

# Congleton High School Careers Programme Overview - 2023-2024 Years 7 - 11



## Vision Statement

Together in the Pursuit of Excellence

Careers Team:  
Miss J Boulton: Assistant Headteacher  
Careers Line Manager.  
Mrs J Sanders: Careers Leader  
Mrs J Sadat Shafai: Employer Engagement  
Lead; Careers Events; Work Experience  
Coordinator  
Mrs J Pickford: Careers Adviser

## Milestones and Learning Outcomes

## Key Events and Experiences

By the end of year 11 students will:

- Have a CV and a personal statement that focuses on your personal skills and qualities.
- Know about post 16 learning options.
- Know how to prepare for and make effective applications to prospective employers and interview techniques.
- Know how to find and use a range of careers information resources.
- Know how and where to access careers guidance and labour market information
- Be able to make effective career decisions and transitions

### Year 11

Post-16 interviews with SLT and the Careers Advisor  
Post-16 opportunities assembly  
Post-16 Opportunities evening  
Year 11 Transition into post 16 destination days  
Application processes and Interview Techniques  
All students have the opportunity to have a careers interview  
Careers assembly on Labour Market Information  
Session on Goal Setting  
Session on part-time work whilst studying  
Session on behaviour expectations at work.

By the end of year 10 students will:

- Have developed a wide range of employability skills
- Have gained genuine insights into the world of work
- Have experience of a workplace.
- Have gained greater insight into their post-16 options

### Year 10

Post-16 options - Sixth Form, college, apprenticeships  
CV and letter of application writing in preparation for mock interviews  
Taster Lessons - post-16  
Information about going to university  
Learning through work  
Treatment at work - rights and responsibilities  
Visit to a workplace

By the end of Year 9 students will:

- Have used their developing knowledge of themselves and various career pathways to help make good GCSE option choices
- Have developed an understanding of the importance of key decision points at post-16 onwards.
- Have had a meaningful encounter with a local university.
- Have reflected on what they have learnt about apprenticeships
- Have a 1:1 career's interview with a careers advisor

### Year 9

Enterprise competition  
University encounter  
Key decision points - GCSE choices and post-16  
Year 9 GCSE options.  
Visits from local colleges.  
The importance of making good first impressions

By the end of Year 8 students will:

- Have had meaningful encounters with employers.
- Understand different careers pathways.
- Gained insight into apprenticeships and T Levels.

### Year 8

Employer Speed Networking  
Employer talk  
Apprenticeships & T Levels  
Job roles and progression  
Fairness at work  
Career pathways

By the end of Year 7 students will:

- Have had the opportunity to have had a meaningful encounter with local employers
- Have raised their levels of personal awareness
- Have begun to identify their strengths and how they can make best use of the them
- Understand the importance of employability skills.

### Year 7

Reflection of on strengths and areas for development  
Guess the employer  
Enterprise session  
Dream jobs  
School learning and employability  
Finance - want versus need