

























## Notre Dame High School Careers Education Plan for 2018-2019
















Key – CEIAG Principles	
	Careers Information – Including information on occupations, labour market information (LMI, skills) and progression routes
	Careers Advice and Guidance – Personalised help from an advisor, to identify long-term goals and plan steps to attain them.
	Careers Education – To give students the knowledge and skills for planning and managing their careers
	Work- Related Learning - Experiences within and outside of the curriculum which helps students learn about economic well-being, careers and enterprise.

	Autumn Term	Spring Term	Summer Term
<b>Year 7</b>	<p><b>Norfolk County Council – Employer Talk</b> </p> <ul style="list-style-type: none"> <li>Talking about budgets, organisation structure. (Also discuss Road Safety)</li> </ul>	<p><b>Gender Stereotype – Assembly – TBC</b> </p> <ul style="list-style-type: none"> <li>Invite up to 10 individuals with different job roles all in civilian clothes, pupils have to guess what their job role is and why they drew that conclusion.</li> <li>Reflect on stereotypes for certain careers.</li> </ul>	
<b>Year 8</b>		<p><b>GO4SET</b> </p> <ul style="list-style-type: none"> <li>10 week Science, Technology, Engineering and Mathematics project (STEM) Project.</li> </ul>	<p><b>PSHE – Ongoing</b> </p> <ul style="list-style-type: none"> <li>Introduction to CEIAG</li> <li>Likes and dislikes linked to jobs</li> <li>Students learn about making choices and their future.</li> <li>Budgeting</li> </ul>











## Notre Dame High School Careers Education Plan for 2018-2019

			<p><b>Independent Careers Advice – Ongoing</b>   </p> <ul style="list-style-type: none"> <li>Students can self-refer and teachers and support staff can refer students to the school’s Independent Careers Advisor to discuss pathway options.</li> </ul> <p><b>Parents Evening – May 19</b>  </p> <ul style="list-style-type: none"> <li>Pupils and parents get the opportunity to speak to subject teachers.</li> </ul>
<b>Year 9</b>	<p><b>GO4SET</b>  </p> <ul style="list-style-type: none"> <li>10 week Science, Technology, Engineering and Mathematics project (STEM) Project.</li> </ul> <p><b>Learn to Earn – Dec 19</b>  </p> <ul style="list-style-type: none"> <li>Discuss aspirations, life skills e.g. budgeting, interview skills and future ambitions.</li> </ul>	<p><b>CEIAG Advisor introduction &amp; Preference Options Assembly – Feb 19</b> </p> <ul style="list-style-type: none"> <li>Information on GCSE preference options.</li> <li>Education levels, ROSLA (Raising of School Leaving Age).</li> </ul> <p><b>Preferences Evening – Feb</b>  </p> <ul style="list-style-type: none"> <li>Time to explore GCSE pathway options. – Parents information session.</li> </ul> <p><b>Parents Evening - March 19</b>  </p> <ul style="list-style-type: none"> <li>Pupils with their Parents get the opportunity to speak to subject teachers about GCSE courses they are considering studying.</li> </ul>	<p><b>First Edition</b>  </p> <ul style="list-style-type: none"> <li>Hands on activities where students design, build and test a model related to STEM.</li> <li>Investigate the real world applications of the Science, Technology, Engineering and Maths behind the challenge.</li> </ul>




## Notre Dame High School Careers Education Plan for 2018-2019

		<ul style="list-style-type: none"> <li>• Independent Careers Advisor available to talk to pupils and parents about their GCSE pathway choices and future career ideas.</li> </ul> <p><b>Independent Careers Advice – Ongoing</b>   </p> <ul style="list-style-type: none"> <li>• Students can self-refer and teachers/support staff can refer students to the schools Independent Careers Advisor to discuss pathway options.</li> <li>• Independent careers advisor to attend EHCP reviews and/or see students these students for a one to one guidance interview.</li> </ul> <p><b>PSHE Sessions - Ongoing</b>  </p> <p>Students will cover the following topics:</p> <ul style="list-style-type: none"> <li>• Planning your future decisions &amp; sources for support</li> <li>• Personal Qualities</li> <li>• Your Future – Skills for life and work</li> </ul>	
<b>Year 10</b>	<p><b>PSHE Sessions – Ongoing</b>  </p> <p>Students will cover Money Matters topics including:</p> <ul style="list-style-type: none"> <li>• Budgeting</li> <li>• Earnings &amp; Taxation</li> </ul>	<p><b>Employability Masterclass – Young Enterprise</b>   </p> <ul style="list-style-type: none"> <li>• CV &amp; interview techniques</li> </ul> <p><b>Norfolk Skills &amp; Careers Festival 2019 – Wednesday 6<sup>th</sup> or Thursday 7<sup>th</sup> March 2019</b>  </p> <ul style="list-style-type: none"> <li>• Held at The Norfolk Showground.</li> </ul>	<p><b>CEIAG Assembly – April</b>   </p> <ul style="list-style-type: none"> <li>• Students to be advise about Helpyouchoose.org website outlining local post 16 provision, and application procedure.</li> </ul>















## Notre Dame High School Careers Education Plan for 2018-2019

		<ul style="list-style-type: none"> <li>Attend careers festival meeting a variety of exhibitors and take part in interactive activities.</li> </ul> <p><b>Careers Advice -Ongoing</b> </p> <ul style="list-style-type: none"> <li>Independent careers advisor to attend EHCP reviews and/or see students these students for a one to one guidance interview.</li> <li>Independent careers advisor to see year 10 students who have been referred by Head of year, pastoral support due to low attendance under achieving, and pupil premium.</li> </ul>	<p><b>PSHE Lessons - Ongoing</b> </p> <p>Students will cover the following topics:</p> <ul style="list-style-type: none"> <li>What are skills &amp; identify own skills</li> <li>Job Satisfaction</li> <li>Interviews</li> <li>CV's and Personal statements</li> <li>How to apply for jobs.</li> <li>Register on: <a href="http://www.helpyouchoose.org">www.helpyouchoose.org</a>.</li> </ul> <p><b>Parents Evening – April 19</b> </p> <ul style="list-style-type: none"> <li>Independent careers advisor to attend parents evening to talk to pupils and parents about post 16 options.</li> </ul>
<b>Year 11</b>	<p><b>CEIAG Assembly – Sept 18</b> </p> <ul style="list-style-type: none"> <li>Options available after GCSE's</li> <li>Decision making – attending open days/evenings</li> <li>Applications for post 16 options via Helpyouchoose.org &amp; Deadlines</li> </ul> <p><b>Careers Advice – Ongoing</b> </p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><b>Parents Evening – Feb 19</b> </p> <ul style="list-style-type: none"> <li>Independent careers advisor to attend parents evening to talk to pupils and parents regarding post 16 options.</li> </ul> <p><b>Mock Envelope Event – Jan</b> </p> <ul style="list-style-type: none"> <li>Year 11 students to receive mock exam results.</li> <li>Independent careers advisor available to support students</li> </ul> <p><b>Monitor all students to check they have an offer on leaning – Ongoing</b> </p> <ul style="list-style-type: none"> <li>Students that have no course offer to be seen by independent careers</li> </ul>	<p><b>Monitoring potential NEET Students – Ongoing</b> </p> <ul style="list-style-type: none"> <li>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.</li> <li>Independent Careers Advisor to offer one to one careers appointments to students that have no offers of learning.</li> </ul> <p><b>GCSE Results Day – 22<sup>nd</sup> Aug 19</b> </p> <ul style="list-style-type: none"> <li>Independent Careers Advisor to attend GCSE results day to offer advice and guidance to any students who have not achieved the entry</li> </ul>








## Notre Dame High School Careers Education Plan for 2018-2019

	<ul style="list-style-type: none"> <li>• Careers Advisor &amp; Form Tutors to support students with post 16 course applications.</li> <li>• All pupil premium students are offered a careers guidance appointment.</li> <li>• Independent Careers Advisor attends EHCP reviews and/or see students or a one to one guidance interview.</li> <li>• 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.</li> </ul> <p><b>Futures Event – 19<sup>th</sup> Sept 18</b> </p> <ul style="list-style-type: none"> <li>• Local training providers, colleges, employers including NHS and independent careers advisor attend event to talk about post 16 provision to students and parents.</li> <li>• Head teacher and Assistant Head teacher in charge of careers to hold an information briefing to students and parents on options available to students after GCSE's and timescales.</li> </ul>	<p>advisor who will offer support with exploring options and applications.</p> <p><b>Apprenticeship Support – Jan-June 19</b> </p> <ul style="list-style-type: none"> <li>• Careers Advisor and CEIAG Co-Ordinator to run an assembly explaining about what apprenticeships are, where they are advertised and how to apply.</li> <li>• Independent Careers Advisor to offer one to one support to students wishing to apply for apprenticeship pathway.</li> <li>• School to ensure all students applying for an apprenticeship have a backup plan of a full-time course.</li> </ul> <p><b>Careers Advice – Ongoing</b> </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>	<p>requirements for their preferred destination.</p>
--	--	---	--




## Notre Dame High School Careers Education Plan for 2018-2019

	<p><b>Sixth Form Open Evening – Nov</b> </p> <ul style="list-style-type: none"> <li>Head teacher, Assistant Head- Head of 6<sup>th</sup> Form and subject to advise NDHS pupils and other external Year 11 pupils about 6<sup>th</sup> form course provision and entry requirements.</li> <li>Independent Careers Advisor to attend the event to offer impartial careers advice to pupils and parents.</li> </ul>		
<b>Year 12</b>	<p><b>Employer Talks – Ongoing</b>  </p> <p>Every other Thursday including:</p> <ul style="list-style-type: none"> <li>NHS</li> <li>BBC</li> <li>MA Partners (Accounting)</li> <li>Cozens-Hardy (Law)</li> <li>Integro Languages</li> </ul> <p><b>CEIAG Intro Assembly – Sept 18</b>  </p> <ul style="list-style-type: none"> <li>Independent Careers Advisor outlining options after A-levels including university, apprenticeships and gap years.</li> </ul> <p><b>Cause for Concern Intervention - Ongoing</b> </p> <ul style="list-style-type: none"> <li>Independent careers advisor to see students reefered from Head of Year who are at risk of not completing their 6<sup>th</sup> form programme.</li> </ul>	<p><b>Employer Talks – Ongoing –</b>  </p> <p>Every other Thursday including:</p> <ul style="list-style-type: none"> <li>Cozens Hardy- Law (Part 2)</li> <li>Aviva</li> <li>UEA – Talk on Actuarial Science</li> <li>NEACO Advisor talk on apprenticeships – Degree and Higher</li> </ul> <p><b>Student Higher Education Finance Talk – Jan 19</b> </p> <ul style="list-style-type: none"> <li>Facilitated by UEA Outreach team</li> <li>Make students aware of how to apply for student Finance.</li> <li>Information on Maintenance and tuition fee loans</li> <li>Maintenance Grants &amp; University bursaries.</li> </ul>	<p><b>Parents Evening - June 19</b> </p> <ul style="list-style-type: none"> <li>Independent careers advisor available to talk to students and parents regarding option after 6<sup>th</sup> Form</li> </ul> <p><b>Norfolk Higher Education Exhibition – June 19</b>  </p> <ul style="list-style-type: none"> <li>All students can attend event at the UEA.</li> <li>Talk to different universities about courses and university life</li> <li>Attend talks on application process, finance, admissions test.</li> </ul> <p><b>Year 12 Mock Exam Results Envelope Event – July 19</b>  </p> <ul style="list-style-type: none"> <li>Year 12 students to receive mock exam results.</li> <li>Independent Careers Advisor available to support students</li> </ul>

## Notre Dame High School Careers Education Plan for 2018-2019

	<p><b>Careers Advice – Ongoing</b> </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>	<p><b>Medicine &amp; Oxbridge Support - Ongoing</b> </p> <ul style="list-style-type: none"> <li>Mr Bishop to support those students planning on applying to Oxford or Cambridge University, regarding personal statement, admissions test preparation.</li> <li>Mr Bishop to support Medicine Group who meet on a regular basis to discuss admissions test, work experience, personal statements.</li> <li>Invite previous students who are studying medicine or attended/attending Oxbridge to offer advice and to talk about their experiences.</li> </ul> <p><b>Careers Advice – Ongoing</b> </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>	<p><b>Careers Advice – Ongoing</b> </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> <p><b>Work Experience – 15<sup>th</sup> – 19<sup>th</sup> July 2019</b> </p> <ul style="list-style-type: none"> <li>All students have the opportunity to self-refer a work placement for one week with an employer.</li> </ul>
<p><b>Year 13</b></p>	<p><b>Parents Evening – Dec 19</b> </p> <ul style="list-style-type: none"> <li>Independent Careers Advisor available to talk to students about alternatives to going to university, gap years, student finance.</li> </ul> <p><b>Employer Talks – Ongoing</b> </p> <p>Every other Thursday including:</p> <ul style="list-style-type: none"> <li>NHS</li> </ul>	<p><b>Employer Talks – Ongoing</b> </p> <p>Every other Thursday including:</p> <ul style="list-style-type: none"> <li>Cozens Hardy- Law (Part two)</li> <li>Aviva</li> </ul> <p><b>Student Higher Education Finance Talk – Jan via UEA.</b> </p> <ul style="list-style-type: none"> <li>How to apply</li> </ul>	<p><b>A-level Results Day – 15<sup>th</sup> Aug 19</b> </p> <ul style="list-style-type: none"> <li>Independent Careers Advisor to attend A-Level results day to offer advice and guidance to any students who have not achieved the entry requirements for their preferred destination.</li> </ul>

## Notre Dame High School Careers Education Plan for 2018-2019

	<ul style="list-style-type: none"> <li>• BBC</li> <li>• MA Partners (Accounting)</li> <li>• Integro Languages</li> <li>• Cozens Hardy- Law</li> </ul> <p><b>Careers Advice – Ongoing</b> </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> <p><b>NEACO Mentoring – Ongoing</b> </p> <ul style="list-style-type: none"> <li>• Mentoring selective students regarding Higher Education progression.</li> </ul>	<ul style="list-style-type: none"> <li>• Time scale</li> <li>• Tuition Loans</li> <li>•</li> </ul> <p><b>Careers Advice – Ongoing</b> </p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p>Maintenance Loans</p>	
--	---	---	--