



St Mary's Catholic School

Careers Programme 2023-24

At St Mary's we have an extensive careers programme created in order to help develop our students' knowledge of career and further education opportunities available to them, to help them to develop employability skills and to raise their aspirations and ambitions to achieve their future goals.

In KS3 and KS4 students study a 'life beyond school' topic as part of the Personal Development Curriculum. At KS5, students study 'preparing for the world' and 'entering the world' topics. This document outlines what students study in each year group as part of their CEIAG lessons.

Contents

- 1. Overview of the Careers Programme for each Year Group**

- 2. Summary of Careers Programme (CIEAG)**
 - Intent
 - Implementation
 - Gatsby Benchmarks
 - Ensuring Independent and Unbiased Advice
 - Skills and Post-16 Education Act 2022

- 3. Key Stage 3 Curriculum**
 - CIEAG Lessons
 - Parental Engagement

- 4. Key Stage 4 Curriculum**
 - CIEAG Lessons
 - Year 10 Work Experience
 - Year 11 Careers Interviews
 - Sixth Form Open Evening
 - Year 11 Sixth Form Transition Day
 - Year 11 Destination Discussions
 - Parental Engagement at Key Stage 4

- 5. Whole School Careers Engagement targeted at PP/FSM Students**

- 6. Key Stage 5 Curriculum**
 - Visiting Speakers at Key Stage 5
 - Year 12 Work Experience
 - University Application Support
 - University Visits
 - Parental Engagement

- 7. Impact**
 - Regular Reviews
 - Governor Input
 - Survey of student voice
 - Destination Data
 - Parental Reviews

1. Overview for each Year Group

Year 7

Students will explore and understand what careers are and learn about how careers education can help them to plan for the future. Students will also look at key education, training and employment transition points in their lives and what they will need to develop in order to navigate their exciting career journey. Students will consider which skills are important for different careers and how they can develop employability skills.

Year 8

Students will think about potential careers and initially focus on their interests and preferences, as well as how these may change over time. They will develop their understanding of themselves and their interests and how these will help shape their choices in terms of options and future career ideas. Students will learn about what Labour Market Information (LMI) is and how it can be useful to them. They will begin to start using LMI to get a realistic picture of the labour market and how it can help them to make decisions about future careers. Students will also learn about UK Job sectors and explore a wide variety of jobs, evaluating different qualifications, starting salaries and duties involved in a wide range of careers.

Year 9

Students will understand how success and failure are often linked and explore what motivates people to achieve incredible things in their careers, including the importance of resilience and learning from mistakes. Students will explore the importance of their personal happiness in their choice of career and how this is influenced by many different factors. Students will learn about the need for financial competence in their careers and the different types of employment available to them. This will include looking at self-employment, full time, part time and contractor work.

Year 10

Students will explore employment rights and responsibilities and the importance of these areas in any career choice. Students will learn how to work out calculations such as Gross Pay and Net Pay on a payslip. They will also evaluate the importance of paying tax and about their NI contributions.

Year 11

Students will explore a full range of Post-16 options that will be available to them after their GCSEs. Students will learn about the importance of a Curriculum Vitae and explore the purpose of a CV, learning how to create a clear and concise CV. Students will look at examples of personal statements, learn about the features of personal statements and also how to write one that is effective and impressive.

Year 12

Students will explore a full range of Post-18 options that will be available to them after their time in the Sixth Form. Learning will focus on how students can best prepare for their future lives and careers. The lessons will include looking at ideas such as Entrepreneurship and career goals. Students will also learn how to prepare for interview and the concept of 'personal branding'. Students are fully supported as they begin the UCAS process or as they begin to explore apprenticeship/work opportunities.

Year 13

Students will develop their employability skills, with a key focus on leadership, professionalism and teamwork. Students will look at, the next stage of their development after school, create their own goal plans and plan the actions required to make their ambitions for the future a reality.

In addition to the broad range of CEIAG lessons, which are taught as part of the Personal Development Programme, students are given many opportunities to explore and encounter career and employment opportunities.

2. Curriculum Intent

St Mary's CIEAG has the following aims:

- To inspire and engage individuals in lifelong learning, including higher and further education, and guide students towards their future aspirations.
- To promote equality of opportunity, challenge stereotypes, and address the diverse needs of all our students through effective differentiation.
- To cultivate skills for entrepreneurship and employment and contribute to the economic well-being of individuals and communities.
- To actively involve parents and carers, enhance achievement, and contribute to strategic approaches.

<p>Key Stage 3</p>	<ul style="list-style-type: none"> • Students will look at the transition points in their lives and how they might navigate these periods of change • Students will begin to look at career options and the fields that they may wish to work in in the future, while understanding that ideas change over time • Students will be asked to consider “what is my community?” and how they might make a positive contribution to it • Students will learn about enterprise skills and how to develop these skills as they grow • Students will explore why they should be proud by all they have to offer and explore the careers and jobs that may be of interest to them. This will include boosting self-esteem and raising aspirations • Students will develop their knowledge of LMI (Labour Market Information) • Students will explore how they might look to turn failure into success as they go through life • Students will explore issues around employment status and financial management. This will include work around the importance of saving money
<p>Key Stage 4</p>	<ul style="list-style-type: none"> • Students will learn about how to keep their personal information and data safe online with a particular focus on social networks • Students will explore how targeted online advertising works and how they can be informed consumers • Students will learn about consumer protection as well as consumer rights • Students will explore their rights and responsibilities as they become young adults in their communities • Students will look at employment rights and the implications for them upon entering the work force • Students will explore the range of post-16 opportunities available to them including sixth form, college, university and apprenticeships. Students will look to link these choices to possible career and future options. • Students will learn about the desirable features of a good personal statement and work on their own personal statement • Students will explore the feature of a strong Curriculum Vitae and work on their own CV
<p>Key Stage 5</p>	<ul style="list-style-type: none"> • Students will join Unifrog in order to track their next steps planning during their time in Sixth Form. Students will be directed to a range of tools and webinars • Students will register with Springpod in order to use the careers platform to experience the world of work and university before they apply. Students will build on these by focusing on career options in subsequent lessons • Students will explore the different types of apprenticeship and the benefits of doing an apprenticeship. Students will also be asked to consider “why go to university?” • Students will learn about the practicalities of applying for apprenticeships, jobs and university courses. This will include lessons on personal branding and revisiting the work done in Year 11 on CV and Personal Statement writing • Students will explore the importance of building their confidence in terms of public speaking and how to prepare a confident and successful interview • Students will learn about employability skills including leadership and teamwork

Curriculum Implementation

St Mary's CIEAG careers programme is developed in line with the government's statutory guidance on careers advice that offer pupils:

- Unbiased careers advice
- Work experience
- Contact with employers to encourage pupils to aspire, make good choices and understand what they need to do to reach and succeed in the careers to which they aspire

St Mary's is also fully committed to implementing the Gatsby Benchmarks. These are a framework of 8 guidelines that define the best careers provision in school/colleges across the UK. They prove an evidence-based demonstration on how CEIAG should be delivered in schools.

Benchmark	How it is implemented
1. A stable careers programme	<ul style="list-style-type: none"> • Age appropriate 'Life Beyond School' lessons in the Personal Development Programme for all year groups. • Tutor time tasks in Sixth Form. • GMC – Head of Personal Development and CEIAG. • Published on school website. • Regularly updated and reviewed.
2. Learning from career and labour market information	<ul style="list-style-type: none"> • Access to training/information/webinars via unifrog/springpod for Sixth Form. (Number of jobs in NE). • Ask Apprenticeships workshops- 4 sessions with Year 11/13 students (CVs/Interviews/Apprenticeships). • Medicine/Dentistry/Vetinary Science club/Law Society in Sixth Form. Oxbridge group. • Future Opportunities notice board in Sixth Form Café. • Opportunities channel on Personal Development Student teams- different jobs/apprenticeships/university schemes. • Opportunity of the week in Sixth Form- particular course/apprenticeship highlighted in form time each week. • National Career's Week w/b 6th March 2024. • National Apprenticeships Week w/b 5th February 2024.
3. Addressing the needs of each pupil	<ul style="list-style-type: none"> • Access to unifrog to log all activities/training/events in Sixth Form. Access to training/webinars/support. • Support and guidance for students throughout UCAS application process. • Data and information kept on destinations of Year 11/13 students. Particularly PP/SEND. • EPQ and Thinking skills courses. • Sixth form leadership Programme.
4. Linking curriculum learning to careers	<ul style="list-style-type: none"> • All subjects will use resources with all year groups during Career's Week to link subjects to careers. • All subjects have a careers display/poster in Departments. • Careers Directory on the school website. • Emphasis placed on STEM.
5. Encounters with employers and employees	<ul style="list-style-type: none"> • Weekly talks from employers/employees/representatives of career pathways for Year 11/Sixth Form. • Access to training/information/webinars via unifrog for Sixth Form. • Career's fayre for Year 10/11 and for Year 12/13. • Provider access policy is on the school website. • Compliant with Skills and Post-16 Education Act 2022. • St James Park – My Future: My Choice 2024.
6. Experiences of workplaces	<ul style="list-style-type: none"> • 'NE1 can' are helping to facilitate optional work experience (2days)/visits/workshops for Year 12 students. • All Year 10 and Year 12 students will have work experience opportunities. This is logged on Unifrog. • Links with local businesses.
7. Encounters with further and higher education	<ul style="list-style-type: none"> • Access to training/information/webinars via unifrog for Sixth Form. • Aspire to Oxbridge group. • Regular University talks from University Outreach/ Apprenticeship talks. • Universities have delivered talks to give advice on UCAS process and personal statements. • Staff training on UCAS reference writing has been delivered to all staff. • Attendance of Colleges/Universities at the Career Fayre.

<p>8. Personal guidance</p>	<ul style="list-style-type: none"> • Access to information and guidance on Unifrog for Sixth Form. • Ask Apprenticeships workshops- 4 sessions with Year 11/13 students (CVs/Interviews/Apprenticeships). • Sixth form Open Evening. • Sixth Form transition day in July 2024. • Each year 11 student has had a meeting with SLT/Pastoral to discuss post-16 options. • CareerWave – All students will receive a one to one session from a independent and impartial careers advisor. • EHCP students- Transition plans are discussed with Connexions, SEND Caseworkers, parents and the student. • Students informed about National Careers Service during Career’s Week Assembly.
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Ensuring Unbiased and Independent Advice

At St Mary’s we ensure that students receive the best possible independent advice. This is done in several ways:

- Careers guidance interview
- Curriculum links to employers
- Use of SpringPod and Unifrog for parents and students
- Careers Fairs
- Careers Assemblies

Key Stage 3

As part of the ‘first key phase’ (Skills and Post-16 Education Act 2022) students will encounter at least two different providers of approved technical education qualifications or apprenticeships. The first two encounters will be in Year 8 and Year 9 (before 28th February in Year 9).

We ensure high academic, vocational, and technical ambition for all students in lessons. Departments share career links to their subjects and invite guest speakers into school to discuss careers in different chosen fields.

Key Stage 4

As part of the ‘second key phase’ (Skills and Post-16 Education Act 2022) students will encounter at least two different providers of approved technical education qualifications or apprenticeships. The second encounter will take place in either Year 10 or 11 (before 28th February in Year 11).

We ensure high academic, vocational, and technical ambition for all students in lessons. Departments share career links to their subjects and invite guest speakers into school to discuss careers in different chosen fields.

All students have access to SpringPod and Unifrog, students are supported with using these websites. Advice and guidance are also available on the school website.

Key Stage 5

As part of the ‘third key phase’ (Skills and Post-16 Education Act 2022) students will encounter at least two different providers of approved technical education qualifications or apprenticeships. The third encounter, in either year 12 or year 13 (before 28 February if in year 13).

We ensure high academic, vocational, and technical ambition for all students in lessons. Departments share career links to their subjects and invite guest speakers into school to discuss careers in different chosen fields.

All students have access to SpringPod and Unifrog, students are supported with using these websites. Advice and guidance are also available on the school website.

Skills and Post-16 Education Act 2022

As part of the Skill and Post-16 Education Act, St Mary’s is committed to ensuring that the following is shared during these talks:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- Information about the careers to which those technical education qualifications or apprenticeships might lead.
- A description of what learning or training with the provider is like.
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

3. Key Stage 3 Curriculum

In each year, during Personal Development, a number of lesson sessions are given explicitly to CIEAG lessons. The lessons focus on recognising their interests, skills, and potential matches for interesting careers. During Term 2 all students will receive a 'Life beyond school' unit that covers the following:

Year 7	<ul style="list-style-type: none">• Transition point in your life• Careers and your future goals• How do we know we are doing well?• What is money used for?
Year 8	<ul style="list-style-type: none">• Aspirations in life• Careers and your future goals• Labour markets• Save or spend?
Year 9	<ul style="list-style-type: none">• From failure comes successes• Careers and your future goals• Different qualifications• What is a bank account?

Parental Engagement at Key Stage 3

There is a section of the CIEAG website dedicated to parents that provides resources to support their child's career learning. Parents are also able to access their child's Unifrog account. There are instructions for parents on how to do this on the school website. Year 9 Options booklets are all shared with students and parents to help them make an informed decision on their child's option choices at GCSE.

4. Key Stage 4 Curriculum

Year 10	<ul style="list-style-type: none">• What rights and responsibilities do you have?• Careers and your future goals• Employees rights• Understanding a payslip
Year 11	<ul style="list-style-type: none">• Forming a CV• Careers and your future goals• Writing a Personal Statement• Protecting your money / Fraud

Careers Fair

Each year St Mary's hosts its Careers Fair. This gives students the opportunity to meet with employers, professionals, and educational providers to gain information, advice, and guidance on next steps both post-16 and post-18. Our latest Careers Fair was held on March 30th, 2023. At this event over 40 employers attended and over 20 educational providers were present. This allowed the students to gain a good understanding of the options available to them.

Year 10 Work Experience

We believe that work experience is an important part of a student's education and will help them to make informed decisions about their future careers. The benefits of work experience for students are numerous, including developing important skills such as communication, problem-solving, and teamwork. Additionally, students will have the opportunity to gain insight into different industries and careers, which will help them to make more informed decisions about future careers.

Students, in the first instance, will be required to find their own placement, and complete online forms on the Unifrog website (www.unifrog.org) to finalise their work experience placement. Support will be given to students to find a placement if they are struggling. The Unifrog website will be able to collate student information, employer information and school information in one place, and allows the students to refer back to their experiences on this placement in future years. All students will be set-up with an account on Unifrog, and a comprehensive guide on how to complete the appropriate work experience form on Unifrog will be shared with students, parents, and carers.

Year 11 Careers Interviews

St Mary's has bought into Career Wave. Career Wave provides impartial careers advice to all students by qualified professionals. All students will receive a session starting from the 18th September 2023. All students will also have a discussion with a member of SLT and Pastoral Team to discuss options beyond Year 11.

Sixth Form Open Evening

All activities during this event are aimed at showcasing the vibrant nature of our Sixth Form, demonstrating both the academic opportunities students would have at St Mary's and the wider activities we are also proud to offer to our Key Stage 5 students. The Open Evening starts with a presentation in the Main Hall from Miss Patterson and Mr Turnbull. Students will then have the opportunity to visit the different subject departments in school to find out more about the different subjects offered at Key Stage 5. This is a very important part of the evening as it will also give students an insight into the demands of the courses that we offer, and the entry requirements for individual courses.

Year 11 Sixth Form Transition Day

The Sixth Form Transition Day gives students the opportunity to experience life in sixth form. During this day, students will attend a series of lessons that they have opted to do at Key Stage 5. Students will also receive transition work to complete over the summer. This work is designed to prepare students for Sixth Form study so that they can start their courses ahead of the game. The work varies from department to department and may include specification tasks, resources, and links for students in advance of their first lesson in September.

Year 11 Destination Discussions

All Year 11 students will receive a destination discussion by a member of SLT or the Head of Year team to ensure that their intended destination can be checked for appropriateness and ambition.

Parental Engagement at Key Stage 4

All parents and students are invited to attend a sixth form opening evening. Our school website also provides parents with information on supporting students with post-16 options. The Sixth Form Pastoral Team have also led an online session giving information on the transition for Year 11 students – this is available on the website.

5. Whole School Careers Engagement targeted at SEND/PP/FSM Students

SEND Transition Support

SEND students and other students identified as potentially vulnerable by the Y11 pastoral team receive additional transition support. Students experience an early SEND review to discuss their next steps. Transition plans are agreed with Connexions, SEND Case workers, parents and the student themselves. This offer is extended to students identified as vulnerable by the Head of Year.

NU Futures – Careers Workshops

The programme provides life-changing opportunities through education and employment support for schoolchildren, teenagers, and young adults. The programme will run over 12 weeks and target PP/FSM students. An allocated NUF Careers Officer to deliver workshops in school.

NECOP – Future Me

The North East Collaborative Outreach Programme (NECOP) is a consortium of universities in the North East region. They work in school via mentoring, assemblies, events, and visits to support students from disadvantaged areas to progress to university. Many events are targeted to raising aspiration and achievement across the whole school population but especially PP/FSM in selected local wards. They target Y9, 10 and Y12.

6. Key Stage 5 Curriculum

On Sixth Form enrolment day students discuss career plans and their options. Parents receive emailed copies of enrolment guidance to help understand and assist in the choices their children are making. All guides include careers opportunities for each subject. The Sixth Form Personal Development Programme provides guidance on applying to university, study skills, Student finance and preparation of personal statements and how these can be adapted to CVs. Our careers provision enables students to:

- Make informed choices about their futures.
- Research degree programmes.
- Identify appropriate universities.
- Acquire the skills that employers are looking for.
- Make successful applications for apprenticeships.
- Further employment support.

Students will explore:

Year 12	<ul style="list-style-type: none">• SpringPod Introduction• Career Choices• Why Do an Apprenticeship?• Why Go to University?• Applying for University, Jobs, and Apprenticeships• Personal Branding• How to Write a Personal Statement• Writing a Personal Statement• Public Speaking• Preparing for an Interview
Year 13	<ul style="list-style-type: none">• Understanding a Payslip/ASK Apprenticeship Session• Employability Skills: Leadership• Employability Skills: Teamwork• Employability Skills: Professionalism• Working on a Budget• Student Loan• Student Finance

Visiting Speakers at Key Stage 5

As a school, we are subscribed to 'Speakers for Schools'. This is a site which hosts many different virtual talks from a variety of experts in different careers and complements the talks on Future Opportunities which take place in the Sixth Form each week. These are advertised by the Sixth Form team. In addition to this we also offer weekly in person sessions from a range of university, employers, and apprenticeship providers.

Careers Fair

Each year St Mary's hosts its Careers Fair. This gives students the opportunity to meet with employers, professionals, and educational providers to gain information, advice, and guidance on next steps both post-16 and post-18. Our latest Careers Fair was held on March 30th, 2023. At this event over 40 employers attended and over 20 educational providers were present. This allowed the students to gain a good understanding of the options available to them.

Year 12 Work Experience

We believe that work experience is an important part of a student's education and will help them to make informed decisions about their future careers. The benefits of work experience for students are numerous, including developing important skills such as communication, problem-solving, and teamwork. Additionally, students will have the opportunity to gain insight into different industries and careers, which will help them to make more informed decisions about their future as they move into Year 13.

Students, in the first instance, will be required to find their own placement, and complete online forms on the Unifrog website (www.unifrog.org) to finalise their work experience placement. Support will be given to students to find a placement if they are struggling. The Unifrog website will be able to collate student information, employer information and school information in one place, and allows the students to refer back to their experiences on this placement in future years. All students will be set-up with an account on Unifrog, and a comprehensive guide on how to complete the appropriate work experience form on Unifrog will be shared with students, parents, and carers.

University Application Support

University support programmes have been running for a number of years and are one of the most well-established entry routes to higher education. Support programmes offer students a range of support and opportunities to help them make a successful application to different universities. All students are assigned a personal tutor to act as a guide throughout the university application process. Tutors have experience of writing personal statements and have received CPD to assist them with this process.

University Visits

Open days give students the golden opportunity to get a real-time understanding of the university's teachings and culture and help them make the right choice based on their experience. The school fully supports and encourages students to attend university open days to support them with option choices. University Open Days are promoted within the sixth form.

Parental Engagement at Key Stage 5

There are multiple events for parents in Y12 and Y13. Parents are invited into school to discuss next steps at Key Stage 5, including University, Degree Apprenticeships and Apprenticeships; How to apply to university and how to support their child's applications; and how to support competitive applications.

7. Impact

The careers strategy, which will be updated annually and is monitored by Mr G McCrory who is Head of Personal Development and CIEAG. To support this, careers will feature in Governors meetings for 2023/2024 with an annual report expected to enable Governors to provide the necessary challenge to ensure this initiative does not lose momentum.

The updated Careers Strategy will be published on the website for parents and carers to access at any point. Other measures of Impact scrutinised include:

- **Survey of student voice** after key activities and end of year review Y11 students will be surveyed over the appropriateness of the resources provided, delivery style and delivery timings. Feedback will then be used to adapt lessons for further support.
- **Regular reviews** to ensure the school continues to meet the Gatsby Benchmarks.
- **Destination Data** will be gathered and analysed to ensure the careers programme has supported all students regardless of their ability and background.
- **Regular contact** with previous students.
- **Parental reviews** allowing parents to share back any thoughts and opinions on the careers programme offered to all students.
- The school will respond accordingly to all feedback given by students and parents.