




Key people & dates

	Date of review and by whom	September 2021 – K Jones
	Date of next review and by whom	September 2022 – Careers Leader
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Key Contacts

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Careers Programme Information

Trinity Catholic High School employs an experienced Careers Leader, Mrs Jones, 3 days per week to provide students with Careers Education, Information, Advice and Guidance. Careers activities are also delivered through our PSHE and assembly programme at KS3 and 4, our Personal and Spiritual Development programme at KS5 and through the curriculum for all subjects.

In addition, the school uses careers counsellors through Prospects and Connexions to source independent careers advice for students. Prospects and Connexions provide individual careers interviews for students and give careers presentations to whole year groups relevant to the Key Stage.

Mrs Jones is further supported by the Careers & Enterprise Company (CEC), a national body for Careers Education in England delivering support to schools and colleges to deliver modern, 21st century careers education. Through the CEC the school has been partnered with an Enterprise Advisor, Steph Easton. Steph is working with Trinity to help bridge the gap between schools and employers, and is working closely with us on our career programme



across all year groups. She has worked in HR roles for over 15 years for a number of big brands like Estee Lauder, MAC Cosmetics, Harvey Nichols and London Marathon Events. She now works as VP of People for an app called Chip.

Our Commitment

At Trinity we are committed to providing all our students from year 7 to 13 with a comprehensive programme of Careers Education, Information, Advice and Guidance (CEIAG) and Work-Related Learning (WRL). All students take part in our careers programme which aims to raise the aspirations of young people and give them access to high quality information about future study options and labour market opportunities to enable them to choose the career that is right for them.

Our careers programme is specifically designed to embed the Gatsby Careers Benchmarks into our work within CEIAG. The Gatsby Benchmarks are a framework of 8 guidelines that define excellent career guidance.

The eight Gatsby Benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

STEM

STEM is given a high priority at Trinity, as is reflected by the appointment of two STEM coordinators. A range of stem activities are offered across all three Key Stages which are designed to highlight the relevance of STEM subjects for a range of future career paths and challenge stereotypical thinking and raise aspirations.

Mrs Roger coordinates a range of STEM activities within the curriculum and Ms Williams coordinates a range of extra-curricular STEM activities.

Examples of our Careers Programme

Key Stage 3

Year 7 & 8

The focus in Year 7 and 8 is to help students learn more about themselves, to challenge preconceived ideas and gender stereotypes, learn about the vast range of career paths available to them and to raise their aspirations. This is delivered through assemblies and within the PSHE programme. During the pandemic the careers programme for Years 7 and 8 included a drop-down day of careers and PSHE activities. Students had the



opportunity to speak to professionals from a variety of different job sectors about what their job involves day to day, what skills are important in their jobs and how they (students) can develop them. Students in Year 7 and 8 were also introduced to the careers platform Unifrog. Unifrog offers many excellent interactive resources for students and teachers to use and affords students a place to keep a record of activities completed and competencies gained. With the easing of covid restrictions we hope to be able to invite professionals back into school this academic year to speak to students.

Year 9

A key focus in year 9 is on Option Choices including how the choices made for Key Stage 4 study impact on post 16 choices. A range of activities and events take place to help students make informed choices most suited to their talents and to encourage ambitious aspirations. Students and parents are offered the opportunity to meet individually with the Head of Year and the Careers Leader to help with option choices. Students are encouraged to access and explore the resources and videos on Unifrog to support the option choice process. Students also have the opportunity to take part in 'Ask a Sixth Former' and 'Ask a Professional' events at which they can ask our Year 13 students and professionals about the subjects they studied and the career paths they can potentially lead to.

Key Stage 4

Year 10

Work Experience and the preparation for work experience is a particular focus for year 10. Work experience has always been valued at Trinity because the opportunity for encounters with employers and to gain work related experience is advantageous when entering the labour market and it can often be extremely motivating for students as they approach the final year of their GCSE courses. The government now stipulates that all students should have first-hand experience of the work place to help their exploration of career opportunities and expand their networks. Our school is well placed to do this as we have experience over many years of implementing successful work experience opportunities for all Y10 students. During the pandemic students were offered virtual work experience through the Speakers for School and Springpod websites <https://www.speakersforschools.org/> <https://www.springpod.com/> Both providers dramatically increased their virtual offerings to meet the need of students missing out on work experience. As work life for many professionals now looks very different, with people working from home, we expect that work experience for students will be a blend of both virtual and in person work experience going forward.

Students are also able to access work experience related content via Unifrog including: how to contact employers, drafting a CV and preparing for interviews. These subjects are reinforced through interactive sessions in school.

Year 11

During Year 11 students are focused on preparation for GCSE exams. They are supported in this through workshops on revision strategies and study skills.

Students also need to be supported to make appropriate choices for their post 16 pathway. We recognise that Year 11 students are at a key transitional phase and endeavour to ensure that all students who require information, advice or guidance receive an appointment with our independent careers advisor.



All form groups are also given presentations from our independent careers advisor to ensure they know all the options and opportunities open to them post 16. In addition we normally invite students and parents to an evening meeting with our advisor with a specific focus on alternatives to A levels such as courses offered by Further Education Colleges, apprenticeships and technical qualifications.

We also invite a range of providers into school for a Further Education Careers Fair.

Key Stage 5

Careers advice, information and guidance is an important part of the curriculum in Y12 and Y13. It is built into the taught Personal and Spiritual Development (PSD) programme and the tutor time curriculum in both Y12 and Y13. The key focus is on preparing students for post KS5 destinations. This includes both Higher Education in the UK and abroad, other education options, taking a gap year, employment and apprenticeships including degree apprenticeships. All aspects of the application and interview processes for these various options are covered within the programme. In the current academic year much of this is being delivered by distance learning.

There is an extensive programme for potential Oxbridge students, including interview techniques and taster days.

All Y12 and Y13 students have the opportunity to attend 3 external higher education fairs in the autumn and summer terms.

Extensive help and support is given throughout the UCAS process. This includes writing personal statements, choice of courses and university and the application and interview process. Students are encouraged to attend at least three open days and taster days. Many of these events will remain virtual this year.

Outside speakers from a range of professions are normally invited in to give talks to students. Students are currently being directed to webinars that provide an alternative to this provision.

Our independent careers advisor is available by appointment to give individual help and information in Y12 and Y13. Our aim is to ensure that all students are supported in making the informed and appropriate career choices.

Careers Activities Across Key Stages

Trinity Annual Summer Careers Fair

This takes place each July and gives students across all Key Stages an opportunity to learn about a range of career pathways, open to them, and to meet a range of employers. This event also provides encounters with Further Education providers and Universities. This could not happen during the pandemic but we hope this it will be possible at the end of this academic year.

Enterprise Project

This school year a team of 8 Trinity students, 4 from Year 12 and 4 from Year 9 are taking part in an enterprise competition organised by Haven House Children's Hospice. Our team will be competing against 10 other local schools to raise money. The team is tasked with creating an Events Start-up business and turning £50 seed capital into £1,500 over the course of the project. The project is sponsored by Galliard Homes who will provide



mentors to support the teams and help them to develop project plans. As well as raising vital funds the aim of the project is for students to develop important business skills.

Measuring the Impact of Careers Provision

The impact of careers provision is measured through destinations analysis.

Please follow the links on website: about us, performance tables, 16-18, destination.

Students, teachers and any external providers/professionals are also surveyed after careers events to gather feedback on what worked well, what they enjoyed and what could be improved on for future events.

We use best practice in completing regular self-evaluation of our programme via the CEC Compass tool. At present, Trinity Catholic High School is above national average in its progress across all eight Gatsby Benchmarks and is 100% in seven of the eight benchmarks.

Supporting Careers at Trinity Catholic High School

There are a number of ways in which you or your company can support current students in developing their careers knowledge and understanding:

- Deliver a talk at one of our 'Ask a Professional' events about your job and your career journey.
- Assist with activities/workshops related to employability skills.
- Attend our careers fair to showcase your company.

Further details can be found in our Careers Policy in the Application for Provider Access section.

Information for Teachers

All teachers have a Unifrog account through which you can access careers related learning resources in the Resources Library. If you have not used the platform before go to the login section, enter your school email address and create a password.

For all other careers related queries and additional resources please contact Mrs Jones on t: 0208 504 3419 ext. 153 e: kjones@tchs.uk.net

Useful Digital Resources

The National Careers Service

<https://nationalcareers.service.gov.uk/>

The site provides information, advice and guidance to help you make decisions on learning, training and work opportunities. The service offers confidential and impartial advice. This is supported by qualified careers advisers.

The National Careers Service website aims to:



- Help you with careers decisions and planning.
- Support you in reviewing your skills and abilities and develop new goals.
- Motivate you to implement your plan of action.
- Enable you to make the best use of high-quality career related tools.

Unifrog

<https://www.unifrog.org/>

Unifrog is a complete destinations platform which helps students compare every opportunity, then apply successfully. It hosts a vast amount of careers related content for students in Key Stages 3-5, teachers and parents. It also empowers teachers and counsellors to manage and track the progression process effectively. All students at Trinity can easily access their Unifrog account using their school email address and creating their own password. Parents can also create an account. If you would like parent login details or have any issues with logging onto the platform please contact Mrs Jones t: 0208 504 3419 ext. 153 e: kjones@tchs.uk.net

Plotr

<https://www.thecdi.net/affiliate/plotr>

Plotr is a free-to-access, Government supported and industry-led website that connects young people (aged 11-24) to the world of work. It provides inspiration, exploration and discovery through a series of interactive Careers Worlds; a set of Employer Profiles; an engaging Resource Centre and an Opportunity Finder that contains information about local Apprenticeships, work experience and entry level roles. Plotr makes connections and bridges the gap between education and employment. It is built around the Game which uncovers careers matched to their skills, interests and personality.

Life Skills

<https://barclayslifeskills.com/>

Life Skills, created with Barclays, is a free, curriculum-linked programme, developed with teachers to help improve the skills and employability of young people in the UK.

icould

<https://icould.com/>

icould has a range of video clips showing real people talking about their jobs and careers.

Career pilot

<https://www.careerpilot.org.uk/>

This website covers your choices at 14, 16 and 18, explore different job sectors and how you can study and work at the same time - even to university level.

Success at School

<https://successatschool.org/>



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Success at school is the place for young people to explore careers, get the lowdown on top employers, and search for the latest jobs, courses and advice. The study guide section within youthspace contains a range of information including help on making options choices in Year 9, post 16 options, and getting into higher education.

Central Government's dedicated apprenticeship website

<https://www.gov.uk/apply-apprenticeship>

The Central Government's dedicated apprenticeship website has a whole range of information to help young people decide if apprenticeships are the right route for them. You can also search for apprenticeship vacancies.