

Notre Dame High School Careers Education Plan for 2019-2020

Key – Gatsby Benchmark

	Gatsby Benchmark	Key
1.	A stable careers programme	B1
2.	Learning from careers and labour market information	B2
3.	Addressing the needs of each pupil	B3
4.	Linking the curriculum to careers	B4
5.	Encounters with employers and employees	B5
6.	Experiences of workplaces	B6
7.	Encounters with further and higher education	B7
8.	Personal guidance	B8

	Autumn Term	Spring Term	Summer Term
Year 7		B4 - National Careers Week – March <ul style="list-style-type: none"> Form time activity – Careers quiz Subject teachers to link careers to their subject 	B5 - Gender Stereotype – Assembly <ul style="list-style-type: none"> Invite up to 15 individuals with different job roles all in civilian clothes, pupils have to guess what their job role is and why they drew that conclusion. Reflect on stereotypes for certain careers.

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<p>Year 8</p>		<p>B4 - National Careers Week – March</p> <ul style="list-style-type: none"> • Form time activity – Careers quiz <p>Subject teachers to link careers to their subject</p> <p>B2 - GO4SET</p> <ul style="list-style-type: none"> • 10 week Science, Technology, Engineering and Mathematics project (STEM) Project. 	<p>B6 -Work shadowing</p> <ul style="list-style-type: none"> • Student to shadow parents/family member for a single day. <p>PSHE – Ongoing</p> <ul style="list-style-type: none"> • Introduction to CEIAG • Likes and dislikes linked to jobs • Students learn about making choices and their future. • Budgeting <p>B8 -Independent Careers Advice – Ongoing</p> <ul style="list-style-type: none"> • Students can self-refer and teachers and support staff can refer students to the school’s Independent Careers Advisor to discuss pathway options.
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<p>Year 9</p>		<p>B4 - National Careers Week – March</p> <ul style="list-style-type: none"> • Form time activity – Careers quiz • Subject teachers to link careers to their subject <p>B2 - CEIAG Advisor Introduction & Preference Options Assembly – Feb</p> <ul style="list-style-type: none"> • Information on GCSE preferences. • Education levels, ROSLA (Raising of School Leaving Age). <p>B2 - Preferences Evening – Feb</p> <ul style="list-style-type: none"> • Time to explore GCSE pathway options. – Parents information session. <p>B4 -Parents Evening - March</p> <ul style="list-style-type: none"> • Pupils with their Parents get the opportunity to speak to subject 	
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		<p>teachers about GCSE courses they are considering studying.</p> <ul style="list-style-type: none"> • Independent Careers Advisor available to talk to pupils and parents about their GCSE pathway choices and future career ideas. <p>B8 - Independent Careers Advice – Ongoing</p> <ul style="list-style-type: none"> • Students can self-refer and teachers/support staff can refer students to the schools Independent Careers Advisor to discuss pathway options. • Independent careers advisor to attend EHCP reviews and/or see students these students for a one to one guidance interview. <p>PSHE Sessions - Ongoing Students will cover the following topics:</p> <ul style="list-style-type: none"> • Introduction, Planning your decision year and your network • Personal Qualities 	
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		<ul style="list-style-type: none"> • Your Future – Skills for life and work • Learning styles and being enterprising 	
Year 10	PSHE Sessions – Ongoing Students will cover Money Matters topics including: <ul style="list-style-type: none"> • Budgeting • Earnings & Taxation 	National Careers week – March Norfolk Skills & Careers Festival – Wednesday 4 th or Thursday 5 th March 2020 <ul style="list-style-type: none"> • Held at The Norfolk Showground. • Attend careers festival meeting a variety of exhibitors and take part in interactive activities. Careers Advice -Ongoing <ul style="list-style-type: none"> • Independent careers advisor to attend EHCP reviews and/or see students these students for a one to one guidance interview. • Independent careers advisor to see year 10 students who have been referred by Head of year, pastoral support due to low 	CEIAG Assembly – <ul style="list-style-type: none"> • Students to be advised about Helpyouchoose.org website outlining local post 16 provision, and application procedure. PSHE Lessons - Ongoing Students will cover the following topics: <ul style="list-style-type: none"> • skills & qualities • Job Satisfaction • Interviews • CV's and Personal statements • How to apply for jobs. • Register on: www.helpyouchoose.org.

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		attendance under achieving, and pupil premium.	Parents Evening – <ul style="list-style-type: none"> Independent careers advisor to attend parents evening to talk to pupils and parents about post 16 options.
Year 11	CEIAG Assembly – Sept 19 <ul style="list-style-type: none"> Options available after GCSE's Decision making – attending open days/evenings Applications for post 16 options via Helpyouchoose.org & deadlines Careers Advice – Ongoing <ul style="list-style-type: none"> Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor. Careers Advisor & Form Tutors to support students 	National Careers Week – March Parents Evening – Feb 20 <ul style="list-style-type: none"> Independent careers advisor to attend parents evening to talk to pupils and parents regarding post 16 options. Mock Envelope Event – Jan 20 <ul style="list-style-type: none"> Year 11 students to receive mock exam results. Independent careers advisor available to support students Monitor all students to check they have an offer on leaning – Ongoing <ul style="list-style-type: none"> Students that have no course offer to be seen by independent careers advisor who will offer 	Monitoring potential NEET Students – Ongoing <ul style="list-style-type: none"> With Support of Norfolk County Council and school tracking to monitor students course offers, to ensure the whole Year group has an offer of learning. Independent Careers Advisor to offer one to one careers appointments to students that have no offers of learning. GCSE Results Day – 20th Aug 20 <ul style="list-style-type: none"> Independent Careers Advisor to attend GCSE results day to offer advice and guidance to any students who have not achieved the entry requirements for their preferred destination.

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	<p>with post 16 course applications.</p> <ul style="list-style-type: none"> • All pupil premium students are offered a careers guidance appointment. • Independent Careers Advisor attends EHCP reviews and/or see students or a one to one guidance interview. • Independent Careers Advisor to visit at home or arrange to see in school, student's that are on role but not attending school to offer careers support. <p>Futures Event</p> <ul style="list-style-type: none"> • Local training providers, colleges, employers including NHS and independent careers advisor attend event to talk about post 16 provision to students and parents. • Head teacher and Assistant Head teacher in charge of careers to hold an information 	<p>support with exploring options and applications.</p> <p>Apprenticeship Support –</p> <ul style="list-style-type: none"> • Careers Advisor and CEIAG Co-Ordinator to run an assembly explaining about what apprenticeships are, where they are advertised and how to apply. • Independent Careers Advisor to offer one to one support to students wishing to apply for apprenticeship pathway. • School to ensure all students applying for an apprenticeship have a backup plan of a full-time course. <p>Careers Advice – Ongoing</p> <p>Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor</p>	
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	<p>briefing to students and parents on options available to students after GCSE's and timescales.</p> <p>Sixth Form Open Evening – Nov 19</p> <ul style="list-style-type: none"> • Head teacher, Assistant Head- Head of 6th Form and subject teachers to advise NDHS pupils and other external Year 11 pupils about 6th form course provision and entry requirements. • Independent Careers Advisor to attend the event to offer impartial careers advice to pupils and parents. 		
<p>Year 12</p>	<p>Employer Talks – Ongoing Every other Thursday including:</p> <ul style="list-style-type: none"> • NHS • BBC • MA Partners (Accounting) • Cozens-Hardy (Law) • Integro Languages 	<p>National Careers Week – March 20</p> <p>Employer Talks – Ongoing – Every other Thursday including:</p> <ul style="list-style-type: none"> • Cozens Hardy- Law (Part 2) • Aviva 	<p>Parents Evening - June 20</p> <ul style="list-style-type: none"> • Independent careers advisor available to talk to students and parents regarding option after 6th Form

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	<p>CEIAG Intro Assembly – Sept 19</p> <ul style="list-style-type: none"> Independent Careers Advisor outlining options after A-levels including university, apprenticeships and gap years. <p>Cause for Concern Intervention - Ongoing</p> <ul style="list-style-type: none"> Independent careers advisor to see students reefered from Head of Year who are at risk of not completing their 6th form programme. <p>Careers Advice – Ongoing Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor</p>	<ul style="list-style-type: none"> UEA – Talk on Actuarial Science NEACO Advisor talk on apprenticeships – Degree and Higher <p>Medicine & Oxbridge Support - Ongoing</p> <ul style="list-style-type: none"> Mr Bishop to support those students planning on applying to Oxford or Cambridge University, regarding personal statement, admissions test preparation. Mr Bishop to support Medicine Group who meet on a regular basis to discuss admissions test, work experience, personal statements. Invite previous students who are studying medicine or attended/attending Oxbridge 	<p>Student Higher Education Finance Talk</p> <ul style="list-style-type: none"> Facilitated by UEA Outreach team Make students aware of how to apply for student Finance. Information on Maintenance and tuition fee loans Maintenance Grants & University bursaries. <p>Norfolk Higher Education Exhibition –June 20</p> <ul style="list-style-type: none"> All students can attend event at the UEA. Talk to different universities about courses and university life Attend talks on application process, finance, admissions test. <p>Year 12 Mock Exam Results Envelope Event – July 19</p>
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	<p>Sixth Form – St John Hall TBC</p>	<p>to offer advice and to talk about their experiences.</p> <p>Careers Advice – Ongoing Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor</p>	<ul style="list-style-type: none"> Year 12 students to receive mock exam results. Independent Careers Advisor available to support students <p>Careers Advice – Ongoing Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor</p> <p>Work Experience – 13th-17th July 2020</p> <ul style="list-style-type: none"> All students have the opportunity to self-refer a work placement for one week with an employer.
<p>Year 13</p>	<p>Parents Evening – Dec 19</p> <ul style="list-style-type: none"> Independent Careers Advisor available to talk to students about alternatives to going to university, gap years, student finance. 	<p>National Careers week – March</p> <p>Employer Talks – Ongoing – Every other Thursday including:</p> <ul style="list-style-type: none"> Cozens Hardy- Law (Part two) Aviva 	<p>A-level Results Day – 13th Aug 20</p> <ul style="list-style-type: none"> Independent Careers Advisor to attend A-Level results day to offer advice and guidance to any students who have not

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	<p>Employer Talks – Ongoing Every other Thursday including:</p> <ul style="list-style-type: none"> • NHS • BBC • MA Partners (Accounting) • Integro Languages • Cozens Hardy- Law <p>Careers Advice – Ongoing Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor</p> <p>NEACO Mentoring – Ongoing</p> <ul style="list-style-type: none"> • Mentoring selective students regarding Higher Education progression. 	<p>Student Higher Education Finance Talk – Jan via UEA.</p> <ul style="list-style-type: none"> • How to apply • Time scale • Tuition Loans • <p>Careers Advice – Ongoing</p> <ul style="list-style-type: none"> • Pupils can self-refer for an appointment or via Head of Year, Form Tutors, Pastoral Staff can refer students for one to one appointments with an independent careers advisor Maintenance Loans 	<p>achieved the entry requirements for their preferred destination.</p>
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