



Whickham School

**Careers Education, Information,
Advice & Guidance (CEIAG)**

Strategy & Plan

2022 – 23

Contents

Introduction	
CEIAG at Whickham School.....	2
Whole School Approach.....	2
Elements of the Careers Programme.....	2
Student Entitlement.....	3
Key Stage 3.....	4
Key Stage 4.....	4
Key Stage 5.....	4
Activities, Events & Encounters	6
Year Round.....	6
Term 1.....	11
Term 2.....	21
Term 3.....	25
Resources	
Independent Careers Research.....	29
Monitoring and Evaluation	
Evaluation.....	29
Compass Self Assessment	30
Roles and Responsibilities	31
SLT & Governing Body.....	31
Senior Leader with responsibility for Careers.....	31
Head of Sixth Form.....	31
SENCO	32
Faculty Leaders	32
Careers Leader / Guidance Practitioner	32
Teaching Staff.....	33
Pastoral / Achievement Staff	33

Appendix 1 – Activity Plan by Term

Introduction

Our core values of Aspiration, Resilience, Respect and Empathy, mean that we have the highest expectations of our students and their future potential. “Good careers guidance motivates young people by giving them a clearer idea of the routes into jobs and careers that they will find engaging and rewarding.” At Whickham School we recognise that effective career guidance raises aspirations, improves motivation and overcomes barriers to success. The careers programme helps students identify and build experiences, skills and behaviours essential for a successful working future. We provide students access to differentiated, impartial and independent information and guidance about the range of training options available post 14, 16 and 18, as well as insights into up to date labour market information and pathways to specific careers. By ensuring students have relevant, credible and up to date information we can effectively support them with decisions at all crucial stages. Our programme enables our students to develop key employability and enterprise skills which are highly valued by employers, universities, colleges and apprenticeship providers. By providing our pupils with a broad and balanced curriculum coupled with relevant employability skills and knowledge that takes into consideration the NE labour market we can prepare students to be inspired, aspirational, productive, effective and valuable members of the workforce.

Whole School Approach

At Whickham we have a whole school approach to careers with all staff supporting the delivery of careers education through pastoral, achievement and curricular and extra-curricular activities and encounters.

Elements of the Careers Programme at Whickham School

- **Enterprise Advisor** - As a school, we endeavour to facilitate as many student / employer encounters as possible. As such, the school is part of the North East Enterprise Adviser Network, we work closely with both of our nominated Enterprise Advisors.
- **Employer Encounters, Experiences and Visits** – We aim to ensure that, as a minimum, each student will have at least one employer encounter per year, however, in reality our programme offers options for students to have multiple encounters with employers and employees either in school or in the workplace.
- **Alumni** – Our alumni provide a valuable resource for students. As very relatable sources of inspiration, we provide students with access to Whickham Alumni to talk about career and learning pathways. We actively promote our Alumni in our Whickham Way Newsletter, on our Website and Social Media channels.
- **Work Experience** – Students are provided with the opportunity to take part in a number of experiences of workplaces, including enterprise visits, work shadowing, regular enrichment time or single week work placements.

- **Inspiration Days** – dedicated Career focussed sessions where students are off timetable. These sessions consist of Careers Fairs, FE & Training Provider Exhibitions, Mock Interview Sessions, External Trips & Visits
- **Personal Guidance** – In line with the DfE Statutory guidance students are provided with planned and timetabled 1-2-1 Personal Guidance with a L6 qualified Careers Guidance Practitioner in Years 10 and 12. In consultation with the SENCO, Pastoral Leaders and Head of Sixth Form a needs analysis ensures that SEND and PP students are prioritised. For all other year groups, referrals can be made to the Adviser by staff or by students' self-referral. The Careers Advisor has an open-door policy during break, lunch and after school.
- **Parental Information Advice and Guidance** – The school provides parents with access to up to date information about the Careers Programme via our Website, along with advice on how they can support their child and engage in the decision making process. Specific Parent information events are held at each key decision point during a student's journey through school. Parents receive regular updates on events, activities, initiatives and support through our regular newsletters, social media and targeted communication.
- **Access to Web Resources** – The School Website includes details of the Careers Policy, Provider Access Policy, CEIAG Plan and contact details for the Careers Leader and Guidance Practitioner along with a range of resources and information to support students with Careers Education. Students also receive regular signposting to a variety of reputable on-line resources and links to sector or profession specific sites as appropriate.

Student Entitlement / Learning Aims

Students are encouraged to take an active role in their own career development. Our careers programme emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills. During their time at Whickham School, all students can expect:

- The support they need to make the right choices in Year 9, Year 11 and in the sixth form
- Access up-to-date and unbiased information on future learning and training, careers and labour market information
- Support to develop the self-awareness and career management skills needed for their future
- Meaningful encounters with employers and employees
- To hear from a range of education and training providers, including colleges, universities and apprenticeship providers;
- The opportunity to relate what they learn in lessons to their life and career beyond school
- The opportunity to talk through their career and educational choices with staff including form tutors and the leadership team
- Access to one-to-one guidance with a professionally accredited Careers Adviser
- Facilitated access to experiences in the workplace in Y10 and Y12

By the End of KS3 students will have had an opportunity to:

- Identify own personal learning strengths and understand why it's important to stretch the boundaries of their own current learning
- Learn how to motivate themselves and set success criteria
- Identify some ways they can work with other people to make the world better place
- Complement other people and recognise their contribution and achievements
- Develop Mindfulness and growth mindset strategies and learning strategies and in order to relieve stress and anxiety and to develop resilience in challenging situations
- Develop an understanding of self, identify personal traits, strengths, abilities and skills, understand how they relate to the world of work and how to develop them further
- Become familiar with careers language. Learn about different jobs roles, the routes into them and associated Labour Market Information (salary, growth, working conditions etc)
- Learn about the world of work from various visiting speakers.

By the End of KS4 students will have had an opportunity to:

- Consider their own qualities, skills, interests and academic potential
- Participate in work related activities
- Understand the importance of key employability skills
- Have access to employers, colleges and Training providers
- Had an experience of a Workplace
- Understand the options open and available to them at the end of KS4 where to get information and how to apply (Sixth Form, College, Apprenticeships, Employment)
- Have a 1-2-1 Personal Guidance Session with a Careers Guidance Practitioner
- Develop their self-knowledge and career management skills with access to ICT, software and other sources to investigate jobs, careers, entry requirements progression routes
- Produce a challenging but realistic plan for their future learning and work by relating their skills, abilities and achievements to the goals they have set themselves

By the End of KS5 students will have had an opportunity to:

- Reassess personal strengths with a focus on transferable skills.
- Investigate different jobs and careers and what they mean for their future lifestyles, and work/life balance
- Challenge stereotypes within the world of work and traditional job roles.
- Engage with a range of local business, FE, HE, Apprenticeship and training providers.
- Develop economic awareness is developed further and consider the issue of their own employability, in the context of their career goals, skills and capabilities.
- Set themselves realistic future goals.
- Completed at least 1 week of work experience.
- Consider their Post18 choices and consider all pathways to the world of work including further study, apprenticeships and employment.
- Develop and understanding about the kind of behaviours potential employers will look for

- Develop CV writing, Personal Statement and interview techniques.
- Attend open careers talks, fairs, exhibitions FE & HE open days and taster days

Activities, Events & Encounters

Whickham School is committed to ensuring that every student receives a variety of career and work related encounters. We are proud of our business networks and partnerships with alumni, employers, further and higher education providers, apprenticeships and training providers. We use these networks and partnerships to make the most of every opportunity available to ensure that our students are able to explore educational and career pathways beyond their own expectations – whatever they may be.

Year-Round Activities

Exploring Skills, Careers Information and understanding LMI						
Delivery	Weekly Tutor Time Half Termly Citizenship Displays & Notices					
Description	Weekly Careers content – Job of the Week - information about job roles, national and local Labour Market Information, routes, pathways and study options Half Termly Citizenship – PHSE programme including but not limited to, challenging stereotypes, problem solving, relationships, economic well being, careers and enterprise, personal safety, wellbeing and living in the wider world					
Skills	<ul style="list-style-type: none"> ● Communication ● Team Work ● Problem Solving ● Self-Awareness ● Learning ● Initiative & Enterprise ● Perseverance ● Forward Planning ● Flexibility ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options ● Self-Management 					
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information					
Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

Personal Guidance

Delivery	1-2-1 Appointments Timetabled by Careers Officer with Y10 & Y12, or via staff or student self-referral (across all year groups)
Description	Careers Guidance and support and guidance sessions with L6 Guidance Practitioner. Exploration of self, aspirations and motivations. Exploration of Labour Market Information. Post 16 and Post 18 options and pathways. Entry requirements, application processes and action planning.
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Understanding of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM1 – A stable Careers Programme GBM3 – Addressing the Needs of Each Pupil GBM8 – Personal Guidance

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
			✓		✓	

Embedding Careers in the Curriculum	
Delivery	Timetabled Lessons, Displays & Notices
Description	The relevance of topics for future careers is highlighted and built into lessons, this is reinforced by displays, notice boards, guest speakers, trips and visits
Skills	<ul style="list-style-type: none"> ● Communication ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Flexibility ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 – Addressing the Needs of Each Pupil GBM4 – Linking Curriculum Learning to Careers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

Y12 Enrichment – Work Experience	
Delivery	Off Site Work Placements
Description	Y12 who select Work Experience as their Enrichment activity undertake external work experience placements 0.5 days per timetable cycle
Skills	<ul style="list-style-type: none"> ● Learning ● Communication ● Team Work ● Problem Solving ● Planning & Organisation ● Self-Management ● Technology ● Initiative and Enterprise ● Perseverance ● Time Management ● Flexibility ● Drive and Aspiration
Gatsby Benchmark	GBM2 – Learning from Careers and Labour Market Information GBM3 – Addressing the Needs of Each Pupil GBM5 – Encounters with Employers and Employees GBM6 – Experiences of Workplaces

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	

EHCP Review – Personal Guidance	
Delivery	Facilitated 1-2-1 Support
Description	Careers Guidance and support and guidance is built into all EHCP Reviews, and it is provided by the Local Authority SEND Guidance Practitioner
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding World of Work

	<ul style="list-style-type: none"> • Understanding of Post 16 and Post 18 pathways and options • Self-Management
Gatsby Benchmark	GBM1 – A stable Careers Programme GBM3 – Addressing the Needs of Each Pupil GBM8 – Personal Guidance

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
		✓	✓	✓		

Princes Trust	
Delivery	Workshops / Mentoring / Off-Site Visits
Description	Raising Aspirations activities with targeted groups
Skills	<ul style="list-style-type: none"> • Self-Awareness • Learning • Perseverance • Forward Planning • Drive & Aspiration • Understanding World of Work • Understanding of Post 16 and Post 18 pathways and options • Self-Management
Gatsby Benchmark	GBM1 – A stable Careers Programme GBM3 – Addressing the Needs of Each Pupil GBM5 – Experiences of Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓		

AQA Realising Potential	
Delivery	Workshops / Mentoring / Off-Site Visits
Description	Dame Kelly Holmes Foundation – programme aimed at raising aspirations and encouraging participation. Targeted LAC & PP students
Skills	<ul style="list-style-type: none"> • Self-Awareness • Learning • Perseverance • Forward Planning • Drive & Aspiration • Confidence / Self Belief / Motivation

	<ul style="list-style-type: none"> ● Networking ● Understanding World of Work ● Understanding of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM3 – Addressing the Needs of Each Pupil GBM5 – Experiences of Employers and Employees GBM7 – Experiences of FE & HE

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
		✓	✓			

Science - Beyond the Boundaries	
Delivery	Workshops / Debate / Research
Description	Workshops to increase awareness of what the sciences can and cannot do and how working with other disciplines maximises the potential of the sciences to benefit society
Skills	<ul style="list-style-type: none"> ● Confidence / Self Belief / Motivation ● Communication ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Flexibility ● Drive & Aspiration ● Understanding World of Work
Gatsby Benchmark	GBM4 - Linking Curriculum Learning To Careers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	✓

Term 1

Year 11 Engagement Day	
Delivery	Tutor Time Activities, Assemblies & Presentations
Description	Introduction to Sixth Form
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 – Addressing the Needs of Each Pupil GBM4 – Linking Curriculum Learning to Carers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓		

Sixth Form Induction	
Delivery	Workshops, Presentations, off-site Team Building Activities
Description	What it takes to be a successful Sixth Form Learner. Study and Independent Learning Skills. Personal reflection – aims and aspirations, setting personal goals. Charity week planning. Team Building Challenges
Skills	<ul style="list-style-type: none"> ● Communication ● Teamwork ● Problem Solving ● Planning and Organisation ● Aspiration ● Forward Planning ● Self Awareness ● Learning ● Initiative & Enterprise ● Time Management ● Perseverance
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM7 – Encounters with Further and Higher Education

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	

Post 18 Applications	
Delivery	Tutor Activities, 1-2-1 support, thematic group sessions
Description	Applications Support & Interview Skills, Personal Statements: UCAS, Apprenticeships & Jobs
Skills	<ul style="list-style-type: none"> ● Communication ● Teamwork ● Problem Solving ● Planning and Organisation ● Self Awareness ● Learning ● Initiative & Enterprise ● Time Management ● Perseverance
Gatsby Benchmark	GBM3 – Addressing the Needs of Each Pupil GBM7 – Encounters with Further and Higher Education GBM8 – Personal Guidance

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
						✓

Year 12 Parents Information Evening	
Delivery	Presentation
Description	Information Evening for Y12 and their Parents. Detailing Life at Whickham Sixth, Preparing for Post 18 transition, the CEIAG Programme, Enrichment and Work Experience
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Understanding Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	

Green Careers Week	
Delivery	Tutor Activities Timetabled Lessons
Description	Focus on emerging technologies and careers that will change the world for the better, the pathways and skills required to follow these careers
Skills	<ul style="list-style-type: none"> ● Communication ● Problem Solving ● Self-Awareness ● Learning ● Initiative & Enterprise ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Self-Management
Gatsby Benchmark	GBM2 – Learning from Careers and Labour Market Information GBM4 – Linking Curriculum Learning to Carers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

Sixth Form Open Evening	
Delivery	Presentation
Description	Information Evening for Students and Parents. Detailing Life at Whickham Sixth, Preparing for Post 16 transition, the CEIAG Programme, Enrichment and Work Experience
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding Post 16 pathways and options ● Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓		

Year 11 Achievement Evening	
Delivery	Presentation
Description	Information Evening for Y11 and their Parents. Key dates and timelines along with information, advice and guidance for parents about how to support their child through Y11
Skills	<ul style="list-style-type: none"> ● Learning ● Forward Planning ● Drive & Aspiration ● Understanding Post 16 pathways and options ● Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓		

Y11 Support & Guidance	
Delivery	1-2-1 Support
Description	Personal Guidance sessions with Pastoral and Senior Leaders to discuss Post 16 Options, pathways and requirements
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Understanding of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓		

Careers in Pathology	
Delivery	Melissa Bus & STEM Assembly
Description	Immersive Pathology Experience on the Melissa Resource Bus STEM and Careers in Pathology Assembly with Dr Ali Robb

Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Flexibility ● Aspiration ● Understanding the World of Work ● Understanding Post16 and Post18 options and pathways
Gatsby Benchmark	GBM 2 – Learning from Career and Labour Market Information GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
			✓	✓	✓	✓

Focus on Medicine	
Delivery	Workshops / Talks / Presentations
Description	A series of talks and workshops looking at the medical profession
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Flexibility ● Aspiration ● Understanding the World of Work ● Understanding Post18 options and pathways
Gatsby Benchmark	GBM 2 – Learning from Career and Labour Market Information GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓	✓	✓

Oxbridge Workshops	
Delivery	Workshops / Talks / Presentations
Description	A series of talks and workshops looking at life at Oxford and Cambridge and what is involved in a competitive University application
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Flexibility ● Aspiration ● Understanding of Higher Education

	<ul style="list-style-type: none"> Understanding Post18 options and pathways
Gatsby Benchmark	GBM 2 – Learning from Career and Labour Market Information GBM7 – Encounters with Further and Higher Education

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	✓

SEND Careers Fair	
Delivery	External Visit - Dryden Centre
Description	Facilitated Access to Careers Exhibition & Guidance for all EHCP Students
Skills	<ul style="list-style-type: none"> Self-Awareness Learning Initiative & Enterprise Forward Planning Flexibility Drive & Aspiration Understanding World of Work Awareness of Post 16 and Post 18 pathways and options Self-Management
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 - Addressing the Needs of Each Pupil GBM5 - Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
		✓	✓	✓		

National Citizen Service	
Delivery	External Supplier Assembly
Description	National Citizen Service Presentation
Skills	<ul style="list-style-type: none"> Learning Perseverance Flexibility Aspiration Understanding the World of Work Understanding Post18 options and pathways
Gatsby Benchmark	GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	
Bring It On						
Delivery	External Visit “Bring It On” Exhibition					
Description	Immersive Careers in Engineering					
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Forward Planning ● Flexibility ● Initiative & Enterprise ● Drive & Aspiration ● Understanding the World of Work ● Understanding Post16 and Post18 options and pathways 					
Gatsby Benchmark	GBM 2 – Learning from Career and Labour Market Information GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees					

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
	✓	✓				

History In Action						
Delivery	On-Line Live Conference					
Description	History in Action live with Leading Historians to provide context, motivation and aspiration to FE/HE studies					
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding the World of Work ● Experience of HE ● Post18 options and pathways 					
Gatsby Benchmark	GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees GBM 7 – Encounters with Further and Higher Education					

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	✓

Holocaust Educational Trust - Auschwitz	
Delivery	External Visit to Auschwitz
Description	Visit to Auschwitz and participation in a development Project with the Holocaust Educational Trust
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Drive & Aspiration ● Understanding the World of Work
Gatsby Benchmark	GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
						✓

Newcastle University Library	
Delivery	Off-Site Visit
Description	Newcastle University library to undertake training in on-line historical research, and then complete a research project
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Initiative & Enterprise ● Understanding the World of Work ● Experience of HE ● Experiences of Workplaces ● Experiences of Employers and Employees ● Post18 options and pathways
Gatsby Benchmark	GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees GBM 7 – Encounters with Further and Higher Education

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
						✓

University Open Days	
Delivery	Off-Site Visit
Description	Group and Individual visits to HE providers
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Experience of HE ● Experiences of Employers and Employees ● Post18 options and pathways
Gatsby Benchmark	GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees GBM 7 – Encounters with Further and Higher Education

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	✓

Baltic & Sehej Rahal	
Delivery	Off-Site Visit
Description	Trip to Baltic to meet and work with artist Sahej Rahal in his forthcoming exhibition: Mythmachine. Workshops will involve hands on work with the Artist the opportunity to gain a first-hand insight into the creative process and life as an artist
Skills	<ul style="list-style-type: none"> ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Initiative & Enterprise ● Understanding the World of Work ● Experiences of Workplaces ● Experiences of Employers and Employees ● Post18 options and pathways
Gatsby Benchmark	GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
						✓

Lindisfarne Gospels	
Delivery	Off-Site Visit
Description	Visit to the Laing Art Gallery and Newcastle Cathedral
Skills	<ul style="list-style-type: none"> ● Learning ● Drive & Aspiration ● Initiative & Enterprise ● Understanding the World of Work ● Experiences of Workplaces ● Experiences of Employers and Employees ● Post18 options and pathways
Gatsby Benchmark	GMB 4 - Linking Curriculum Learning to Carers GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	✓

Charity Week	
Delivery	Tutor Activities, Assemblies, Targeted Communication, Timetabled Lessons, Displays and Notices
Description	Student led, facilitated planning, co-ordination and delivery of the whole school Charity Week Activities
Skills	<ul style="list-style-type: none"> ● Communication ● Team Work ● Problem Solving ● Self-Awareness ● Learning ● Initiative & Enterprise ● Perseverance ● Forward Planning ● Flexibility ● Drive & Aspiration ● Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	

University and Apprenticeships Exhibition	
Delivery	Off Site - Exhibition
Description	Whole year group mandated visit to the UK University & Apprenticeship Search Exhibition at St James Park
Skills	<ul style="list-style-type: none"> ● Self Awareness ● Learning ● Forward Planning ● Networking ● Aspiration and Determination ● Knowledge of Post 18 Options
Gatsby Benchmark	GBM3 – Addressing the Needs of Each Pupil GBM7 – Encounters with Further and Higher Education

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
					✓	

Term 2

Y11 Support & Guidance	
Delivery	1-2-1 Support
Description	Personal Guidance sessions with Pastoral and Senior Leaders to discuss Post 16 Options, pathways and requirements
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Understanding of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
				✓		

Inspiration Assemblies	
Delivery	Assembly
Description	Inspirational sessions with local employers, entrepreneurs and employees
Skills	<ul style="list-style-type: none"> ● Learning ● Initiative & Enterprise ● Perseverance ● Flexibility ● Aspiration ● Understanding of the world of work
Gatsby Benchmark	GBM 2 – Learning from Career and Labour Market Information GBM 5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
✓	✓	✓	✓	✓	✓	✓

National Apprenticeship Week	
Delivery	Tutor Activities, Assemblies, Targeted Communication, Timetabled Lessons, Displays and Notices
Description	Careers and curriculum content focussing on Apprenticeships, pathways and entry requirements, conditions and benefits
Skills	<ul style="list-style-type: none"> ● Communication ● Team Work ● Problem Solving ● Self-Awareness ● Learning ● Initiative & Enterprise ● Perseverance ● Forward Planning ● Flexibility ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM4 - Linking Curriculum Learning to Carers GBM5 – Encounters with Employers and Employees

	GBM7 – Encounters with Further and Higher Education
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Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

National Careers Week	
Delivery	Tutor Activities, Assemblies, Targeted Communication, Timetabled Lessons, Displays and Notices
Description	Careers and curriculum content focussing on Apprenticeships, pathways and entry requirements, conditions and benefits
Skills	<ul style="list-style-type: none"> ● Communication ● Team Work ● Problem Solving ● Self-Awareness ● Learning ● Initiative & Enterprise ● Perseverance ● Forward Planning ● Flexibility ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM4 - Linking Curriculum Learning to Carers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

GCSE Options	
Delivery	Tutor Activities, Assemblies, Targeted Communication, Timetabled Lessons, Subject Presentations, Open Evening
Description	GCSE Options selection
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options ● Self-Management

Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 - Addressing the Needs of Each Pupil GBM4 - Linking Curriculum Learning to Carers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
		✓				

Y10 Post 16 Planning	
Delivery	Tutor Activities, Assemblies, Targeted Communication, Timetabled Lessons, Subject Presentations, Open Evening
Description	Y10 focus on pathway planning post 16
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 - Addressing the Needs of Each Pupil GBM4 - Linking Curriculum Learning to Carers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
			✓			

Post 16 Options	
Delivery	External Provider Exhibition
Description	Apprenticeships, FE and Training Providers Exhibition Timetabled Y10 attendance Drop Ins invited for other Year groups Twi-Light provision for Parents
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Forward Planning ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options

	<ul style="list-style-type: none"> • Self-Management
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 - Addressing the Needs of Each Pupil GBM5 – Encounters with Employers and Employees GBM7- Encounters with Further and Higher Education

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

Student Finance & HE	
Delivery	Tutor Activities, Information Evening, Presentation 1-2-1 support
Description	Information advice and guidance to raise awareness of life after Sixth Form, Life in Further / Higher Education and Student Finance
Skills	<ul style="list-style-type: none"> • Self-Awareness • Learning • Perseverance • Forward Planning • Drive & Aspiration • Understanding World of Work • Understanding of Post 18 pathways and options • Self-Management
Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil GBM7 – Experience of FE & HE

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
						✓

Term 3

Careers Fair	
Delivery	Exhibition
Description	External providers, Employees, Employers, Apprenticeship and Training Providers
Skills	<ul style="list-style-type: none"> • Self-Awareness • Learning • Initiative & Enterprise • Forward Planning

	<ul style="list-style-type: none"> ● Flexibility ● Drive & Aspiration ● Understanding World of Work ● Awareness of Post 16 and Post 18 pathways and options ● Self-Management
Gatsby Benchmark	GBM2 – Learning from Career and Labour Market Information GBM3 - Addressing the Needs of Each Pupil GBM5 - Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓	✓	✓	✓

UCAS Launch	
Delivery	Tutor Activities, Assemblies, 1-2-1 support, Information Evening
Description	UCAS Registration, Personal Statements
Skills	<ul style="list-style-type: none"> ● Communication ● Planning and Organisation ● Personal Research ● Self Awareness ● Learning ● Aspiration and Determination
Gatsby Benchmark	GBM3 – Addressing the Needs of Each Pupil GBM7 – Encounters with Further and Higher Education GBM8 – Personal Guidance

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
					✓	

University Taster Days	
Delivery	External off-site visit
Description	One day visit to a university to explore courses, student life and student finance
Skills	<ul style="list-style-type: none"> ● Self Awareness ● Learning ● Aspiration and Determination

Gatsby Benchmark	GBM3 – Addressing the Needs of Each Pupil GBM7 – Encounters with Further and Higher Education
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Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
					✓	

Y12 Work Experience Week	
Delivery	Off Site Work Placements
Description	5 Day Work Experience placement
Skills	<ul style="list-style-type: none"> ● Learning ● Communication ● Team Work ● Problem Solving ● Planning & Organisation ● Self-Management ● Technology ● Initiative and Enterprise ● Perseverance ● Time Management ● Flexibility ● Drive and Aspiration
Gatsby Benchmark	GBM2 – Learning from Careers and Labour Market Information GBM3 – Addressing the Needs of Each Pupil GBM5 – Encounters with Employers and Employees GBM6 – Experiences of Workplaces

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
					✓	

Sixth Form Introduction	
Delivery	Assemblies, Taster L3 Lessons
Description	Taster day for Y11 students considering Whickham Sixth as their Post16 destination
Skills	<ul style="list-style-type: none"> ● Self-Awareness ● Learning ● Perseverance ● Forward Planning ● Drive & Aspiration

Gatsby Benchmark	GBM1 – A Stable Careers Programme GBM3 – Addressing the Needs of Each Pupil GBM4 – Linking Curriculum Learning to Careers

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓		

Rich Experience Week	
Delivery	Workshops, Tutor Activities, Curriculum Workshops, Off Site trips and visits
Description	A range of internal and external trips, visits, activities and challenges aimed at developing an awareness of self and the wider world
Skills	<ul style="list-style-type: none"> • Learning • Self-Awareness • Aspiration / Inspiration • Understanding of the World of Work
Gatsby Benchmark	GBM4 – Linking Curriculum Learning to Careers GBM5 – Encounters with Employers and Employees

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
✓	✓	✓	✓		✓	

Exams Results Days	
Delivery	1-2-1 Support and Guidance
Description	On site support from Careers Advisor, Pastoral and Senior Staff
Skills	<ul style="list-style-type: none"> • Learning • Self-Awareness • Understanding of the World of Work • Understanding Pathways and Options
Gatsby Benchmark	GBM3 – Addressing the Needs of Each Pupil GBM7 – Experiences of FE & HE GBM8 – Personal Guidance

Year 7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
				✓	✓	✓

Resources

Independent Careers Research

Students are provided with a wide range of information sources and resources during Tutor Time, Citizenship in Lesson and during personal guidance sessions. Hard copies are available in the Careers Library and are updated regularly. Students are also encouraged to carry out their own personal careers research to help widen horizons and understanding, raise aspirations and inform personal choices.

- **Unifrog** – Careers Portal provides a personalised single point of access to an impartial, user-friendly platform that helps students to manage their careers learning, identify pathways and requirements to enable them to make strong informed choices and applications
- **School Website Careers Pages** – The School Website includes details of the Careers Policy, Provider Access Policy, CEIAG Plan and contact details for the Careers Leader and Guidance Practitioner. There are a range of resources and information to support students with Careers Education - providing access to information advice and guidance, applications and Work Experience support, Labour Market Information and Advice for Parents. These pages are regularly reviewed to ensure students have the most up to date and unbiased information.
- **Careers Office / Library** – There Careers Office has a well-stocked library including information about specific careers and sectors along with profession specific application support. There is also an extensive collection of HE and FE prospectuses.
- **Pastoral & Faculty Notice Boards** – There are a variety of notice boards and information boards throughout school. These are used to highlight careers and subject specific information, events, advice and opportunities.
- **On-Line Resources** – Students are signposted to a variety of reputable on-line resources including, but not limited to: National Careers Service, National Apprenticeship Service; UCAS; Prospects; etc. Also provided are links to sector or profession specific sites as appropriate. Students are also encouraged to access career and university websites, Virtual Work Experience providers, webinars, and MOOCs to widen their understanding and knowledge.

Monitoring and Evaluation

Evaluation

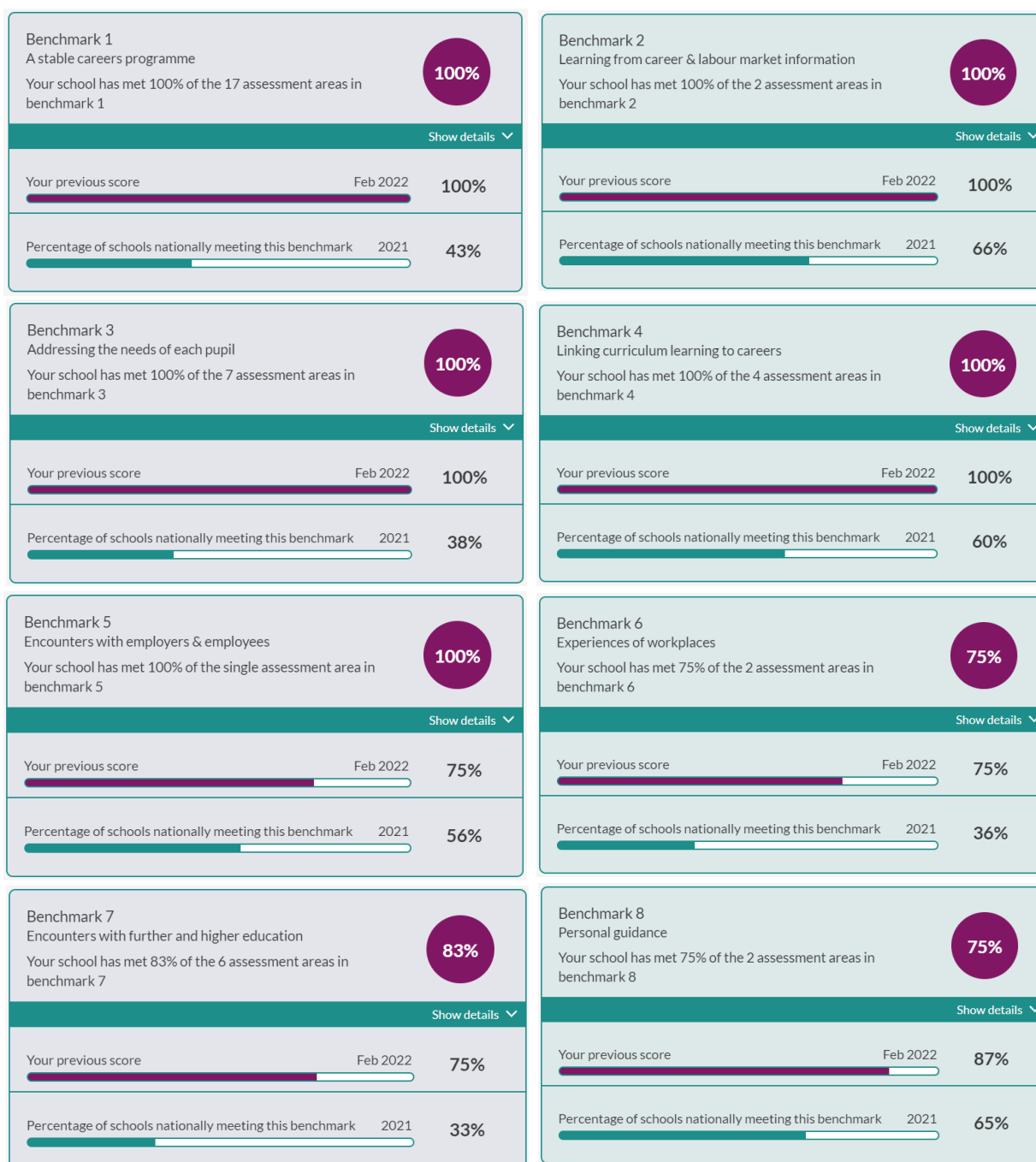
It is important that we measure the impact of our strategy through student, employer and parent feedback. We access this information in several ways by obtaining verbal and written feedback or through on-line and use this feedback to reflect, adapt and enhance the programme. We also track our student destinations (Post 16 and Post 18) We use the Careers and Enterprise Company's Compass Tool to self-assess our strategy against the Gatsby Benchmarks at regular intervals through the academic year. These results are then shared with our Enterprise Advisors, North East

Local Enterprise Partnership (NELEP) Careers Hub Co-ordinator and the Governing Body to inform progress travelled.

Compass Self-Assessment Evaluation

As a North East LEP Careers Hub School our QA progress and performance is reported through the completion of the Careers and Enterprise Company (CED) Compass Self-Assessment tool. The results are used to prioritise resource and effort and to inform the further development of the Careers Plan.

Compass Report 20/07/22



Roles & Responsibilities

Governors & SLT responsibilities

- The governing body has a statutory responsibility to monitor and evaluate the effectiveness of the school and its curriculum in order to promote high standards of educational attainment (DfE, 2014a). Effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success.
- Ensure there is a named member of the SLT and a Governor who have primary responsibility for CEIAG.
- Identify a link governor to support and challenge the careers staff
- Ensure the annual Careers Plan is completed and signed off by the end of September.
- Ensure that the agreed careers objectives are understood and implemented across the school.
- Ensure the Careers Leader is supported and prepared for OFSTED inspections.
- Ensure school is meeting the statutory careers requirements and expectations as laid out in the statutory guidance 2017 (in particular; has a named Careers Leader, a Provider Access Policy, the publication of the careers programme and is working towards the Gatsby benchmarks).
- Provide support to the Careers Leader and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.

Senior Leader with responsibility for Careers

- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Recruit, retain and support the careers team.
- Chair regular reviews of progress against the careers plan and ensure that any problems preventing completion of any elements are resolved.
- Act as the 'careers champion' to ensure that whole school acceptance of the careers plan is achieved!

Head of Sixth Form

- Ensure all Y12 students have a 1-2-1 Personal Guidance session
- Ensure that all Sixth form students have been supported to prepare CVs and/or personal statements.
- Support the students with their individual career action plans, paying particular attention to those in the NEET
- risk group.
- Work with the Pastoral Leaders and Careers Lead to ensure students make a smooth transition to year 12
- Ensure that all Sixth Form students have up to date information on pathways and Post 18 Options and are supported onto the right pathway for them.

SENCO

- Ensure that the careers plan complements objectives and activities set out in the school's special education policy.
- Provide facilitation (where required) during 1-2-1 Personal Guidance sessions
- Provide support to SEN students to help them generate their individual careers action plans.
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans.
- Ensure the careers leader understands the school's statutory responsibility to students with SEN.
- Generate individual career action plans as part of the Education Health and Care plan.

Faculty Leaders

- Take responsibility for the curriculum strands within the careers plan, inputting objectives to the plan and ensuring the curriculum resources are made available as necessary.
- Understand what defines 'best practice' for integrating career readiness activities into the curriculum and ensure the faculty works towards this.
- Provide updates and evidence to the Careers Lead on how Careers is embedded into each subject area
- Identify a Faculty Careers Champion who will take responsibility for communication between the Faculty and the Careers Lead

Careers Leader/Guidance Practitioner

- Prepare and deliver the careers plan.
- Recruit, retain and develop the support staff needed to deliver the careers plan.
- Provide regular updates on progress to the Senior Leader with Responsibility for Careers and SLT.
- Work closely with the governor with primary responsibility for careers to ensure they are able to support and guide as necessary
- Escalate, any issues that require resolution to the attention of the Senior Leader with Responsibility for Careers.
- Develop networks, partnerships and relationships with key stakeholders including Local Authority, FE, HE, Apprenticeship Providers, Training Providers, Enterprise Advisors, CEIAG Networks, NELEP, Local Businesses, Community Groups Alumni SLT, teachers, support staff, governors, students, parents, and guest speakers.
- Ensure a broad suite of quality, unbiased resource is available on all pathways.
- Ensure the resource suite meets the needs of each age group.
- Put systems in place to ensure the delivery of measurable year on year improvements to the careers programme.

- Be the school expert on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact their responsibilities.
- Ensure visibility and availability to all stakeholders by as many means as possible.
- Conduct and report on surveys and evaluation to measure stakeholder satisfaction with the careers programme.
- Ensure that professional knowledge and development is kept up to date
- Continue to reflect, evaluate and identify improvements to the Careers Programme based on models of best practice.
- Local, Regional, National and thematic network dissemination

Teaching Staff

- Ensure an awareness of the school careers plan and its objectives.
- Ensure that career readiness and careers education are embedded into lesson plans.
- Monitor the effectiveness of embedded activities and improve as necessary.
- Provide information and evidence of embedded activities to the Careers Lead. This could include samples of schemes of work, lesson plans and resources
- Feedback specific student needs (or opportunities) to the Careers Leader.

Pastoral Staff/Achievement Staff

- Ensure an awareness of the school careers plan and its objectives.
- Work with the Careers Leader to source opportunities for enrichment / CEIAG activities, events or encounters as appropriate for your cohort.
- Contribute towards the development of an atmosphere (within the school) of learning, confidence and ambition.
- Encourage students to think positively about their career prospects and what they could be doing to enhance their life chances.
- Identify and refer students for personal guidance
- Working with the Careers Leader provide additional support for students to widen participation.
- Feedback specific student needs (or opportunities) to the Careers Leader.

Appendix 1: Careers Plan 2022-23

Term 1

Event / Activity	GBMs	7	8	9	10	11	12	13
Tutor Time Activities Self Awareness, Job of the Week, Planning for the World of Work, options, pathways and LMI	2	✓	✓	✓	✓	✓	✓	✓
Citizenship Afternoon Whickham Qualities	2	✓	✓	✓	✓	✓	✓	✓
Citizenship Afternoon Mental Health/Anti Bullying	2	✓	✓	✓	✓	✓	✓	✓
Citizenship Afternoon Stereotypes and Equality & Internet Safety	2	✓	✓	✓	✓	✓	✓	✓
Citizenship Afternoon Physical Health & First Aid	2	✓	✓	✓	✓	✓	✓	✓
Princes Trust Raising Aspirations - Workshops, Mentoring, off-site visits	1, 3, 5	✓	✓	✓	✓	✓		
AQA Realising Potential Dame Kelly Holmes Foundation workshops, mentoring, off site visits	3, 5, 7			✓	✓			
Careers in STEM - Pathology Melissa Resource Bus Assembly with Dr Ali Robb	2, 4, 5				✓	✓	✓	
SEND Careers Fair External Visit to Dryden Centre Exhibition for all Y9-11 EHCP Students	2, 3, 5			✓	✓	✓		
Year 11 Engagement Day	2, 3, 4					✓		
6th Form Induction Team Building, Charity Week Planning, Work Experience & Volunteering	2, 7						✓	
Post 18 Planning Applications Support & Interview Skills for UCAS, Apprenticeships & Jobs	3, 7, 8							✓
Year 11 Achievement Evening Planning for Y11 - IAG event for parents	1, 3					✓		
Personal Guidance 1-2-1 Scheduled Appointments (Y10&12) Staff or Student self referrals (all Years) Local Authority SEND Careers Practitioner as part of EHCP Reviews (Y9-11)	1, 3, 8	✓	✓	✓	✓	✓	✓	✓
Charity Week Supported, planning, co-ordination and delivery of the whole school Charity Week Activities							✓	
Year 12 Parents Information Evening Life at Whickham Sixth and beyond CEIAG Programme and Plan, Enrichment & Work Experience	1, 3						✓	

Green Careers Week (7-11 November) Tutor Time Activities & Lesson Content	2, 4	✓	✓	✓	✓	✓	✓	✓
Work Experience Sixth Form Enrichment programme (Wednesday Afternoon)	2, 3, 5, 6						✓	✓
Sixth Form Open Evening Information Evening – Students & Parents. Detailing Life at Whickham Sixth, CEIAG Programme, Enrichment and Work Experience	1, 3					✓		
Y11 Support & Guidance Post 16 options, pathways and requirements	1, 3					✓		
National Citizen Service Assembly	5						✓	
Focus on Medicine Workshops and talks about pathways into a Healthcare profession	2, 5					✓	✓	✓
Oxbridge Workshops Presentations from Student Ambassadors	2, 7						✓	✓
Bring It On Exhibition Immersive Engineering Exhibition Visit	2, 4, 5		✓	✓				
History in Action On-Line Live Conference with leading Historians	4, 5, 7						✓	✓
Auschwitz External Visit and development Project with Holocaust Education Trust	4, 5							✓
Newcastle University Library Historical Research Training, Librarian Workshop & Research Project	4, 5, 6							✓
University Open Days Individual and Group off site visits	3, 7						✓	✓
Baltic & Sehej Rahal Offsite visit to Baltic and Workshop with artist Sehej Rahal	4, 5							✓
Lindisfarne Gospels Visit to the Lain Art Gallery and Newcastle Cathedral	4, 5						✓	✓
University & Apprenticeships Exhibition St Jame's Park	3, 7						✓	
Science Beyond the Boundaries Workshops, Debates, Research Projects	4						✓	✓

Term 2

Event / Activity	GBMs	7	8	9	10	11	12	13
Tutor Time Activities Self Awareness, Job of the Week, Planning for the World of Work, options, pathways and LMI	2	✓	✓	✓	✓	✓	✓	✓
Citizenship Afternoon Relationships, Sex pressures & staying safe	2	✓	✓	✓	✓	✓	✓	✓
Princes Trust	1, 3, 5							

Raising Aspirations - Workshops, Mentoring, off-site visits	1, 3, 5							
AQA Realising Potential Dame Kelly Holmes Foundation workshops, mentoring, off site visits	3, 5, 7			✓	✓			
1-2-1 Personal Guidance 1-2-1 Scheduled Appointments Staff or Student self-referrals and at EHCP Reviews	1, 3, 8				✓		✓	
Science Beyond the Boundaries Workshops, Debates, Research Projects	4						✓	✓
Careers Fair External providers, Employees, Employers, Apprenticeship and Training Providers	2, 3, 5	✓	✓	✓	✓	✓	✓	✓
6th Form Introduction Life and Study options at Sixth Form	1, 3, 4					✓		
UCAS UCAS Launch – Information Evening and Personal Statement Workshops & support	3, 7, 8						✓	
Work Experience Week 5 day block placement	2, 3, 5, 6						✓	
Focus on Apprenticeships							✓	
University Open Days Individual and Group off site visits	3, 7						✓	
Rich Experience Week Internal & External encounters to develop an awareness of self and the wider world	4, 5	✓	✓	✓	✓	✓	✓	✓
Exam Results Days On site support from Careers Advisor, Pastoral and Senior Staff	3, 7, 8					✓	✓	✓

D Ross

Careers Lead and Guidance Practitioner

September 2022