form tutors to support delivery provided pastoral briefing sessions and additional resources.	<p>Work experience preparation</p> <p>Students to complete the expectations questionnaire detailing information about their work experience role and the organization they are to work in.</p> <p>Students to set aims for their placement based on discussion in forms after watching video clips about this from U-Explore work experience package.</p> <p>Students to consider employer references and write one they would like to receive that is relevant to their own placement and the aims they have set.</p> <p>Using the list of ways to help gain positive feedback students should choose eight things they plan to do and rank them in order of importance.</p>	Work experience work booklet:  Expectations questionnaire <b>Work experience work booklet</b> <b>PowerPoints</b> <b>U-Explore video clips</b>	June 2018



Work experience preparation	Assembly Contact with employers Form time follow	Students guided through stages of work experience preparation from finding a placement, contacting employers and arranging interviews to set aims and understanding the expectations of employers.	Careers enrichment package Changing Education speaker Support provide by HTh helping students to secure and prepare for their placements	Ongoing from September 2017
Work experience	One week placement	Students placements take place	Approximately 180 employers. Specialist safety wear when necessary provided.	11 <sup>th</sup> – 13 <sup>th</sup> July 2018
Work experience debrief	Assembly by SLT to reflect on skills Presentation by external provider to prepare for practice interviews in Yr11.	Students to have the opportunity to reflect on skills developed and implications for future choices. Students to have the chance to put learning into action by completing application forms in preparation for practice interviews and updating their CVs to include the skills they used and developed during their work experience. Thank you letters are written to employers	Work experience debrief lesson plans PowerPoints Thank you letter template CV resources Computer rooms Practice interview application forms	July 2018
Start of 1:1 careers guidance interviews with Services for Young People.	45 minute 1:1 interview Action plan created and shared with student immediately and emailed to SLT, pastoral and form tutor for any follow up.	Students to have chance to explore post 16 options with chance to research future education or employment possibilities.	Careers guidance counselor SfYP Careers interview room	Easter 2018



National Careers Week	Subject teachers to raise awareness of various careers related to different curriculum areas as starter activity during National Careers Week	Subject teachers deliver starter activity U-Explore Start to search for careers using the subject name or other key subject based vocabulary as the search criteria. This allows teachers to investigate the jobs that Start suggests to find out more information about chosen curricula based careers.	Teacher computer Teacher information about Start <a href="https://www.startprofile.com/Login.aspx">https://www.startprofile.com/Login.aspx</a>	March 2018
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<p>Careers lessons as part of the PSHCE and Citizenship rotation</p>	<p>Six lessons in the PHSCE carousel. Delivered by CDi and visiting speakers to all year 10 pupils over the year.</p>	<p>Students to understand the impact of change on the labour market and create brief LMI presentations about employment sectors in Stockport</p> <p>Over two lessons students will research specific jobs and assess their suitability for different roles. Students to know how to write an effective covering letter and understand the importance of adapting this and their CVs for specific roles. Students will begin writing their CVs including the personal statement, personal details and their employability skills.</p> <p>Students to understand what networking is and how they can use it for relevant careers research and identification of careers opportunities. Students to practise networking and made aware of networking opportunities in school, e.g. the careers convention and apprenticeship workshops. Students to know about digital footprints and recognise the dangers of social media in terms of posts that can cause difficulty gaining or keeping employment. Students will consider the value of professional networks like LinkedIn.</p> <p>A general talk and activities delivered by representatives from Cheadle and Marple Sixth Form College to raise awareness of the importance of researching and visiting colleges and training providers to ensure</p>	<p>LMI PowerPoint LMI information cards</p> <p>CV template on Firefly CV and covering letter PowerPoints Job adverts and person specifications Online application form</p> <p>Jamal Edwards Video clip Lesson 4 and 5 PowerPoints Networking bingo cards.</p> <p>Visiting speakers from Cheadle and Marple College College DVD Various college prospectuses Quiz worksheet</p>	<p>PHSCE rotation carousel throughout the year</p>
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# Year 11

Overall outcomes:	<p>Students will be able to apply for appropriate post 16 pathways.</p> <p>Student destinations will be appropriate and lasting.</p> <p>Gatsby Benchmark 1: A stable careers programme          Gatsby Benchmark 2: Learning from Career and Labour Market Information          Gatsby Benchmark 3: Addressing the needs of each pupil          Gatsby Benchmark 4: Linking curriculum learning to careers          Gatsby Benchmark 5: Encounters with employers and employees          Gatsby Benchmark 7: Encounters with further and higher education          Gatsby Benchmark 8: Personal guidance</p>
Year group theme:	Preparing to move on

## Careers Guidance Activities

Activity	Delivery Method	Details	Resources required	Date
Induction programme	<p>Six college presentations</p> <p>The Apprenticeship Store presentation</p> <p>Choice of three workshops</p>	<p>Colleges present information about the courses they provide and the application process.</p> <p>The apprenticeship Store present information about apprenticeships and how to apply</p> <p>13 college and apprenticeship workshops provided for students to experience three which they choose. These are hosted in the rooms by form tutors, CDi and BSc</p>	<p>Visiting speakers' presentations including; college representative, training providers and employers.</p> <p>Assembly Hall</p> <p>Workshop rooms</p>	September 2017



Practice Interviews	1:1 interview with an employer after the completion of an application form	Organised by Our Futures, external provider. These take place over two mornings with approx. 20 employers. Interview preparation is provided on the day. Debriefing follows in assembly and written feedback given to individual students.	Our Futures staff Employer interviewers Main Hall set up for 1:1 interviews Feedback forms for completion by interviewers Student review forms	September 2017
Careers Convention	Evening event with stalls for approx. 40 delegates representing Sixth Form colleges, Further Education colleges, universities, employers and training	Students and parents are invited to attend the convention and visit the delegates stall to ask questions and gather literature about organisations and their provision.	Sports Hall set up with tables and delegates promotional materials. Evaluation forms	
Additional apprenticeship workshops and presentations	Workshops delivered by apprenticeship providers and school careers co-ordinator in form time for students who are interested.	Students are invited to sign up for workshops to help them understand specific apprenticeships, what they involve and employer expectations. Students find out about how to apply.	Rooms Kids Allowed Terrence Paul The Skills Company Damar Search and Apply; CDi	March – May 2018
Tracking for destination choices	Our Futures questionnaire	Students complete questionnaires in registration about their progress with applications and post 16 destinations to identify those at risk of becoming NEET.	Questionnaires	February 2018
Completion of 1:1 careers guidance interviews with Services for Young People.	45 minute 1:1 interview Action plan created and shared with student immediately and emailed to SLT, pastoral and form tutor for any follow up.	Students to have chance to explore post 16 options with chance to research future education or employment possibilities.	Careers guidance counselor SfYP Careers interview room	Easter 2017 until February 2018



Enhanced provision from SfYP to support vulnerable year 11 students	A further 1:1 careers interview with a monthly follow up throughout the summer until they are positively placed.	Students selected by BSc based on our futures questionnaire for support in applications and interview preparation.  SfYP counsellors interview and support these students.	Rooms SfYP staff	February 2018 – September 18
Careers enrichment	Practice interview feedback  CV completion  College applications	Delivered in form registration periods students receive the feedback from the Our Futures interviews and supported regarding adding this to their CVs.  Students are required to complete CVs for college and apprenticeship applications.  Applications can be completed with support of form tutors and CDi if students require assistance.	Computer rooms Feedback forms completed by employer interviewers PowerPoints CV template on Firefly CV PowerPoint	September - October 2017
National Careers Week	Subject teachers to raise awareness of various careers related to different curriculum areas as starter activity during National Careers Week	<b>Subject teachers deliver starter activity U-Explore Start to search for careers using the subject name or other key subject based vocabulary as the search criteria. This allows teachers to investigate the jobs that Start suggests to find out more information about chosen curricula based careers.</b>	Teacher computer Teacher information about Start <a href="https://www.startprofile.com/Login.aspx">https://www.startprofile.com/Login.aspx</a>	March 2018