

South Wolds Academy
Careers Education and Work Related Learning
Year 11 Programme 2019-2020

This calendar is intended to provide tutors with an overview of our Careers Education programme at SWA.

The delivery model for this is to use the tutor programme as one of our delivery locations. The sessions either be:

- Tutor led sessions (15mins).
- Assemblies. Yr 11 **Fridays** Outside speakers have been arranged to give independent and impartial information, advice and guidance.

As well as this delivery model there will also be whole year Careers 'Events'

For Year 11 these will be:

- Careers Fair (Thurs Oct 17th 2019)
- PD day workshop (Weds 9th Oct 2019)
- National Careers Week motivational workshop (Weds 4th March 2020)
- 'Pathway' Interviews
- 6th Form Interviews
- SWA 6th Form Taster Day
- Personal one-to-one intervention for targeted students.

Below is a calendared framework of Careers Education topics to be delivered throughout the academic year. **The sessions are spread over the academic year.**

As many of the sessions/topics are designed to link with key decision points in a student's year, the framework also includes all key school calendar dates alongside topics so that you know when certain topics have to be delivered to complement whole school events.

Hopefully this will encourage a more holistic approach to delivery.

The topics fit into one of three strands identified in our Careers Ed Policy, Self- Development, Career Exploration and Career Management

Each strand has been coloured accordingly so that you are aware of the Careers Ed focus.

As tutors may consider themselves to be 'non-specialists' HFH is providing focus and resources for tutors to deliver.

Each topic has a PowerPoint presentation. Some have hyperlinks to useful websites and activities.

That said it is **important that you check the power point before delivery and see HFH BEFOREHAND if you have any concerns.**

When ALL students require computers there will a rotational system put in place.

Week AND CEIAG Focus	WK No	Activity	Notes/Resources
A	1 2/9	Monday 2/9 INSET Tues 3/9 Student review day Weds 4/9 Timetable commences for all No CEIAG Sessions	

B	2 9/9	No Careers Education Sessions	
A	3 16/9	<p>Careers Education session 3 Careers and Work Related Learning Programme at SWA</p> <ul style="list-style-type: none"> • What to expect this year in terms of Careers Ed and WRL • Key dates <p>All students to complete a careers questionnaire</p>	<p>Powerpoint Careers questionnaire – return to HFH asap</p> <p>KS4 Entitlement poster to be displayed on whiteboard. This will be emailed to parents.</p>
B	4 23/9	<p>Careers Education session 4 Post 16 options</p> <ul style="list-style-type: none"> - Remind students of post 16 options (students had an assembly in July about them) - Inform the support SWA available to them 	Powerpoint
A	5 30/9	<p>Careers Ed session. 5</p> <ul style="list-style-type: none"> • WHY CHOOSE THE SIXTH FORM AT SWA? Highlight the benefits if staying on in our fantastic Sixth Form (points to discuss on ppt) <p>SLIDE 3: Notes for tutors only – use for ideas to discuss why come to SWA with your tutorgroup;</p>	<p>PowerPoint</p> <p>Yr 11 Initial Assessments Start 30th Sept</p>
B	6 7/10	<p>Careers Education session 6 Ask Yourself – How do you decide ‘The Right Post 16 Pathway’?</p> <p>Powerpoint asks questions and advises students on the questions they should be asking themselves.</p> <p>HFH will email a copy to all parents for them to chat about at home.</p> <p>(Students should have had this session last year – this is a reminder of questions to ask themselves)</p> <p>USE TO HELP PREPARE FOR CAREERS FAIR in the following week</p>	<p>Powerpoint</p> <p>Poster to email home by HFH</p> <p>Yr 11 Initial Assessments end 11th Oct</p>
A	7 14/10	<p>Careers Education session 7 Careers Fair</p> <p>Remind of careers fair on Thurs. How can they use their time at the fair most wisely?</p> <p>Careers Fair Thurs 17th Oct</p>	

	21/10	HALF TERM Mon 21 st Oct – 1 st Nov	
B	8 4/11	<p>Careers Ed session. 8 Yr 11 Action Planning</p> <ol style="list-style-type: none"> 1) Follow up Careers fair – what did they find out/learn? Any questions? Next steps? 2) Complete an Action Plan which records: what they want to do Post 16 what they need to do By When? Who can support? <p>REMIND STUDENTS: HFH available every Tuesday lunch in the refectory for support</p>	<p>My Career Action Plan. Proforma.</p> <p>HFH will PRINT THESE OUT BEFOREHAND</p>
A	9 11/11	<p>Careers Education session 9 Yr 11 Action Planning continued</p> <p>Finish writing Action plan (pages 1-3)</p> <p>Students advised to take pictures on phone of pages</p> <p>Page 4 will be completed before Easter</p> <p>REMIND STUDENTS: HFH available every Tuesday lunch in the refectory for support</p>	<p>My Career Action Plan. Proforma.</p> <p>Yr11 Parents Eve Weds 13th Nov</p>
B	10 18/11	<p>Careers Ed session. 10 Progression towards Post 16 Pathway</p> <p>Tutors to discuss with tutees their post 16 pathway and their progress towards it. Tutors to update google spreadsheet shared Tutors to raise with HFH/MAG immediately anyone who has no idea of post 16 pathway</p>	<p>Google spreadsheet shared to tutors</p>
A	11 25/11	<p>Careers Ed session. 11 Progression towards Post 16 Pathway</p> <p>Tutors to discuss with tutees their post 16 pathway and their progress towards it. Tutors to update google spreadsheet shared Tutors to raise with HFH/MAG immediately anyone who has no idea of post 16 pathway</p>	<p>Google spreadsheet shared to tutors</p>

B	12 2/12	Careers Ed session. 12 Progression towards Post 16 Pathway Tutors to discuss with tutees their post 16 pathway and their progress towards it. Tutors to update google spreadsheet shared Tutors to raise with HFH/MAG immediately anyone who has no idea of post 16 pathway INSET DAY – Mon 2 nd Dec	Google spreadsheet shared to tutors
A	13 9/12	Careers Ed session. 13 No Careers Education Sessions due to mock exams	Mock exam start 9 th Dec
B	14 16/12	Careers Ed session. 14 No Careers Education Sessions due to mock exams	Mock exams end 20 th Dec
Christmas holiday 23 rd Dec – 5 th Jan			
A	15 6/1	Careers Ed session. 15 Believe in yourself <ul style="list-style-type: none"> • Inspiring students to believe in themselves in order to achieve what they want • The importance of self-belief How negative thoughts prevent people from realising their dreams. .	Powerpoint Mock data collection starts 6 th jan
B	16 13/1	Careers Ed session. 16 Mock exams – reflection How did they prepare? How did it go? What learnt from experience?	Mock data collection end 17 th jan
A	17 20/1	Careers Ed session. 17 Updating your CV from Year 10 They will need a CV for 6th Form/College applications and/or Apprenticeship applications.	Powerpoint
B	18 27/1	Careers Ed session. 18 Updating your CV from Year 10 They will need a CV for 6th Form/College applications and/or Apprenticeship applications.	Powerpoint
A	19 3/2	Careers Ed session. 19 Progression towards Post 16 Pathway Tutors to discuss with tutees their post 16 pathway and their progress towards it.	Google spreadsheet shared to tutors Yr 11 mock RESITS starts

		Tutors to update google spreadsheet shared Tutors to raise with HFH/MAG immediately anyone who has no idea of post 16 pathway	3 rd Feb
B	20 10/2	Careers Ed session. 20 Progression towards Post 16 Pathway Tutors to discuss with tutees their post 16 pathway and their progress towards it. Tutors to update google spreadsheet shared Tutors to raise with HFH/MAG immediately anyone who has no idea of post 16 pathway	Google spreadsheet shared to tutors Yr 11 mock RESITS end 14 th Feb
Half term 17 th – 21 st Feb			
A	21 24/2	Careers Ed session. 21 National Careers Week next week Inform students of what to expect: Including... Tutor time activities Assembly Subject lessons – ask how subject links to careers. Teachers should display their previous jobs and skills developed – ask them about them	POwerpoint
B	22 2/3	Careers Ed session. 22 National Careers Week Tutor time activities Other events will be confirmed closer to the time Assembly – Friday	POwerpoint Yr11 Interim assessment start 2 nd March
A	23 9/3	Careers Ed session. 23 Life after GCSEs (1) How do you manage your own work? Video clip on powerpoint. Focus is on workplace, but encourage students to apply advice to 6 th form, college, apprenticeships.	powerpoint Yr11 Interim assessment end 13 th March
B	24 16/3	Careers Ed session. 24 Life after GCSEs (2)	powerpoint

		Have a plan B Why is it important to have a plan B?	Eng, Maths, Sci Mock week
A	25 23/3	Careers Ed session. 25 Progression towards Post 16 Pathway – LAST ONE OF THE PROGRAMME Tutors to discuss with tutees their post 16 pathway and their progress towards it. Tutors to update google spreadsheet shared Tutors to raise with HFH/MAG immediately anyone who has no idea of post 16 pathway SWA 6th form taster day – weds 25th March	Google spreadsheet shared to tutors – this spreadsheet will be used to inform the DfE of students destinations.
B	26 30/3	Careers Ed session. 26 Career Action Plan Review Complete Page 4 of Career Action Plan. Students to KEEP Career action plans	Career Action Plan from sessions 8 & 9 – tutors kept these from Nov Yr11 Parents Eve Mon 30th March
Easter holidays 6 th – 17 th April			
A	27 20/4	Careers Ed session. 27 The Ten Commandments to Success in Exams and life.	Powerpoint
B	28 27/4	Careers Ed session. 28 Evaluation of Careers Education Student questionnaire. Please give to students to complete and return to HFH	Evaluation sheet – HFH to print out beforehand
A	29 4/5	Careers Ed session. 29 Spare session for tutors to use at their discretion. Use to complete any session not delivered Bank Holiday Friday 8th May	
B	30 11/5	Careers Ed session. 30	GCSE external exams start
A	31 18/5	Careers Ed session. 31	
Half term 25 th – 29 th May			