

School Careers Activity Calendar – Yr 7

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1	Variety of parents and visitors providing videos of their careers.	Tutor Assembly time	Classroom/tutor room	NJT/NJA	N/A	4, 5 (if they judge)
Term 1:2 28/11/23	Career Fair – 28/11/23	12 – 4.00pm	Sports Hall	Careers Leader Careers and College coordinator Lead & Assistant Lead for PD Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1 5-11 th Feb	National Apprenticeship Week activities (departmental and whole school)	5-11 th Feb 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 3:1	Skills and Qualities for work Yr 7 Career profile START Profiles Careers board game Budgeting and choosing bank accounts	Personal Development	Various Rooms	HLE, JD	N/A	1, 2, 3, 4
Term 3:2 4-9 th Mar	National Careers Week activities (departmental and whole school)	4-9 th March 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 3:2	Enterprise project- fun at the fair Plan a fun fair game to raise money for St Catherine's Hospice (St Catherine's to come in to school for an assembly, chance to ask questions)	Personal Development	Various Rooms School hall	HLE, JD,	N/A	2, 4, 5,

School Careers Activity Calendar – Yr 8

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1:2 28/11/23	Career Fair – 28/11/23	12 – 4.00pm	Sports Hall	Careers Leader Careers and College Coordinator Lead & Assistant Lead for PD Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1 5-11 th Feb	National Apprenticeship Week activities (departmental and whole school)	5-11 th Feb 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 2:2 4-9 th Mar	National Careers Week activities (departmental and whole school)	4-9 th March 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 3:1 26/4/24	Work Experience in the workplace Work experience booklets- Barclays Life skills to assist	26/4/24	Workplace	Careers Leader Careers and College coordinator Lead & Assistant Lead for PD Employers	N/A	2, 3, 5, 6
Term 3:1	START profiles (continued from year 7) Savings, loans, credit cards and interest Money and work (tax, national insurance, pension etc)	Personal Development	Various Rooms	HLE, JD, LA, RM, AFR	N/A	1, 2, 3, 4
Term 3:2	Enterprise project- fun at the fair Plan a fun fair game to raise money for St Catherine's Hospice (St Catherine's to come in to school for an assembly, chance to ask questions)	Personal Development	Various Rooms School hall	HLE, JD, LA, RM, AFR	N/A	2, 4, 5,

School Careers Activity Calendar – Yr 9

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1:2 28/11/23	Career Fair – 28/11/23	12 – 4.00pm	Sports Hall	Careers Leader Careers and College coordinator Lead & Assistant Lead for PD Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1	Skills and attributes to be employable START profile (continued from year 8) Which Way Now booklets (2022 version) Pathways Launch Assembly Intro to CV writing	Personal Development	Various Rooms School hall	HLE, JD, LA, RM, AFR	N/A	2, 4, 5,
Term 2:1 5-11 th Feb	National Apprenticeship Week activities (departmental and whole school)	5-11 th Feb 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 2:2 4-9 th Mar	National Careers Week activities (departmental and whole school)	4-9 th March 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 3:2	Enterprise project- fun at the fair Plan a fun fair game to raise money for St Catherine's Hospice (St Catherine's to come in to school for an assembly, chance to ask questions)	Personal Development	Various Rooms School hall	HLE, JD, LA, RM, AFR	N/A	2, 4, 5,

	Entrepreneurs (skills and qualities)					
Term 3:2 26/6/24	Visit to Preston College FE/HE	All day	Preston College	Careers and College coordinator Lead & Assistant Lead for PD Tutors and Year Lead	N/A	2,3,7

School Careers Activity Calendar – Yr 10

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1:2 28/11/23	Career Fair – 28/11/23	12 – 4.00pm	Sports Hall	Careers Leader Careers and College coordinator Lead & Assistant Lead for PD Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1 5-11 th Feb 24	National Apprenticeship Week activities (departmental and whole school)	5-11 th Feb 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 2:2 4-9 th Mar 24	National Careers Week activities (departmental and whole school)	4-9 th March 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 2:2	BeReady Developing Leadership Skills BeReady Developing Personal Branding U-Explore Exam stress and resilience Runshaw Pre-sampling CV writing including workshop with DWP	Personal Development	Various Rooms	Various Teachers	N/A	3, 4, 5, 7

Term 3:1 26/4/24	Work Experience in the workplace	26/4/24	Workplace	Careers Leader Careers and College coordinator Lead & Assistant Lead for PD Employers	N/A	2, 3, 5, 6
Term 3:1	Personal Statement CV writing Letter of Application Applying for a Job Interview Technique Mock Interview Prep	Personal Development	Various Rooms	Various Teachers	N/A	3, 4, 5, 7
April 23 – Dec 23	Independent Careers appointments	Tuesday	Group Meeting room	Independent CEIAG Advisor Careers and College coordinator	£3000	8
Term 3.1 21/5/24	Mock Interviews	Personal Development	School Hall	Careers Leader Careers and College coordinator Lead & Assistant Lead for PD Wide range of Employers	£20 refreshments	5
Term 3:2 3/7/24	Visit to Newman College FE/HE	All day	Newman	Careers and College coordinator Lead & Assistant Lead for PD Tutors Year Lead	N/A	2,3,7
Term 3:2 2/7/24	Visit to Runshaw College FE/HE (plus pre-sampler)	All day	Runshaw	Careers and College coordinator Lead & Assistant Lead for PD Tutors Year Lead	N/A	2,3,7

School Careers Activity Calendar – Yr 11

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Sep 23 – Jan 24 (plus summer term of Yr 10)	Independent Careers appointments	Tuesday	Meeting Room 2 Penketh Building	Independent CEIAG Advisor Careers and College coordinator	£3000	8
Term 1	Preston College 18/9/23 Blackburn College 11/9/23 Newman College 9/10/23 Runshaw College 25/9/23 Hutton 6 th form 17/10/23 Training 2000 7/11/23 Westholme 6 th form tba	Personal Development	School Hall	Representative from FE/Training providers Careers Leader Careers and College coordinator Lead for PD	N/A	3, 7
Term 1: 1	National Apprenticeship Service Assembly 29/11/23 9am in PD lesson.	Assembly	School Hall	Lead for PD	N/A	3, 5
Term 1:1 09/10/22	Speed Networking	2.00-3.00pm	School Hall	Careers Leader Careers and College coordinator Lead for PD Wide range of employers	£20 refreshments	2, 3, 5
Term 1.2	College applications online Preston 14/11/23 and 21/11/23	Personal Development	ICT Suites	Various teaching staff College staff	N/A	3, 7
Term 1:2 28/11/23	Career Fair – 28/11/23	12 – 4.00pm	Sports Hall	Careers Leader Careers and College coordinator Lead for PD	£50 refreshments	2, 3, 4, 5, 7

				Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor		
Term 2:1	Visit by the Army Careers Service Thursday 18/1/24 @ 9.00am	1 hour	Hall	£0	4, 5	
Term 2:1 25/1/24	Runshaw College Interviews Preston College Interviews tba	During day	In person	Careers and College coordinator	N/A	2, 3, 7, 8
Term 2:1 5-11 th Feb 24	National Apprenticeship Week activities (departmental and whole school)	5-11 th Feb 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 2:2 4-9 th Mar 24	National Careers Week activities (departmental and whole school)	4-9 th March 24	Various	Subject Staff, NJT, JD and HLE	N/A	2, 4, 5, 6, 7
Term 3:1	BeReady Applying for Jobs and Apprenticeships BeReady Interview and Assessment centres	Personal Development	Various Rooms	Various Teachers	N/A	3, 4, 5, 7

All year groups will receive #FuturesFridays sessions in tutor time each week, as part of the Ready to Learn programme, related to skills needed for the world of work. These will link with posts on social media for parents/carers.

All lessons in the Academy will feature a whole school PPT slide explaining the link between the lesson and the world of work.

Activities linked to Gatsby compliance:

Gatsby 2	Gatsby 3	Gatsby 4	Gatsby 5
<ul style="list-style-type: none"> • STEM event • Access to careers website • Access to Local Market Information • Access to job profiles 	<ul style="list-style-type: none"> • Access to careers assessment • Stereotype challenging activity • Aspiration raising activity • SEN specific activity • Application support for Post-16 	<ul style="list-style-type: none"> • Employer involvement in the curriculum • Careers tutorial • Drop down day • Careers assembly • Careers in the curriculum activity • Careers lesson through PSHE 	<ul style="list-style-type: none"> • Careers fair • Employer workshop • CV workshop • Employer mentoring/ e-mentoring • Business/ enterprise games and competitions • Enterprise activity • Employer involvement in the curriculum • Mock interviews • Alumni activity
Gatsby 6	Gatsby 7	Gatsby 8	
<ul style="list-style-type: none"> • Work experience • Work shadowing • Workplace visit 	<ul style="list-style-type: none"> • Post-16 provider talks/visit • Access to Post-16 provider information • Apprenticeship event/ support • Higher education events and visits 	<ul style="list-style-type: none"> • 1-2-1 Careers Guidance • Group careers guidance • Application support for Post-16 	