

## School Careers Activity Calendar – Yr 7

| Date  | Activity   | Timing                                   | Location                     | Staffing   | Budget           | Gatsby Compliance    |
|---|--|--|------------------------------|--|------------------|----------------------|
| Term 1  | Variety of parents and visitors providing details of their careers.  | Tutor Assembly time                      | Classroom/tutor room         | NJT/NJA  | N/A              | 4, 5 (if they judge) |
| Term 1:2<br>13/11/25                                | Career Fair – 13/11/25   | 11.00 to 15.00                           | Sports Hall                  | Careers Leader<br>Careers and College coordinator<br>Lead for PD<br>JD (operational)<br>Employers (national, international, local, public & private sector)<br>Colleges (A Level & T Level)<br>HE providers<br>Training providers<br>Independent CEIAG Advisor | £50 refreshments | 2, 3, 4, 5, 7        |
| Term 2:1<br>9-15 <sup>th</sup> Feb 26               | National Apprenticeship Week activities (departmental and whole school)  | 9 <sup>th</sup> -15 <sup>th</sup> Feb 26 | Various                      | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7        |
| Term 3:1  | <ul style="list-style-type: none"> <li>- Introduction to the world of work</li> <li>- Job Research (START and career pilot)</li> <li>- Budgeting and Money</li> </ul>        | Personal Development                     | Various Rooms                | Lead for PD and KS3 teachers   | N/A              | 1, 2, 3, 4           |
| Term 2:2<br>2 <sup>nd</sup> -7 <sup>th</sup> Mar 26 | National Careers Week activities (departmental and whole school)   | 2 <sup>nd</sup> -7 <sup>th</sup> Mar 26  | Various                      | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7        |
| Term 3:2  | LHA Enterprise Fayre 2026 <ul style="list-style-type: none"> <li>- Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions)</li> </ul> | Personal Development                     | Various Rooms<br>School hall | Lead for PD and KS3/4 teachers<br>JD (operational)   | N/A              | 2, 4, 5,             |

|  |   |  |  |  |  |  |
|--|---|--|--|--|--|--|
|  | <ul style="list-style-type: none"><li>- Creating an idea</li><li>- Developing branding</li><li>- Developing a product/idea</li><li>- Preparing for the Careers Fayre</li><li>- Careers Fayre 2026</li><li>- Evaluating Careers Fayre 2026</li></ul> |  |  |  |  |  |
|--|---|--|--|--|--|--|

## School Careers Activity Calendar – Yr 8

| Date  | Activity  | Timing                                     | Location      | Staffing   | Budget           | Gatsby Compliance |
|---|---|--|---------------|--|------------------|-------------------|
| Term 1:2<br>13/11/25                                | Career Fair – 13/11/25  | 11.00 to 15.00                             | Sports Hall   | Careers Leader<br>Careers and College coordinator<br>Lead for PD<br>JD (operational)<br>Employers (national, international, local, public & private sector)<br>Colleges (A Level & T Level)<br>HE providers<br>Training providers<br>Independent CEIAG Advisor | £50 refreshments | 2, 3, 4, 5, 7     |
| Term 2:1<br>9-15 <sup>th</sup> Feb 26               | National Apprenticeship Week activities (departmental and whole school)                               | 9 <sup>th</sup> -15 <sup>th</sup> Feb 26   | Various       | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7     |
| Term 2:2<br>2 <sup>nd</sup> -7 <sup>th</sup> Mar 26 | National Careers Week activities (departmental and whole school)                                      | 2 <sup>nd</sup> -7 <sup>th</sup> Mar 26    | Various       | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7     |
| Term 2:2<br>27/3/26                                 | Work Experience in the workplace. Work placement experience booklets - Barclays Life skills to assist | 26 <sup>th</sup> - 27 <sup>th</sup> Mar 26 | Workplace     | Careers Leader<br>Careers Admin (DB)<br>Careers and College coordinator<br>Lead for PD<br>KS3 subject teachers<br>Parents/carers & Employers   | N/A              | 2, 3, 5, 6        |
| Term 3:1  | - TYCTW Work Experience Prep  | Personal Development                       | Various Rooms | Lead for PD and KS3 teachers   | N/A              | 1, 2, 3, 4        |

|          |  |                      |                              |  |     |          |
|----------|--|----------------------|------------------------------|--|-----|----------|
|          | <ul style="list-style-type: none"> <li>- Work Experience Review</li> <li>- Money &amp; Work</li> <li>- Entrepreneurial skills</li> <li>- Careers and AI</li> </ul>   |                      |                              |  |     |          |
| Term 3:2 | LHA Enterprise Fayre 2026 <ul style="list-style-type: none"> <li>- Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions)</li> <li>- Creating an idea</li> <li>- Developing branding</li> <li>- Developing a product/idea</li> <li>- Preparing for the Careers Fayre</li> <li>- Careers Fayre 2026</li> <li>- Evaluating Careers Fayre 2026</li> </ul> | Personal Development | Various Rooms<br>School hall | Lead for PD and KS3/4 teachers<br>JD (operational) | N/A | 2, 4, 5, |

## School Careers Activity Calendar – Yr 9

| Date  | Activity   | Timing                                   | Location                         | Staffing   | Budget           | Gatsby Compliance |
|---|--|--|----------------------------------|--|------------------|-------------------|
| Term 1:2<br>13/11/25                                | Career Fair – 13/11/25   | 11.00 to 15.00                           | Sports Hall                      | Careers Leader<br>Careers and College coordinator<br>Lead for PD<br>JD (operational)<br>Employers (national, international, local, public & private sector)<br>Colleges (A Level & T Level)<br>HE providers<br>Training providers<br>Independent CEIAG Advisor | £50 refreshments | 2, 3, 4, 5, 7     |
| Term 2:1  | <ul style="list-style-type: none"> <li>- Introduction to CVs</li> <li>- Being employable/careers</li> <li>- Employment Rights &amp; Responsibilities</li> <li>- Pathways post 16</li> <li>- All about apprenticeships</li> <li>- Which Way Now Booklet 1</li> <li>- Which Way Now Booklet 2</li> </ul> | Personal Development                     | Various Rooms<br><br>School hall | Lead for PD and KS3 teachers   | N/A              | 2, 4, 5,          |
| Term 2:1<br>9-15 <sup>th</sup> Feb 26               | National Apprenticeship Week activities (departmental and whole school)  | 9 <sup>th</sup> -15 <sup>th</sup> Feb 26 | Various                          | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7     |
| Term 2:2<br>2 <sup>nd</sup> -7 <sup>th</sup> Mar 26 | National Careers Week activities (departmental and whole school)   | 2 <sup>nd</sup> -7 <sup>th</sup> Mar 26  | Various                          | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7     |

|                     |  |                      |                              |   |     |          |
|---------------------|--|----------------------|------------------------------|---|-----|----------|
| 7/5/26              | Preston College Taster Day Assembly  | 08:40-09:00          | School Hall                  | Careers and College coordinator<br>JD (operational)<br>Tutors and Year Lead               | N/A | 2, 3, 7  |
| Term 3:2            | LHA Enterprise Fayre 2026 <ul style="list-style-type: none"> <li>- Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions)</li> <li>- Creating an idea</li> <li>- Developing branding</li> <li>- Developing a product/idea</li> <li>- Preparing for the Careers Fayre</li> <li>- Careers Fayre 2026</li> <li>- Evaluating Careers Fayre 2026</li> </ul> | Personal Development | Various Rooms<br>School hall | Lead for PD and KS3/4 teachers<br>JD (operational)  | N/A | 2, 4, 5, |
| Term 3:2<br>17/6/26 | Visit to Preston College FE/HE   | All day              | Preston College              | Careers and College coordinator<br>Year Lead<br>Lead for PD<br>JD (operational)<br>Tutors | N/A | 2,3,7    |

## School Careers Activity Calendar – Yr 10

| Date  | Activity   | Timing                                   | Location      | Staffing   | Budget           | Gatsby Compliance |
|---|--|--|---------------|--|------------------|-------------------|
| Term 1:2<br>13/11/25                                | Career Fair – 13/11/25   | 11.00 to 15.00                           | Sports Hall   | Careers Leader<br>Careers and College coordinator<br>Lead for PD<br>JD (operational)<br>Employers (national, international, local, public & private sector)<br>Colleges (A Level & T Level)<br>HE providers<br>Training providers<br>Independent CEIAG Advisor | £50 refreshments | 2, 3, 4, 5, 7     |
| Term 2:1<br>9-15 <sup>th</sup> Feb 26               | National Apprenticeship Week activities (departmental and whole school)  | 9 <sup>th</sup> -15 <sup>th</sup> Feb 26 | Various       | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7     |
| Term 2:2<br>2 <sup>nd</sup> -7 <sup>th</sup> Mar 26 | National Careers Week activities (departmental and whole school)   | 2 <sup>nd</sup> -7 <sup>th</sup> Mar 26  | Various       | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7     |
| 26/3/26   | Runshaw College Taster Day Assembly  | 08:40-09:00                              | School Hall   | Careers and College coordinator<br>JD (operational)<br>Tutors and Year Lead  | N/A              | 2, 3, 7           |
| Term 2:2  | <ul style="list-style-type: none"> <li>- Intro to WRL</li> <li>- CV Writing</li> <li>- Personal Statements</li> <li>- Start.Lancashire.Profile Lesson</li> </ul> | Personal Development                     | Various Rooms | Lead for PD and KS4 teaching staff   | N/A              | 3, 4, 5, 7        |

|                     |   |                      |                              |   |                  |            |
|---------------------|---|----------------------|------------------------------|---|------------------|------------|
|                     | - Letter of Application   |                      |                              |   |                  |            |
| Term 3:1            | - Interview Technique<br>- Mock Interview Prep<br>- Mock Interview Evaluation   | Personal Development | Various Rooms                | Lead for PD and KS4 teaching staff  | N/A              | 3, 4, 5, 7 |
| April 25 – Dec 25   | Independent Careers appointments  | Tuesday              | Group Meeting room           | Independent CEIAG Advisor<br>Careers and College coordinator  | £3000            | 8          |
| 14/05/26            | Newman College Taster Day Assembly  | 08:40-09:00          | School Hall                  | Careers and College coordinator<br>JD (operational)<br>Tutors and Year Lead                                     | N/A              | 2, 3, 7    |
| Term 3.1<br>21/5/26 | Mock Interviews   | Personal Development | School Hall                  | Careers Leader<br>Careers and College coordinator<br>JD (operational)<br>Lead for PD<br>Wide range of Employers | £20 refreshments | 5          |
| Term 3:2            | LHA Enterprise Fayre 2026<br>- Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions)<br>- Creating an idea<br>- Developing branding<br>- Developing a product/idea<br>- Preparing for the Careers Fayre<br>- Careers Fayre 2026<br>- Evaluating Careers Fayre 2026 | Personal Development | Various Rooms<br>School hall | Lead for PD and KS3/4 teachers<br>JD (operational)  | N/A              | 2, 4, 5,   |
| Term 3:2<br>24/6/26 | Visit to Newman College FE/HE   | All day              | Newman                       | Careers and College coordinator<br>Year Lead  | N/A              | 2,3,7      |



|                    |  |         |         |  |     |       |
|--------------------|--|---------|---------|--|-----|-------|
|                    |  |         |         | Lead for PD<br>JD (operational)<br>Tutors  |     |       |
| Term 3:2<br>2/7/26 | Visit to Runshaw College FE/HE<br>(plus pre-sampler) | All day | Runshaw | Careers and College<br>coordinator<br>Year Lead<br>Lead for PD<br>JD (operational)<br>Tutors | N/A | 2,3,7 |

## School Careers Activity Calendar – Yr 11

| Date   | Activity   | Timing               | Location                  | Staffing  | Budget           | Gatsby Compliance |
|--|--|----------------------|---------------------------|---|------------------|-------------------|
| Sep 25 – Dec 25<br>(plus summer term of Yr 10) | Independent Careers appointments   | Tuesday              | Careers in glass corridor | Independent CEIAG Advisor<br>Careers and College coordinator  | £3000            | 8                 |
| Term 1   | Blackburn College 08/09/2025<br>Runshaw College 15/09/2025<br>Preston College 22/09/2025<br>Newman College 29/09/2025<br>Myerscough 6 <sup>th</sup> form 21/10/2025<br>Runshaw Online Applications 04/11/2025<br>Preston Online Applications 11/11/2025<br>PNECET 10/12/2025<br><br><u>TBC:</u><br>Hutton 6 <sup>th</sup> form 14/10/2025<br>Training 2000 18/11/2025<br>Armed Forces 26/11/2025<br>JTL 03/12/2025<br>DWP 17/12/2025 | Personal Development | School Hall               | Representative from FE/Training providers<br>Careers Leader<br>Careers and College coordinator<br>Lead for PD<br>JD - operational | N/A              | 3, 7              |
| Term 1: 1                                      | National Apprenticeship Service ASK Assembly<br>Date tbc   | Assembly             | School Hall               | Lead for PD<br>JD (operational)   | N/A              | 3, 5              |
| Term 1:1<br>06/10/25                           | Speed Networking   | 2.00-3.00pm          | School Hall               | Careers Leader<br>Careers and College coordinator   | £20 refreshments | 2, 3, 5           |

|   |  |  |             |  |                  |               |
|---|--|--|-------------|--|------------------|---------------|
|   |  |  |             | JD (operational)<br>Lead for PD<br>Wide range of employers   |                  |               |
| Term 1:2  | College applications online:<br><br>Runshaw College 04/11/25<br>Preston College 11/11/25 | Personal Development                     | ICT Suites  | Careers and College coordinator<br>Various teaching staff<br>College staff   | N/A              | 3, 7          |
| Term 1:2<br>13/11/25                                | Career Fair – 13/11/25   | 11.00 to 15.00                           | Sports Hall | Careers Leader<br>Careers and College coordinator<br>Lead for PD<br>JD (operational)<br>Employers (national, international, local, public & private sector)<br>Colleges (A Level & T Level)<br>HE providers<br>Training providers<br>Independent CEIAG Advisor | £50 refreshments | 2, 3, 4, 5, 7 |
| Term 2:1  | Runshaw College Interviews - date tbc<br>Preston College Interviews - date tbc           | During day                               | In person   | Careers and College coordinator  | N/A              | 2, 3, 7, 8    |
| Term 2:1<br>9-15 <sup>th</sup> Feb 26               | National Apprenticeship Week activities (departmental and whole school)                  | 9 <sup>th</sup> -15 <sup>th</sup> Feb 26 | Various     | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7 |
| Term 2:2<br>2 <sup>nd</sup> -7 <sup>th</sup> Mar 26 | National Careers Week activities (departmental and whole school)                         | 2 <sup>nd</sup> -7 <sup>th</sup> Mar 26  | Various     | NJT, Lead for PD, Subject Staff, LAL   | N/A              | 2, 4, 5, 6, 7 |

As well as assemblies, college visits and student application support, Newman, Preston, Runshaw and Myerscough colleges are also invited to support Yr 11 guidance evening and Yr 9 pathways evening.

All year groups will receive **#FuturesFridays newsletters** which will also be sent home to parents. This includes relevant national information, job of the week, links to next step pathways and **local LMI**. Elements of this newsletter will be highlighted as part of the **Ready to Thrive (RTT) tutor programme**, related to skills needed for the world of work, although the focus for RTT will be on core values. These will link with posts on **social media** for parents/carers. The Academy will also produce a copy of the **Beyond careers newsletter** 2-3 times a year, featuring articles from current and past students.

Lessons in the Academy will feature a whole school PPT slide explaining the link between the subject lesson and the world of work. This slide will contain **subject related careers** and **skills underpinned by those valued by employers**, speaking, listening, problem solving, teamwork, resilience, communication, planning, leadership etc. Each subject in school will highlight and explicitly teach about careers in subjects and employability skills.

**Activities linked to Gatsby compliance:**

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