

Notre Dame High School Careers Education Plan for 2021-2022



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

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	Autumn Term	Spring Term	Summer Term
Year 7		<p>B4 - National Careers Week – 7th–11th March 2022</p> <ul style="list-style-type: none"> • Virtual form time activity – Careers quiz • Subject teachers to link careers to their subject 	<p>B5 - Stereotype Event – June 2022</p> <ul style="list-style-type: none"> • 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. • Reflect on stereotypes for certain careers.
Year 8		<p>B4 - National Careers Week – March - 7th–11th March 2022</p> <ul style="list-style-type: none"> • Virtual form time activity – Careers quiz • Subject teachers to link careers to their subject 	<p>B6 - Work Shadowing – July 2022</p> <ul style="list-style-type: none"> • Student to shadow parents/family member for a single day. <p>B2 - PSHE – Ongoing</p> <ul style="list-style-type: none"> • Introduction to CEIAG

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		<p>B2 - GO4SET</p> <ul style="list-style-type: none"> • 10 week Science, Technology, Engineering and Mathematics project (STEM) Project. 	<ul style="list-style-type: none"> • 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.
<p>Year 9</p>		<p>B5 – Year 9 Speed Networking Event - January 2022</p> <ul style="list-style-type: none"> • Speed networking event where students will engage with a range of employers/employees. <p>B4 - National Careers Week – March – 7th–11th March 2022</p>	

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		<ul style="list-style-type: none"> • Virtual form time activity – Careers quiz • Subject teachers to link careers to their subject <p>B2 - CEIAG Advisor Introduction & Preference Options Assembly – January 2022</p> <ul style="list-style-type: none"> • Information on GCSE preferences. • Education levels, ROSLA (Raising of School Leaving Age). <p>B2 - Preferences Evening – January 2022</p> <ul style="list-style-type: none"> • Time to explore GCSE pathway options. – parents information session. <p>B4 - Parents Evening – 2nd February 2022</p>	
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		<ul style="list-style-type: none"> • Pupils with their Parents get the opportunity to speak to subject teachers about GCSE courses they are considering studying. • 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 school's Independent Careers Advisor to discuss pathway options. • Independent careers advisor to attend EHCP reviews and/or see students for one to one guidance interviews. <p>B2 - PSHE Sessions - Ongoing</p>	
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		<p>Students will cover the following topics:</p> <ul style="list-style-type: none"> • Introduction, Planning your decision year and your network • Personal Qualities • Your Future – Skills for life and work • Learning styles and being enterprising 	
<p>Year 10</p>	<p>B2 - PSHE Sessions – Ongoing</p> <p>Students will cover Money Matters topics including:</p> <ul style="list-style-type: none"> • Budgeting • Earnings & Taxation 	<p>B5 - National Careers week – March 7th–11th March 2022</p> <p>Norfolk Skills & Careers Festival – 9th/10th March 2022</p> <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. <p>B8 - Careers Advice - Ongoing</p> <ul style="list-style-type: none"> • Independent careers advisor to attend EHCP reviews and/or 	<p>B2 - CEIAG Assembly – April 2022</p> <ul style="list-style-type: none"> • Students to be advised of post-16 options available to them after GCSEs • Outline a time framework of applying for next steps. • What support is available to help students decide what their next steps maybe, including having a backup plan in place. <p>B2 - PSHE Lessons - Ongoing</p>

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		<p>see students these students for a one to one guidance interview.</p> <ul style="list-style-type: none"> 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. <p>B8 - Parents Evening – 30th March 2022</p> <ul style="list-style-type: none"> Independent careers advisor to attend parents evening to talk to pupils and parents about post 16 options. 	<p>Students will cover the following topics:</p> <ul style="list-style-type: none"> Skills & qualities Job Satisfaction Interviews CVs and Personal statements How to apply for jobs. Register on: www.helpyouchoose.org.
<p>Year 11</p>	<p>B2 - CEIAG Assembly – September 2021</p> <ul style="list-style-type: none"> Refresh on options available after GCSEs Decision making – attending open days/evenings 	<p>B4 - National Careers Week – March – 7th–11th March 2022</p> <ul style="list-style-type: none"> Virtual form time activity – Careers quiz Subject teachers to link careers to their subject 	<p>B8 & B3 - Monitoring potential NEET Students – Ongoing</p> <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.



	<ul style="list-style-type: none"> • Applications for post 16 options via Helpyouchoose.org and deadlines <p>B8 - 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. • Careers Advisor and Form Tutors to support students with post-16 course applications. • 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. 	<p>B8 - Mock Envelope Event</p> <ul style="list-style-type: none"> • Year 11 students to receive mock exam results. • Independent careers advisor available to support students <p>B3 - Monitor all students to check they have an offer of learning – Ongoing</p> <ul style="list-style-type: none"> • Students that have no course offer to be seen by independent careers advisor who will offer support with exploring options and applications. <p>B8 - Apprenticeship Support</p> <ul style="list-style-type: none"> • Careers Advisor and CEIAG Co-Ordinator to run an assembly explaining what apprenticeships are, where they are advertised and how to apply. • Independent Careers Advisor to offer one to one support to 	<ul style="list-style-type: none"> • Independent Careers Advisor to offer one to one careers appointments to students that have no offers of learning. <p>B7 - GCSE Results Day – 25th August 2022</p> <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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	<ul style="list-style-type: none"> Independent Careers Advisor to visit at home or arrange to see in school, students that are on role but not attending school to offer careers support. <p>B3 – Careers Advisor to support students that are at risk of NEET</p> <ul style="list-style-type: none"> Using the RONI rating (Risk of NEET Indicator, careers advisor to support all the students that fit into the higher-level threshold, to ensure a positive transition on to post-16 education or training. <p>B5, B7 – Greater Norwich Opportunities Fair – 6th October 2021</p> <ul style="list-style-type: none"> Students will attend a live event where they will engage with employers, 	<p>students wishing to apply for apprenticeship pathway.</p> <ul style="list-style-type: none"> School to ensure all students applying for an apprenticeship have a backup plan of a full-time course. <p>B8 - 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>Sixth Forms and Colleges to begin thinking about Post-16 options.</p> <p>B2, B4 Information Presentation - October 6th 2021</p> <ul style="list-style-type: none"> • JMK and KFR to hold a virtual information briefing to students and parents on options available to students after GCSEs and timescales. <p>B7 - Sixth Form Open Evening – 11th November 2021</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 be available at the event to 		
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	<p>offer impartial careers advice to pupils and parents.</p> <p>B8 – Parents Evening - 9th December</p> <ul style="list-style-type: none"> Independent careers advisor to attend parents evening to talk to pupils and parents regarding post 16 options. 		
<p>Year 12</p>	<p>B5 - Employer Talks – Ongoing Every other Thursday including:</p> <ul style="list-style-type: none"> Accountancy Law Norwich University College of the Arts <p>B2 - CEIAG Intro Assembly – November/December 2021</p> <ul style="list-style-type: none"> Independent Careers Advisor outlining options after A-levels including university, apprenticeships and gap years. 	<p>B4 - National Careers Week – 7th–11th March 2021</p> <ul style="list-style-type: none"> Subject teachers to link careers to their subject <p>B5 - Employer Talks – Ongoing Every other Thursday:</p> <ul style="list-style-type: none"> Employers TBC <p>B7 - Medicine & Oxbridge Support - Ongoing</p> <ul style="list-style-type: none"> Mr Bishop to support those students planning to apply 	<p>B8 - Parents Evening – April 2022</p> <ul style="list-style-type: none"> Independent careers advisor available to talk to students and parents regarding option after 6th Form <p>B7 - Futures Day – July 2022 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.



	<ul style="list-style-type: none"> • Advise on work experience opportunities <p>B8 - Cause for Concern Intervention - Ongoing</p> <ul style="list-style-type: none"> • Independent careers advisor to see students referred from Head of Year who are at risk of not completing their 6th form programme. <p>B8 - 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 the Independent Careers Advisor 	<p>to Oxford or Cambridge University, regarding personal statement, admissions test preparation.</p> <ul style="list-style-type: none"> • 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 to offer advice and to talk about their experiences. <p>B8 - 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 	<ul style="list-style-type: none"> • Information on Maintenance and tuition fee loans • Maintenance Grants & University bursaries. <p>B7 - Norfolk Higher Education Exhibition -</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>B3 -Year 12 Mock Exam Results Envelope Event – July 2022</p> <p>Year 12 students to receive mock exam results.</p> <ul style="list-style-type: none"> • Independent Careers Advisor available to support students
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			<p>B8 - 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> <p>B6 - Work Experience – July 2022</p> <ul style="list-style-type: none"> • All students have the opportunity to self-refer a work placement for one week with an employer.
Year 13	<p>B5 - Employer/ Opportunity Talks – Ongoing</p> <p>Every other Thursday including:</p> <ul style="list-style-type: none"> • Accountancy • Law 	<p>B8 - Parents Evening – 12th January 2022</p> <p>Independent Careers Advisor available to talk to students about alternatives to going to university, gap years, student finance.</p>	<p>B8 - A-level Results Day – 18th August 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 achieved the entry

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	<ul style="list-style-type: none"> Norwich University College of the Arts <p>B8 - 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> <p>B8 - NEACO Mentoring – Ongoing</p> <ul style="list-style-type: none"> Mentoring selective students regarding Higher Education progression. 	<p>B4 - National Careers week – 7th–11th March 2022</p> <ul style="list-style-type: none"> Virtual form time activity – Careers quiz <p>B5 - Employer Talks – Ongoing –</p> <p>Every other Thursday. Employers TBC</p> <p>B3 - Student Higher Education Finance Talk – January via UEA.</p> <ul style="list-style-type: none"> How to apply Time scale Tuition Loans <p>B8 - 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 	<p>requirements for their preferred destination.</p>
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		with an independent careers advisor Maintenance Loans	
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