



HANLEY CASTLE HIGH SCHOOL & 6TH FORM CENTRE

SCHOOL CAREERS STRATEGY AND ACTION PLAN

**SEPTEMBER 2018
to
AUGUST 2020**



**Hanley Castle High School is
an active member of the
Worcestershire Careers Hub
and supports the development
of Worcestershire's Future
Workforce through the
Worcestershire
Enterprise Adviser Network**





Hanley Castle High School

CAREERS STRATEGY

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Purpose and aims

Hanley Castle High School is fully committed to ensuring that all of our students acquire the skills, knowledge and attitudes to manage their learning and career progression.

Hanley Castle High School has already established a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Hanley Castle High School key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's new careers strategy. These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

The strategy includes measures to further develop and improve the current provision on offer to students and will ensure that Hanley Castle High School will meet the requirement to meet the eight "Gatsby Benchmarks", set out within the Department for Education's careers strategy by August 2020.

This strategy outlines our whole school approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place across years 7 through to year 13 as part of the mandatory requirements set by Department for Education and contained within the Gatsby Benchmarks.



Background Information



The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England.

The Careers and Enterprise Company had an initial remit to improve employer engagement, through the creation of the Enterprise Adviser Network and support schools to increase the delivery of activities which would help them build long lasting employer relationships (Gatsby Benchmarks 5 and 6).

Worcestershire's Enterprise Adviser Network

The Worcestershire Local Enterprise Partnership (WLEP) and Worcestershire County Council, through their contract with the Careers and Enterprise Company, has been delivering the Worcestershire Enterprise Adviser Network (WEAN) since January 2017 and has placed business leaders within schools to support them with the facilitation of careers related activity and support their achievement of Benchmarks 5 and 6.

Worcestershire was one of the first LEP areas in England to be awarded a central contract with the Careers and Enterprise Company and has been seen as an influential area as the Enterprise Adviser networks were being developed across England.

The WLEP has been leading the way nationally regarding network performance since the delivery of this initiative began and was delighted to become the first LEP area in the country to secure 100% participation from their education establishments. (50x)

The WLEP was also instrumental in demonstrating the need for total inclusion. The WEAN was one of the first areas in the country to also ensure that ALL of our Special Schools and PRU's were allowed to participate within the initiative.

To date Worcestershire has recruited 70+ Enterprise Advisers and assigned each of them to schools participating within the initiative.

In September 2017, due to the success of the WEAN, the WLEP were given permission to develop and deliver a Middle School Pilot and work with 15 schools covering Wychavon, Redditch and Bromsgrove.





Following the conclusion of this pilot the Department for Education's Careers Strategy has requested that the Careers and Enterprise Company scale up this model by establishing 20 more Careers Hubs across the country, based on the North East Pilot model.

What is a Careers Hub?

A Careers Hub is a group of between 20 and 40 secondary schools / colleges / SEN Schools located in the same geographical area, working with universities, other education and training providers, employers and career guidance professionals to ensure that ALL the Gatsby Benchmarks are delivered in each school and college within the Hub and that careers outcomes are improved for all young people. Schools and colleges within the Hub should have a shared vision of how they will work together to improve outcomes for the young people in their area.

Worcestershire Careers Hub

In July 2018 the Worcestershire LEP, in partnership with Worcestershire County Council were successful in their bid for Worcestershire to be awarded "Careers Hub" status by the Careers and Enterprise Company.

The Worcestershire LEP will develop a careers Hub which will contain the maximum number of 40 educational establishments. The "Hub" delivery team over the next 2 years will work with member schools to ensure not only are they meeting the mandatory requirements set out within the Department for Education's Careers Strategy, achieve all eight of the Gatsby Benchmarks but will ensure that Worcestershire students will receive an increased number of employer encounters and activities which will in turn prepare them for the world of work.

The delivery team will continue to build on the success of our showcase careers event the Worcestershire Skills Show, support the promotion of the apprenticeship agenda working with our partner Worcestershire Apprenticeships, and ensure that ALL schools provide students with the opportunity to meet with FE / HE providers and universities to ensure they can continue to make informed choices about which educational and vocational pathways are open to them.

Work will also continue to expand the range of information available to students, parents, employers and teachers through the "Skills4Worcestershire" careers signposting website.



Strategic Careers Leader

As set out within the Department for Education's Careers Strategy, Hanley Castle High School is required to have a designated member of our Senior Leadership Team named as our school's Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a school meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks by August 2020.

Adam Cotgrave (Careers Leader and Head of Work-Related Learning) has agreed to undertake this role.

Adam Cotgrave will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

Our Careers Team

Adam Cotgrave will lead our team which will include the following staff members:

Martin McTernan – Careers Coordinator and Careers Adviser (KS5)

Louise Price – Senior Student Support Officer and Careers Adviser (KS3 & KS4)



Our Enterprise Adviser

Through the Worcestershire LEPs Enterprise Adviser Network Hanley Castle High School are delighted to have been assigned our own designated enterprise adviser.

Tracey Mirrelson will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

May we introduce our assigned Enterprise Adviser – Tracey Mirrelson



Tracey is a senior software engineer with over 25 years of experience. She is currently a team leader for 12 software engineers at QinetiQ and has been at QinetiQ for the last 15 years. Prior to this Tracey had her own company whilst she was self-employed as a computer contractor. Tracey is a registered STEM ambassador and regularly volunteers, actively encouraging pupils to get involved in coding. Tracey has been the EA for Hanley Castle High School since 2016.

Tracey Mirrelson
Qinetiq
Team Leader Software Engineering

Current position at Hanley Castle High School

Students are currently receiving the following careers related support or are participating within the activities listed below during their journey through school:

Year 7

- Careers education and lessons in the PSD carousel
- Tewkesbury trip with Geography Department – Environment Agency
- STEM clubs
- External open events, activities, workshops and opportunities shared with students

Year 8

- Careers education and lessons in the PSD carousel
- Option choice support – meetings with pastoral and careers staff, tutor support, information evening, targeted area on website and display boards
- Three Counties Careers Fair
- Speller Metcalfe and Maths Department – STEM activity
- STEM clubs
- External open events, activities, workshops and opportunities shared with students



Year 9

- Careers education and lessons in the PSD carousel
- Business & Enterprise Day – Business Studies Department
- Modern Foreign Languages – Careers Conference
- STEM activities, workshops, work place visits
- External open events, activities, workshops and opportunities shared with students

Year 10

- Careers education and lessons in the PSD carousel
- Work Experience Information Evening combined with Parents' Information Evening
- Worcestershire Skills Show
- Birmingham University Trip
- HOW College taster sessions
- Work Experience
- Speller Metcalfe assembly
- 6th Form Taster Day
- STEM activities, workshops, work place visits
- External open events, activities, workshops and opportunities shared with students
- Business and Enterprise Week:
 - Employer workshops
 - CV writing workshops
 - National Citizen Service
 - Army Presentation
 - Apprenticeship presentations – Worcestershire Apprenticeships and HWGTA
 - Business & Enterprise Activity – 'Dragon's Den' type experience

Year 11

- Careers education and lessons in the PSD carousel
- Parents Information Evening
- 1:1 interview with Careers Adviser
- 1:1 meeting with 6th Form Team
- 6th Form Open Evening
- Workshops with Careers Adviser – CV support, apprenticeships
- National Citizen Service
- 'Get Ahead' Careers Programme – in conjunction with Worcs County Council
- STEM activities, workshops, work place visits
- Assemblies – employers and apprenticeships
- Apprenticeships workshop – Worcestershire Apprenticeships
- STEM activities, workshops, work place visits
- External open events, activities, workshops and opportunities shared with students



Year 12

- Timetabled IAG sessions – fortnightly, to include
 - Life skills
 - Careers research
 - UCAS
- 1:1 interviews with Careers Advisers available
- Parents Information Evening
- Dedicated IAG programme – supported by the KS5 Team
- Student Finance presentation
- University visits
- Y13 Induction Day – supported by employers, Worcestershire Apprenticeships, Universities
- Assemblies
 - Employers
 - Apprenticeships - Worcestershire Apprenticeships and ex-students
 - Work Experience
 - National Citizen Service
- Work Experience
- Apprenticeships workshop – Worcestershire Apprenticeships
- STEM activities, workshops, work place visits
- Y12 Mock Interview Programme
- Volunteering programme
- CV writing workshop
- External open events, activities, workshops and opportunities shared with students

Year 13

- Timetabled IAG sessions – fortnightly, to include
 - Life skills
 - Careers research
 - UCAS
- 1:1 interviews with Careers Advisers available
- Parents Information Evening
- Dedicated IAG programme – supported by the KS5 Team and tutors
- Student Finance presentation
- STEM activities, workshops, work place visits
- Volunteering Programme
- Assemblies
 - Employers
 - Apprenticeships – Worcestershire Apprenticeships and ex-students
 - Work Experience
 - National Citizen Service
- CV writing workshop
- Apprenticeships workshop – Worcestershire Apprenticeships
- External open events, activities, workshops and opportunities shared with students



Teaching staff contribute to the delivery of careers guidance through:

- Employer visits during classroom lessons
- Delivery and support of careers lessons within the PSD carousel
- Attending relevant training sessions
- Organising subject specific educational trips and visits
- Accompanying students to external careers activities

Local Employers contribute to the delivery of careers guidance through:

- Workplace visits
- Work experience
- Assemblies
- Parents' Evenings
- Workshops
- Extra-curricular clubs (STEM)
- Careers Fair
- Staff training
- Student mentoring
- Mock interviews

Parents contribute to the delivery of careers guidance through:

- Support to arrange work experience
- Parents employer participation – work experience, workshops, mock interviews
- Accompanying their child to open events and support with making applications
- Attendance at parents' information evenings

Our Objectives for 2018 to 2020

1. A Stable Careers Programme

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.
- To enable students to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- Ensure our Careers Strategy is fully supported by the Senior Leaderships team within schools and is approved by the board of governors



- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- Regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Tracker tools.

2. Learning from Career and Labour Market Information

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work ad apprenticeships and how these meet the local and national priorities.

3. Addressing the Needs of the Pupil

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- Ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the student's own aspirations, abilities and needs.

4. Linking Curriculum Learning to Careers

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.



- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. E.g. Young Enterprise, Code Clubs.
- To ensure that careers related activity are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

5. Encounters with Employers and Employees

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- Increase the number of activities which are conducted within school with the support of local employers.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- Develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- Create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage students and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

6. Experiences of the Workplace

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13
- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

7. Encounters with Further and Higher Education

- Ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- Ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- Ensure all / overwhelming majority of students have experienced meaningful encounters with universities.



8. Personal Guidance

- Ensure all / overwhelming majority of students have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of students has had at least TWO interviews with a professional careers adviser by the end of year 13.

Promotion of Careers related activities

Hanley Castle High School will encourage the promotion of ALL careers related activity which takes place within the school through the creation of case studies and will share this activity through our school twitter account @HanleyCastle

This careers strategy document along with any case studies documents that are created will be placed on the school's website. These will also be shared with the Worcestershire LEP to be used to promote best practice across ALL careers hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company and demonstrate that the activity taking place within our school meets the requirements set out within the Department of Education's Careers strategy.

Action Plan 2018 to 2020

- Identify a named person from the SMT to become our Strategic Careers Lead by the end of September 2018 – Adam Cotgrave
- Create a whole school Careers Strategy which is to be published on the school website and has gained approval from the schools Senior Management Team and the Board of Governors by the end of September 2018 - (formally approved February / March 2019)
- Raise awareness of the Careers Strategy with key staff within the school to enable them to contribute towards the need to link careers to the curriculum within school. (September 2018)
- Inform parents of the creation of the schools new careers strategy and inform them of its location on the school website (21st September 2018 – via school newsletter)
- Complete the Compass Evaluation Tool and the Tracker tool on a regular basis as per the terms of our agreement in joining the Worcestershire Careers Hub.



Timetable of planned careers related activity						
Autumn Term 2018						
Year Group	Activity Description	Date	Onsite	Offsite	Benchmark	RAG Status
11	1:1 Careers Meetings begin with Mrs Price	Sept	✓		2, 3, 8	Green
KS3 & KS4	Careers lessons through PSD carousel	Sept	✓		1, 2	Green
12 & 13	1:1 careers meetings offered to students with Mr McTernan & Mr Cotgrave	Sept	✓	✓	2, 3, 8	Green
12 & 13	Volunteering programme begins	Sept	✓		5, 6	Green
12 & 13	Fortnightly IAG sessions – supported by tutors	Sept	✓		1, 3	Green
11	'Get Ahead' Careers Programme (Worcs County Council)	Sept	✓	✓	2, 3, 5, 7, 8	Green
KS4 & 5	Drop in sessions in 6 th Form Conference Room	Fortnightly	✓		2, 5, 8	Yellow
KS3	Drop in sessions	½ termly (TBC)	✓		2, 5, 8	Yellow
12	Parents Information Evening	05.09.18	✓		1, 2	Green
12	NCS Programme - assembly	10.09.18	✓			Green
11	Parents Information Evening and NCS presentation	10.10.18	✓		1, 2	Yellow
7	Humanities – Tewkesbury Trip (Environment Agency)	11.10.18		✓	4, 5	Yellow
11, 12 & 13	Speller Metcalfe, Mentoring Programme	22/23.10.18	✓		3, 5, 6	Green
11	Meetings with KS5 Team offered	OCT	✓		2, 3, 8	Yellow
13	Parents Evening – Careers Team in attendance and Worcestershire Apprenticeships	18.10.18	✓		1, 2	Yellow
11	6 th Form Open Evening	08.11.18	✓		1	Yellow
12	Parents Evening – Careers Team in attendance	15.11.18	✓		1, 2	Yellow
11	NCS Assembly – introduction	15.11.18	✓			Yellow
11	HWGTA – apprenticeship assembly	TBC	✓		5	Yellow
10	Work Experience & Parents Information Evening	05.12.18	✓		1, 5	Yellow
10	Launch of Work Experience Programme	06.12.18	✓		1, 5	Yellow
10	Speller Metcalfe – assembly and work experience offer	Dec TBC	✓		1, 5	Yellow
9	Business and Enterprise Day	TBC	✓		5	Yellow
12	Launch of Work Experience Programme	NOV	✓		1, 5	Yellow
12	Post 16 Pathways assemblies – employers to be invited	Various TBC	✓		2, 5, 6	Yellow



13	Workshops: HE and apprenticeship applications	ongoing	✓		2, 3, 5, 7	
Timetable of planned careers related activity						
Spring Term 2019						
Year Group	Activity Description	Date	Onsite	Offsite	Benchmark	RAG Status
11	1:1 Careers Meetings begin with Mrs Price	continuing	✓		2, 3, 8	
KS3 & KS4	Careers lessons through PSD carousel	continuing	✓		1, 2	
12 & 13	Fortnightly IAG sessions – supported by tutors	continuing			1, 3	
12 & 13	1:1 careers meetings offered to students with Mr McTernan & Mr Cotgrave	continuing	✓		2, 3, 8	
12 & 13	Volunteering programme	continuing	✓		5, 6	
12 & 13	Assemblies – employers and ex-students	TBC	✓		2, 5, 6	
11	'Get Ahead' Careers Programme (Worcs County Council)	continuing	✓	✓	2, 3, 5, 7, 8	
KS4 & 5	Drop in sessions in 6 th Form Conference Room	continuing	✓		2, 5, 8	
11, 12 & 13	Worcestershire Apprenticeships – Workshop	TBC	✓		2, 3, 5, 7	
KS3	Drop in sessions	½ termly (TBC)	✓		2, 5, 8	
11	Parents' Evening – careers staff in attendance and NCS	10.01.19	✓		1, 2	
11, 12 & 13	Speller Metcalfe, Mentoring Programme	14/15.01.19	✓		3, 5, 6	
8	Pathways Information Evening	23.01.19	✓		1, 3	
8	Launch of 'options choices': assemblies, student meetings	Jan/Feb	✓		1, 2, 3, 8	
8	'Making Informed Choices' – options lessons	Jan/Feb	✓		1, 2, 3, 8	
8	Three Counties Careers Fair	24.01.19		✓	2, 3, 5, 7	
8	Y8 Parents' Evening – supported by Careers Team	23.01.19	✓		1, 2	
ALL	National Careers Week – events tbc	4-8 March	✓	✓	2, 3, 5, 7	
10	Worcestershire Skills Show	13.03.19		✓	2, 3, 5, 7	
11	NCS – refresher assembly	20.03.19	✓			
12	Parents' Evening – to include apprenticeships presentation	28.03.19	✓		1, 2	
7	Business & Enterprise Programme – Grant Thornton LLP	TBC	✓		1, 5	



Timetable of planned careers related activity						
Summer Term 2019						
Year Group	Activity Description	Date	Onsite	Offsite	Benchmark	RAG Status
11	1:1 Careers Meetings begin with Mrs Price	continuing	✓		2, 3, 8	
KS3 & KS4	Careers lessons through PSD carousel	continuing	✓		1, 2	
12 & 13	Fortnightly IAG sessions – supported by tutors	continuing			1, 3	
12 & 13	1:1 careers meetings offered to students with Mr McTernan & Mr Cotgrave	continuing	✓		2, 3, 8	
12 & 13	Volunteering programme	continuing	✓		5, 6	
12 & 13	Assemblies – employers and ex-students	TBC	✓		2, 5, 6	
11	'Get Ahead' Careers Programme (Worcs County Council)	continuing	✓	✓	2, 3, 5, 7, 8	
KS4 & 5	Drop in sessions in 6 th Form Conference Room	continuing	✓		2, 5, 8	
KS3	Drop in sessions	½ termly (TBC)	✓		2, 5, 8	
12	Mock Interview Programme – supported by various employers	April - TBC	✓		5	
11, 12 & 13	Speller Metcalfe, Mentoring Programme	8/9.04.19	✓		3, 5, 6	
7, 8 & 9	Chef of the Year – supported by AIP (school catering)	w/c 10 June 2019	✓		4, 5	
10	6 th Form Taster Week	w/c 17 June 2019	✓		4, 7	
10	Birmingham University Trip	June TBC			7	
10	HOW College Taster Day	June TBC			3, 7	
12	Y13 Induction Day - Worcestershire Apprenticeships Presentation	08.07.19	✓		1, 5, 7	
10	Work Experience	w/c 8 July 2019		✓	5, 6	
8	Science Fair	10.07.19	✓		4, 5	
12	Work Experience	w/c 15 July 2019		✓	5, 6	
10	Activities Week: CV writing Worcester Apprenticeships HWGTA Employer workshops RAF Army 'Dragons Den' activity day University presentation NCS	w/c 15 July 2019			All	



Timetable of planned careers related activity

Autumn Term 2019

Year Group	Activity Description	Date	Onsite	Offsite	Benchmark	RAG Status
11	1:1 Careers Meetings begin with Mrs Price	Sept	✓		2, 3, 8	
KS3 & KS4	Careers lessons through PSD carousel	Sept	✓		1, 2	
12 & 13	1:1 careers meetings offered to students with Mr McTernan & Mr Cotgrave	Sept	✓	✓	2, 3, 8	
12 & 13	Volunteering programme begins	Sept	✓		5, 6	
12 & 13	Fortnightly IAG sessions – supported by tutors	Sept	✓		1, 3	
11	'Get Ahead' Careers Programme (Worcs County Council)	Sept	✓	✓	2, 3, 5, 7, 8	
KS4 & 5	Drop in sessions in 6 th Form Conference Room	Fortnightly	✓		2, 5, 8	
KS3	Drop in sessions	½ termly (TBC)	✓		2, 5, 8	
12	Parents Information Evening	TBC	✓		1, 2	
12	NCS Programme - assembly	TBC	✓			
11	Parents Information Evening and NCS presentation	TBC	✓		1, 2	
7	Humanities – Tewkesbury Trip (Environment Agency)	TBC		✓	4, 5	
11, 12 & 13	Speller Metcalfe, Mentoring Programme	TBC	✓		3, 5, 6	
11	Meetings with KS5 Team offered	OCT	✓		2, 3, 8	
13	Parents Evening – Careers Team in attendance and Worcestershire Apprenticeships	TBC	✓		1, 2	
11	6 th Form Open Evening	TBC	✓		1	
12	Parents Evening – Careers Team in attendance	TBC	✓		1, 2	
11	NCS Assembly – introduction	TBC	✓			
11	HWGTA – apprenticeship assembly	TBC	✓		5	
10	Work Experience & Parents Information Evening	TBC	✓		1, 5	
10	Launch of Work Experience Programme	TBC	✓		1, 5	
10	Speller Metcalfe – assembly and work experience offer	TBC	✓		1, 5	
9	Business and Enterprise Day	TBC	✓		5	
12	Launch of Work Experience Programme	NOV	✓		1, 5	



12	Post 16 Pathways assemblies – employers to be invited	Various TBC	✓		2, 5, 6	
13	Workshops: HE and apprenticeship applications	ongoing	✓		2, 3, 5, 7	
Timetable of planned careers related activity						
Spring Term 2020						
Year Group	Activity Description	Date	Onsite	Offsite	Benchmark	RAG Status
11	1:1 Careers Meetings begin with Mrs Price	continuing	✓		2, 3, 8	
KS3 & KS4	Careers lessons through PSD carousel	continuing	✓		1, 2	
12 & 13	Fortnightly IAG sessions – supported by tutors	continuing			1, 3	
12 & 13	1:1 careers meetings offered to students with Mr McTernan & Mr Cotgrave	continuing	✓		2, 3, 8	
12 & 13	Volunteering programme	continuing	✓		5, 6	
12 & 13	Assemblies – employers and ex-students	TBC	✓		2, 5, 6	
11	'Get Ahead' Careers Programme (Worcs County Council)	continuing	✓	✓	2, 3, 5, 7, 8	
KS4 & 5	Drop in sessions in 6 th Form Conference Room	continuing	✓		2, 5, 8	
11, 12 & 13	Worcestershire Apprenticeships – Workshop	TBC	✓		2, 3, 5, 7	
KS3	Drop in sessions	½ termly (TBC)	✓		2, 5, 8	
11	Parents' Evening – careers staff in attendance and NCS	TBC	✓		1, 2	
11, 12 & 13	Speller Metcalfe, Mentoring Programme	???	✓		3, 5, 6	
8	Pathways Information Evening	TBC	✓		1, 3	
8	Launch of 'options choices': assemblies, student meetings	Jan/Feb	✓		1, 2, 3, 8	
8	'Making Informed Choices' – options lessons	Jan/Feb	✓		1, 2, 3, 8	
8	Three Counties Careers Fair	TBC		✓	2, 3, 5, 7	
8	Y8 Parents' Evening – supported by Careers Team	TBC	✓		1, 2	
ALL	National Careers Week – events tbc	TBC	✓	✓	2, 3, 5, 7	
10	Worcestershire Skills Show	TBC		✓	2, 3, 5, 7	
11	NCS – refresher assembly	TBC	✓			
12	Parents' Evening – to include apprenticeships presentation	TBC	✓		1, 2	
7	Business & Enterprise Programme – Grant Thornton LLP	TBC	✓		1, 5	



Timetable of planned careers related activity						
Summer Term 2020						
Year Group	Activity Description	Date	Onsite	Offsite	Benchmark	RAG Status
11	1:1 Careers Meetings begin with Mrs Price	continuing	✓		2, 3, 8	
KS3 & KS4	Careers lessons through PSD carousel	continuing	✓		1, 2	
12 & 13	Fortnightly IAG sessions – supported by tutors	continuing			1, 3	
12 & 13	1:1 careers meetings offered to students with Mr McTernan & Mr Cotgrave	continuing	✓		2, 3, 8	
12 & 13	Volunteering programme	continuing	✓		5, 6	
12 & 13	Assemblies – employers and ex-students	TBC	✓		2, 5, 6	
11	'Get Ahead' Careers Programme (Worcs County Council)	continuing	✓	✓	2, 3, 5, 7, 8	
KS4 & 5	Drop in sessions in 6 th Form Conference Room	continuing	✓		2, 5, 8	
KS3	Drop in sessions	½ termly (TBC)	✓		2, 5, 8	
12	Mock Interview Programme – supported by various employers	April - TBC	✓		5	
11, 12 & 13	Speller Metcalfe, Mentoring Programme	???	✓		3, 5, 6	
7, 8 & 9	Chef of the Year – supported by AIP (school catering)	TBC	✓		4, 5	
10	6 th Form Taster Week	TBC	✓		4, 7	
10	Birmingham University Trip	June TBC			7	
10	HOW College Taster Day	June TBC			3, 7	
12	Y13 Induction Day - Worcestershire Apprenticeships Presentation	TBC	✓		1, 5, 7	
10	Work Experience	w/c 6 July 2019		✓	5, 6	
8	Science Fair	TBC	✓		4, 5	
12	Work Experience	w/c 13 July 2019		✓	5, 6	
10	Activities Week: CV writing Worcester Apprenticeships HWGTA Employer workshops RAF Army 'Dragons Den' activity day University presentation	w/c 13 July 2019			All	



	NCS						
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Useful links / Resources

The Careers Enterprise Company	https://www.careersandenterprise.co.uk/
Gatsby Foundation	http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
Post 16 Skills Plan	https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education
Department of Education Careers Strategy	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf
Skills For Worcestershire	http://www.skills4worcestershire.co.uk/
Government Careers Strategy December 2017	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
National Careers Service	https://nationalcareersservice.direct.gov.uk/
UCAS (Universities and Colleges Admissions Service)	https://www.ucas.com/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://worcsapprenticeships.org.uk/
Worcester 6 th Form College	http://www.wsfc.ac.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home



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