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

Reviewed by school- October 2020 & January 2021 Reviewed by employers- January 2021 Reviewed by Governors- January 2021 Reviewed by Student Leadership Team- June 2019

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		related careers (1,	ONE Vision project	One to one	programme-	UCAS Application
		2, 4, 5, 6)	(1, 2, 3, 8)	Careers Guidance	masterclass series	tutorials (1, 3, 7, 8)
				interviews (1, 3, 8)	delivered by	
		FutureMe options			Enterprise Adviser	University virtual
		presentation (1, 2,		My Future Options	Network (1, 5, 6)	open days (1, 7)
		7)		SEND Event (2, 3,		
		•		5, 7)	Durham University	Newcastle
				, ,	Supported	University
					Progression	Partners
					assembly (1, 7)	programme
					assembly (1, 7)	
					Constal Mark 1919	assembly online
					Social Mobility	(1, 7)
					Foundation	
					assembly (1, 5)	Jobcentre support
						workshops (1, 2, 3,
					Labour Market	8)
					update assembly	
					(2, 3)	Labour Market
						update assembly
					Barclays Life Skills	(2, 3)
					workshops (1,3, 5)	(=) = /
					Workshops (1,5, 5)	Barclays Life Skills
					Sunderland	workshops (1,3, 5)
						workshops (1,5, 5)
					University Social	
					Sciences Discover	Positively Mad
					Day (4, 7)	Informed
						Decisions
					Positively Mad	workshop (3, 7)
					Bridging the Gap	
					(3, 7)	
					FutureMe Beyond	
					the Personal	
					Statement (3, 7)	
					Julia (3, 7)	

Spring Term	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)	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)  Why Care?! performance, from Health Education England delivered by international theatre company, Gibber. (1, 4, 5)	Launch of FutureMe mentoring for targeted students (1, 2, 4, 7)  National Careers Service online digital presentation (1, 2, 3, 8)  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 Destination Success Theatre Performance (1, 2, 3, 7)	PSHE lessons including; types of work, career paths, future options (HE & apprenticeships) (1, 2, 4)  National Careers Service online digital presentation (1, 2, 3, 8)  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)  NHS Careers workshop (2,5)	National Careers Service online digital presentation (1, 2, 3, 8)  ASK Apprenticeship application support workshop (1, 2, 3, 8)  College application support workshops with Newcastle and Northumberland Colleges (1, 2, 3, 8)  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)	Work experience placement week (1, 5, 6)  National Careers Service online digital presentation (1, 2, 3, 8)  FutureMe Post 18 options assembly (1, 2, 3, 7)  Northumbria University NU Entry presentation & HE application workshops (1, 7)  Why Leeds? Presentation and Access to Leeds scheme assembly delivered by Leeds University (1, 7)  Project Access launch- mentoring by Russell Group	ASK Apprenticeship application support workshop (1, 2, 3, 8)  ASK Mock Assessment Centre event (1, 2, 3)  Student Finance workshops (1, 7)  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)  National Careers Service online digital
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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)
Summer Term	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)	

			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	
Ongoing throughout the year	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)	into NHS career pathways (1, 2, 5, 6)  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)

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

(	CEIAG within PSHE	CEIAG within PSHE	CEIAG within PSHE	Information on TV	Information on TV		
	essons (1, 2, 3, 4,	lessons (1, 2, 3, 4,	lessons (1, 2, 3, 4,	screens around	screens around	Careers displays in	Careers displays in
	5, 7,)	5, 7,)	5, 7,)	school and school	school and school	all faculty areas (1,	all faculty areas (1,
<u> </u>	, , , ,	3, 7,,	3, 7,1	website (1, 2)	website (1, 2)	2, 4)	2, 4)
1	Weekly Acts of	Weekly Acts of	Weekly Acts of	WCD31tC (1, 2)	WCD31(C (1, 2)	۷, ۶	۷, ۳)
	Collective Worship	Collective Worship	Collective Worship	Subject specific	Subject specific	Participation of	Participation of
	covering key areas	covering key areas	covering key areas	careers lessons	careers lessons	the schools	the schools
	required for the	required for the	required for the	within the	within the	Enterprise Adviser	Enterprise Adviser
	world or work	world or work	world or work	curriculum (1, 4, 5)	curriculum (1, 4, 5)	(ORE Catapult) and	(ORE Catapult) and
	such as resilience,	such as resilience,	such as resilience,	curricularii (±, +, 5)	curricularii (±, +, 5)	new Duke's	new Duke's
	determination and	determination and	determination and	CEIAG within PSHE	CEIAG within PSHE	Enterprise	Enterprise
	self-awareness (1,	self-awareness (1,	self-awareness (1,	lessons (1, 2, 3, 4,	lessons (1, 2, 3, 4,	Network in various	Network in various
	4)	4)	4)	5, 7,)	5, 7,)	activities	activities
	• ,	.,	•,	3, 7,,,	3, 1,,	throughout the	throughout the
Т	Targeted HE	Targeted HE	Targeted HE	Weekly Acts of	Weekly Acts of	year (1, 5, 6)	year (1, 5, 6)
	orogression	progression	progression	Collective Worship	Collective Worship	yea. (1) 5) 6)	year (1) 5) 6)
	activities for	activities for	activities for	covering key areas	covering key areas	Access to online	Access to online
	groups of students	groups of students	groups of students	required for the	required for the	careers software	careers software
	.e. FutureMe	i.e. FutureMe	i.e. FutureMe	world or work	world or work	programmes in the	programmes in the
	students in under	students in under	students in under	such as resilience,	such as resilience,	school (1,3,4, 7)	school (1,3,4, 7)
	represented	represented	represented	determination and	determination and	( /- / / /	( ,-, , ,
	oostcodes (1, 3, 7)	postcodes (1, 3, 7)	postcodes (1, 3, 7)	self-awareness (1,	self-awareness (1,	Displays of careers	Displays of careers
	( , , , ,	, , , ,	, , , , , , , , , , , , , , , , , , ,	4)	4)	visits and up to	visits and up to
E	Extensive tutor	Extensive tutor	One to one	,	,	date Labour	date Labour
t	ime programme	time programme	personal guidance	Targeted HE	Targeted HE	Market	Market
	& Google	& Google	interviews with	progression	progression	Information on TV	Information on TV
	classroom	classroom	level 6 qualified	activities for	activities for	screens around	screens around
a	activities including	activities including	Careers Adviser (1,	groups of students	groups of students	school and school	school and school
t	the use of Unifrog	the use of Unifrog	3, 8)	i.e. FutureMe	i.e. FutureMe	website (1, 2)	website (1, 2)
S	software (1, 2, 3,	software (1, 2, 3,		students in under	students in under		
4	4, 8)	4, 8)	Careers Adviser	represented	represented	Subject specific	Subject specific
			attendance at	postcodes (1, 3, 7)	postcodes (1, 3, 7)	careers lessons	careers lessons
			Parents' Evenings			within the	within the
						curriculum (1, 4, 5)	curriculum (1, 4, 5)

Port of Blyth STEM	Port of Blyth STEM	& options	One to one	One to one		
· ·	•				Weekly Acts of	Weekly Acts of
Hub Support (2, 4,	Hub Support (2, 4,	evenings (1, 3, 8)	personal guidance	personal guidance	,	,
5, 6)	5, 6)		interviews with	interviews with	Collective Worship	Collective Worship
		Extensive tutor	level 6 qualified	level 6 qualified	covering key areas	covering key areas
		time programme	Careers Adviser	Careers Adviser	required for the	required for the
		& Google	(1, 3, 8)	(1, 3, 8)	world or work	world or work
		classroom			such as resilience,	such as resilience,
		activities including	Careers Adviser	Careers Adviser	determination and	determination and
		the use of Unifrog	attendance at	attendance at	self-awareness (1,	self-awareness (1,
		software (1, 2, 3,	Parents' Evenings	Parents' Evenings	4)	4)
		4, 8)	& options	& options		
			evenings (1, 3, 8)	evenings (1, 3, 8)	Targeted HE	Targeted HE
		Port of Blyth STEM			progression	progression
		Hub Support (2, 4,	Port of Blyth STEM	Opportunity and	activities for	activities for
		5, 6)	Hub Support (2, 4,	vacancy display	groups of students	groups of students
		, , ,	5, 6)	board in Year 11	i.e. FutureMe	i.e. FutureMe
			3, 3,	area or Careers	students in under	students in under
				Office (1, 2)	represented	represented
				Office (1, 2)	postcodes (1, 3, 7)	postcodes (1, 3, 7)
				Port of Blyth STEM	postcodes (1, 3, 7)	postcodes (1, 3, 7)
				Hub Support (2, 4,	One to one	One to one
				5, 6)	personal guidance	personal guidance
					interviews with	interviews with
					level 6 qualified	level 6 qualified
					Careers Adviser	Careers Adviser
					(1, 3, 8)	(1, 3, 8)
					Careers Adviser	Careers Adviser
					attendance at	attendance at
					Parents' Evenings	Parents' Evenings
					(1, 3, 8)	(1, 3, 8)
	1	<u> </u>	<u>l</u>	1	<u>l</u>	1

			Port of Blyth STEM Hub Support (2, 4, 5, 6)	•