

## Duke's Secondary School- Annual Careers Plan (Covid secure)



This plan outlines the main careers activities that take place for all year groups during the academic year.

However, in addition to these core activities many opportunities arise throughout the year for smaller groups of students, or individuals, and the school will always strive to take advantage of these. These include visits to employers, talks to students and careers competitions. Learning about careers also takes place within the curriculum subject areas.

A fully stocked careers resource area can be found in the library where access to careers websites on dedicated computers can also take place.

Numbers in brackets refer to Gatsby benchmarks.

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>Autumn Term</b>	<p>Knowing Yourself PSHE lessons (1, 2, 4)</p> <p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>Career Ready Assembly (1, 2, 5)</p> <p>Unifrog platform launch (1,3)</p>	<p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>Career Ready Assembly (1, 2, 5)</p>	<p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>GCSE Options assembly and 1:1 appointments (1, 3, 8)</p> <p>Year 9 Girls Get Set course begins- focus on STEM</p>	<p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>PSHE lesson on CV writing (1, 2)</p> <p>FutureMe student finance presentation (1, 2, 7)</p>	<p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>FutureMe post 16 options assembly (1, 2, 3, 7)</p> <p>Amazing Apprenticeships Assembly (1, 2, 3)</p>	<p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>Tutor time CV writing (1, 2)</p> <p>Newcastle University Study Skills (3, 7)</p> <p>Launch of Career Ready</p>	<p>Enterprise Adviser Guest Speaker pre-recorded talk to students about working in a specific sector (1, 2, 5)</p> <p>Tutor time CV update session (1, 2)</p> <p>Off timetable UCAS day (1, 3, 7, 8)</p>

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			<p>related careers (1, 2, 4, 5, 6)</p> <p>FutureMe options presentation (1, 2, 7)</p>	ONE Vision project (1, 2, 3, 8)	<p>One to one Careers Guidance interviews (1, 3, 8)</p> <p>My Future Options SEND Event (2, 3, 5, 7)</p>	<p>programme-masterclass series delivered by Enterprise Adviser Network (1, 5, 6)</p> <p>Durham University Supported Progression assembly (1, 7)</p> <p>Social Mobility Foundation assembly (1, 5)</p> <p>Labour Market update assembly (2, 3)</p> <p>Barclays Life Skills workshops (1,3, 5)</p> <p>Sunderland University Social Sciences Discover Day (4, 7)</p> <p>Positively Mad Bridging the Gap (3, 7)</p> <p>FutureMe Beyond the Personal Statement (3, 7)</p>	<p>UCAS Application tutorials (1, 3, 7, 8)</p> <p>University virtual open days (1, 7)</p> <p>Newcastle University Partners programme assembly online (1, 7)</p> <p>Jobcentre support workshops (1, 2, 3, 8)</p> <p>Labour Market update assembly (2, 3)</p> <p>Barclays Life Skills workshops (1,3, 5)</p> <p>Positively Mad Informed Decisions workshop (3, 7)</p>
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<b>Spring Term</b>	<p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p>	<p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p><i>Why Care?!</i> performance, from Health Education England delivered by international theatre company, Gibber. (1, 4, 5)</p>	<p>Launch of FutureMe mentoring for targeted students (1, 2, 4, 7)</p> <p>National Careers Service online digital presentation (1, 2, 3, 8)</p> <p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>FutureMe Destination Success Theatre Performance (1, 2, 3, 7)</p>	<p>PSHE lessons including; types of work, career paths, future options (HE &amp; apprenticeships) (1, 2, 4)</p> <p>National Careers Service online digital presentation (1, 2, 3, 8)</p> <p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p> <p>NHS Careers workshop (2,5)</p>	<p>National Careers Service online digital presentation (1, 2, 3, 8)</p> <p>ASK Apprenticeship application support workshop (1, 2, 3, 8)</p> <p>College application support workshops with Newcastle and Northumberland Colleges (1, 2, 3, 8)</p> <p>National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)</p> <p>National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)</p>	<p>Work experience placement week (1, 5, 6)</p> <p>National Careers Service online digital presentation (1, 2, 3, 8)</p> <p>FutureMe Post 18 options assembly (1, 2, 3, 7)</p> <p>Northumbria University NU Entry presentation &amp; HE application workshops (1, 7)</p> <p>Why Leeds? Presentation and Access to Leeds scheme assembly delivered by Leeds University (1, 7)</p> <p>Project Access launch- mentoring by Russell Group</p>	<p>ASK Apprenticeship application support workshop (1, 2, 3, 8)</p> <p>ASK Mock Assessment Centre event (1, 2, 3)</p> <p>Student Finance workshops (1, 7)</p> <p>Budgeting workshop delivered by Northumbria University (1, 7) Graeme Jordan, professional CV writer and interview coach 1:1 sessions with apprenticeship/ employment applicants (1, 3, 5, 8)</p> <p>National Careers Service online digital</p>

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			Transpennine Express Careers Panel (1, 2, 5)			undergraduate students (1, 7)  National Apprenticeship Week tutor time focus (1, 2, 3, 4, 7, 8)  National Careers Week careers in the curriculum focus (1, 2, 3, 4, 5, 7, 8)  FutureMe Great Big HE Quiz (2, 7)	presentation (1, 2, 3, 8)  Stress management workshop with Northumbria University (7)
<b>Summer Term</b>	A Game of Uni workshop delivered by Northumbria University (1, 7)  World of Work preparation assembly (1, 2)  World of Work Day (Careers Fair) (1, 2, 5, 7)	World of Work preparation assembly (1, 2)  World of Work Day (Careers Fair) (1, 2, 5, 7)	Year group visit to the Port of Blyth-STEM focus (1, 4, 5, 6,)  FutureMe- Career Connections workshop (1, 2, 4, 7)  World of Work preparation assembly (1, 2)	Options after GCSE workshops with college, sixth form and apprenticeship speakers (1, 2, 3, 7)  Oxbridge awareness workshop (1, 7)  FutureMe What if HE? (1, 2, 4)	Northumbria University Future 11 as part of transition (1,2, 7)	Year 12 Progression Day- UCAS support begins for students applying for HE. Students looking for apprenticeships work with employers, jobcentre or national apprenticeship agency (1, 2, 3, 5, 7, 8)	

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			World of Work Day (Careers Fair) (1, 2, 5, 7)	Workplace encounter programme (1, 4, 5, 6)  World of Work preparation assembly (1, 2)  World of Work Day (Careers Fair) (1, 2, 5, 7)  Port of Blyth employer visits (1, 5, 6)		University open day visits (1, 7)  Study in Scotland talk delivered by Edinburgh Napier (1, 7)  University summer schools (1, 7)  Social Mobility Foundation internships (1, 5, 6)  Allied Health masterclasses providing tasters into NHS career pathways (1, 2, 5, 6)	
<b>Ongoing throughout the year</b>	Careers resource area in the library (1, 2, 4)  Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)	Careers resource area in the library (1, 2, 4)  Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)	Careers resource area in the library (1, 2, 4)  Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)	Extensive tutor time programme & Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)	Extensive tutor time programme & Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)	Extensive tutor time programme & Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)	Extensive tutor time programme & Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)

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	Careers displays in all faculty areas (1, 2, 4)	Careers displays in all faculty areas (1, 2, 4)	Careers displays in all faculty areas (1, 2, 4)	Careers resource area in the library (1, 2, 4)	Careers resource area in the library (1, 2, 4)	Weekly guest speaker assemblies featuring employers, universities, apprenticeship providers etc. (1, 2, 4, 5, 7)	Weekly guest speaker assemblies featuring employers, universities, apprenticeship providers etc. (1, 2, 4, 5, 7)
	Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)	Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)		
	Access to online careers software programmes in the school	Access to online careers software programmes in the school	Access to online careers software programmes in the school	Careers displays in all faculty areas (1, 2, 4)	Careers displays in all faculty areas (1, 2, 4)	JBVI bulletin containing weekly labour market information, apprenticeship/employment vacancies & HE opportunities (1, 2, 5, 6, 7)	JBVI bulletin containing weekly labour market information, apprenticeship/employment vacancies & HE opportunities (1, 2, 5, 6, 7)
	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website(1, 2)	Displays of careers visits and up to date Labour Market Information on TV screens around school and school website (1, 2)	Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)	Careers resource area in the library(1, 2, 4)	Careers resource area in the library(1, 2, 4)
	Subject specific careers lessons within the curriculum (1, 4, 5)	Subject specific careers lessons within the curriculum (1, 4, 5)	Subject specific careers lessons within the curriculum (1, 4, 5)	Access to online careers software programmes in the school	Access to online careers software programmes in the school	University prospectuses available in common room (1, 7)	University prospectuses available in common room (1, 7)
				Displays of careers visits and up to date Labour Market	Displays of careers visits and up to date Labour Market	Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)	Drop in support from school Librarian (qualified to L3 in Advice and Guidance) (1, 3, 8)

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	<p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)</p> <p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p>	<p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)</p> <p>Extensive tutor time programme &amp; Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)</p>	<p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)</p> <p>One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)</p> <p>Careers Adviser attendance at Parents' Evenings</p>	<p>Information on TV screens around school and school website (1, 2)</p> <p>Subject specific careers lessons within the curriculum (1, 4, 5)</p> <p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)</p>	<p>Information on TV screens around school and school website (1, 2)</p> <p>Subject specific careers lessons within the curriculum (1, 4, 5)</p> <p>CEIAG within PSHE lessons (1, 2, 3, 4, 5, 7,)</p> <p>Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)</p> <p>Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)</p>	<p>Careers displays in all faculty areas (1, 2, 4)</p> <p>Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)</p> <p>Access to online careers software programmes in the school (1,3,4, 7)</p> <p>Displays of careers visits and up to date Labour Market</p> <p>Information on TV screens around school and school website (1, 2)</p> <p>Subject specific careers lessons within the curriculum (1, 4, 5)</p>	<p>Careers displays in all faculty areas (1, 2, 4)</p> <p>Participation of the schools Enterprise Adviser (ORE Catapult) and new Duke's Enterprise Network in various activities throughout the year (1, 5, 6)</p> <p>Access to online careers software programmes in the school (1,3,4, 7)</p> <p>Displays of careers visits and up to date Labour Market</p> <p>Information on TV screens around school and school website (1, 2)</p> <p>Subject specific careers lessons within the curriculum (1, 4, 5)</p>
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	Port of Blyth STEM Hub Support (2, 4, 5, 6)	Port of Blyth STEM Hub Support (2, 4, 5, 6)	& options evenings (1, 3, 8)  Extensive tutor time programme & Google classroom activities including the use of Unifrog software (1, 2, 3, 4, 8)  Port of Blyth STEM Hub Support (2, 4, 5, 6)	One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)  Careers Adviser attendance at Parents' Evenings & options evenings (1, 3, 8)  Port of Blyth STEM Hub Support (2, 4, 5, 6)	One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)  Careers Adviser attendance at Parents' Evenings & options evenings (1, 3, 8)  Opportunity and vacancy display board in Year 11 area or Careers Office (1, 2)  Port of Blyth STEM Hub Support (2, 4, 5, 6)	Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)  Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)  One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)  Careers Adviser attendance at Parents' Evenings (1, 3, 8)	Weekly Acts of Collective Worship covering key areas required for the world or work such as resilience, determination and self-awareness (1, 4)  Targeted HE progression activities for groups of students i.e. FutureMe students in under represented postcodes (1, 3, 7)  One to one personal guidance interviews with level 6 qualified Careers Adviser (1, 3, 8)  Careers Adviser attendance at Parents' Evenings (1, 3, 8)
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