

Careers Programme

Melksham Oak Community School and Melksham Oak Sixth form are very proud of their careers programme including events, workshops, in tutor programme, careers in curriculum, trips and external partnerships.

Each year scheduled events take place each term. Please find these are detailed below

Timetabled Events Years 7-11

Activity Years 7-11	Information	Year and Numbers	Term
Post 16	A range of events exploring options and qualifications for Post 16 via FE Colleges, Sixth Form, Apprenticeship & UTC Providers	Years 8-11	Autumn Term 1 – 2
Win Skills Day	Understanding Life Skills Workshop	Y11 x 60	Autumn Term 2
Careers Carrousel	Tutor Time exploration of Careers by Option Subjects	Y9	Spring Term 3 Before 28 th Feb
Apprenticeship insight Day	Rotation of Apprenticeship providers delivering insight sessions	ALL Years	Spring Term 3 Before 28 th Feb
Options, Choices and Careers	Understanding Options and Career Choices	Y9	Spring Term 3
Employability Ready – Recruitment and Selection experience Day	An Assessment based activity day demonstrating skills in team work and mock interviews	Y10	Spring Term 4

STEM Experiences of The Workplace	A Collapsed Timetable day with Y8's rotating around experiences of the workplace	Y8	Spring Term 3
Workplace Showing Day	Project Day for year 8's to explore and research jobs with an adult in their family or friends.	Y8	Spring Term 4
Futures Day at Bath Spa university WIN	Exploring Bath Spa University	Y10 x 50 places	Summer Term 5
KidZania – Exploring the working world	An Interactive city of Jobs experience Day	Y7	Summer Term 5
Work Experience & Enterprise week	A rotation of activities, experiences and encounters across a whole week for Year 10 students to experience the workplace. There is an option for any Y10 students to complete 1-week physical or online work experience.	Y10	Summer Term 6
Next Steps – Careers, FE and HE Fair	A whole school Careers fair packed with interactive stalls and promotional material to inform, educate and inspire our students for their Next Steps - Employers; Apprenticeship Providers, Businesses, FE and HE providers, Clubs and Societies	ALL Years – Rotational	Spring Term 6 Summer Term 2

Timetabled Events Years 12 & 13

Activity – Sixth form	Information	Year and Numbers	Term
Post 18	Exploring Post 18 options (Employment, Gap years, Apprenticeships and University) for Parents and Students	Y13	Autumn Term 1 -2
Wiltshire Careers Fair - Olympiad	Local Employment Fair	Y12 / 13	Autumn Term 2
Bristol UK University & Apprenticeship Fair	Exhibitions, Seminars and advice from University, College and Apprenticeship Providers	Y12	Spring Term 3
Apprenticeship insight Day	Rotation of Apprenticeship providers delivering insight sessions	ALL Years	Spring Term 3
Y12 Work Shadowing	2 Weeks Work Experience programme	Y12	Spring Term 3
Employability Ready – Recruitment and Selection experience Day	An Assessment based activity day demonstrating skills in team work and mock interviews	Y12	Spring Term 4
Uni Trip	University trip by Student Vote	Y12	Spring Term 4

Careers Focused Events in lessons

- National Apprenticeships Week (NAW 2024 5th-11th Feb)
 - Apprenticeship Careers in Curriculum Focus – All Staff, all Students in all Lessons
- National Careers Week NCW – (4th -9th March 2024)
 - Careers in Curriculum Awareness - All Staff, all Students in all Lessons
- Green Careers Week (6th – 11th November 2023)
- Careers in Curriculum Subject Specialist lessons with Employer Encounters
 - Various dates scheduled for Subject / Faculty and employer availability

External Programmes

- WIN (Wessex Inspiration Network) Uni connect programme www.wincop.ac.uk
- Villiers Park - Future Leaders [Villiers Park | Empowering young people to succeed](#)
- WOHA – Wings of Hope [Wings of Hope - Children's Charity, Empowering Through Education \(thewingsofhope.org\)](http://thewingsofhope.org)
- Mighty Girls STEM [Mighty Girls CIC](#)
- Skills Builder www.skillsbuilder.org
- Youth Employment UK [Home - Youth Employment UK](#)
 - Understand Employment Sectors
 - Understand Different Types of Business
 - Understand changes in Working World
 - Understand Key business Functions
 - Understand roles
 - Understand routes
 - Skills for Employers
 - Getting WEX and Volunteering
 - Building Networks
- My Path [HOME | MYPATH Careers \(mypathcareersuk.com\)](#)

Careers Newsletters

- A weekly newsletter packed full of information, advice and news on event links, jobs of the week. Available to access for all here [Melksham Oak - Learning & Education](#)

Tutor time Programme of Careers Education

Our chosen careers education platform is Career Pilot. It's packed with information, quizzes, exploration tools, jobs by sector and subject and more. www.careerpilot.co.uk

Your child is encouraged to set up a profile and explore this platform. They can do this by clicking here [register with Careerpilot](#)

There is a section for Parents too; packed full of information to help parents and carers support young people to making the right decisions. You can access information here [Careerpilot : Parent zone](#)

During Tutor time, all years will follow a programme of career education as follows: -

Programme Delivery in Tutor Time	Year 7	Year 8	Year 9	Year 10	Year11	Year 12/13
	Exploring Careers	Know Yourself and Your Skills	Know Yourself – Options KS4	Preparing for Post 16	Planning for Post 16	Preparing for Post 18
CareerPilot	Introducing Career Pilot	Introducing Career Pilot	Introducing Career Pilot	Introducing Career Pilot	Introducing Career Pilot	Introducing Career Pilot
CareerPilot	Jobs of the Future	Introducing Skills	KS4 Options	Getting Ready for Post 16 Options and Work Experience	Getting Ready for Post 16	Getting ready for Post 18
CareerPilot	Green Jobs	Researching Skills	How to Choose	Work Experience – Why	Academic V Vocational Learning	Alternatives to University
CareerPilot	Jobs By Subject	Job Adverts	Start with a Job	Finding Placements	Apprenticeship Pathways	Choosing Uni Courses
CareerPilot	CP Quiz	Selling Yourself	Building Your Skills	Writing a CV	Applying for Post 16 and Looking to Post 18	Finding Future Study and Applications
CareerPilot		Career Pilot Quiz	Career Pilot Quiz	Reflection and Review	Reflection and Reviews	Reflection and Reviewing

Employability Skills Sessions	1	2	3	4	5	6
Careers Games Sessions	1	2	3	4	5	6
Youth Employment				Youth Employment Work Experience Term 6		Youth Employment Work Experience Term 3
My Path Labour Market Awareness	CLMI	CLMI	CLMI	CLMI	CLMI	CLMI

Annual Planned activity

	Opportunity to Personal Careers Guidance Appointments	External Programmes	TERM 1 Autumn	TERM 2 Autumn	TERM 3 Spring	TERM 4 Spring	TERM 5 Spring	TERM 6 Spring
YEAR 7	Y				Apprenticeships Awareness Day	Careers In curriculum (NCW)	Careers Exploration Trip	NEXT STEPS Careers, FE and HE Fair
YEAR 8	Y		Next Steps POST 16		Apprenticeships Awareness Day	Experience of the workplace – STEM Careers In curriculum (NCW)		NEXT STEPS Careers, FE and HE Fair
YEAR 9	Y	Wings of Hope Mighty Girls STEM	Next Steps POST 16		Apprenticeships Awareness Day Subject Options, Choices and	Careers In curriculum (NCW)		NEXT STEPS Careers, FE and HE Fair

					Careers Carousel			
YEAR 10	Y	Villiers Park WIN project Activities and Advice Wings of Hope Mighty Girls STEM	Next Steps POST 16		Apprenticeships Awareness Day	Employability Ready Careers In curriculum (NCW)	HE Trip – Villiers Youth Employment UK programme	Next Steps Career Fair – Employer, FE and HE Experience of the Workplace Week
YEAR 11	Y – Pre Scheduled	Villiers Park WIN project Activities and Advice Wings of Hope Mighty Girls STEM	Next Steps POST 16	Post 16 Applications		Careers In curriculum (NCW)		NEXT STEPS Careers, FE and HE Fair
YEAR 12	Y – Open Booking	Villiers Park WIN project Activities and Advice Wings of Hope	Next Steps Post 18	Youth Employment UK	Apprenticeships Awareness Day NAW Work Experience Week	Employability Ready Careers In curriculum (NCW)		NEXT STEPS Careers, FE and HE Fair

		Mighty Girls STEM						
YEAR 13	Y – Open booking	Villiers Park WIN project Activities and Advice Wings of Hope Might Girls STEM	Next Steps Post 18	Youth Employment UK	Apprenticeships Awareness	Employability Ready Careers In curriculum (NCW)		Next Steps Career Fair – Employer, FE and HE

Employer and Providers

We are very grateful to the employers and providers engaged with our Careers Education Programme (listed below) and are always welcoming additions to this list. Please contact careers@melkshamoak.wilts.sch.uk and complete the register <https://forms.office.com/r/ejL4xgQKbG>.

- AB Dynamics
- Aggreko
- Army Careers
- Ask Apprenticeships
- Atkins
- Barnardo's
- Bath College
- Bath Spa University
- Bath Vet Group
- BMW
- BMW (Rolls Royce)
- Boomsatsuma

- Bristol City Robins Foundation
- BSW Primary and Community Care Training Hub
- Cardiff University
- CEC
- Cereal Partners
- Circomedia
- CMD recruitment
- Co Op
- Coventry Building Society
- Coventry University
- Cultural Au Pair
- Defence Equipment & Support
- Dick Lovett
- Employment 4 Students
- G Plan Upholstery
- Gompels
- Goughs
- Great Western Railway
- Guyers House Hotel
- Hanson
- HHG Vets
- KidZania London
- Lancaster Uni
- Lockheed Martin
- Loughborough Uni
- Mander Duffill Chartered Accountants
- Melksham Motor Spares
- Mighty Girls CIC
- National Trust



- New College Swindon
- NHS
- NHSBT
- Norland Nannies
- Oxford Brookes
- Pickwick Hotel Limited T/A Guyers House Hotel
- Radio Society of Great Britain
- RAF
- Rolls Royce
- Royal Navy
- Siemens Mobility Limited
- Simple Recruitment
- Sinewave
- Skills Builder
- Solent Uni
- Sound FM
- Speakers for Schools
- SpringPod
- SWAS
- Tall Ships Youth Trust
- TH White
- Thermo Fisher Scientific
- THG Labs
- TWHF
- University of Gloucester
- UTC Swindon
- Villiers Park
- Wadworths
- Wheelers



- Wiltshire College and University Centre
- Wiltshire Council
- Wiltshire Police
- WIN
- Wings of Hope
- Youth Employment UK

Signed November 2023

Moira Laffey - Chair of Governors

Haris Hussain - Principal

Steve Philips – Vice Principal

Ceri Tranter – Head of Careers