



Poole High School

VALUED • INSPIRED • EMPOWERED

CAREERS PROGRAMME

2020-2021



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The careers programme for **2020-21** will take into account restrictions and limitations as presented through the current circumstances with the Coronavirus pandemic. As such, many of our traditional activities and events will be delivered virtually, where possible, to ensure our students still receive first-hand encounters, information and support from industry experts, apprenticeship and training providers, colleges and higher education establishments, in order to support their decision making at key transitional stages.

We have created year group careers forums via Google Classrooms where up-to-date guidance, information and opportunities will be posted. We ask that students check in regularly so as not to miss out on exciting activities, competitions and experiences and to support their career learning journey.



Student Entitlement

Careers Education, Information, Advice and Guidance

This Entitlement is designed to reflect the three core aims outlined in the Career Development Institute framework:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management and employability skills

The following slides will give you an overview of your tutor time careers programme and the activities and events planned for the year ahead. This is open to change as more opportunities present themselves throughout the year.

During your time in Key Stage 3 you will:

Begin to develop an awareness of your personal qualities, skills and learning styles and understand how these relate to your future career aims

Start finding out about different career areas and qualification routes that might interest you in the future, through internet research as part of careers sessions in tutor time

Take part in a drop-down careers/enterprise day and given the opportunity to talk to various employers about the world of work

Have the opportunity to take part in an enterprise challenge

Start to develop your financial management skills, including budgeting and learn about rights & responsibilities at work, discrimination and stereotyping.

Have the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics

Be able to access careers resources and specialist careers websites e.g. National Careers Service, START...

Receive optional access to impartial information, advice and guidance from the in-school Careers Adviser (requests can be posted in the careers hub)

Guided on how to make decisions about your choice of GCSE options at Key Stage 4 and the implications for your future

Have the opportunity to discuss your progress and career plans with your parent and a member of the school's management team/careers team at parents evenings



GCSE-F Year 7		Year 7 Tutor Programme	1 Changes	1 What influences me?	1 Skills for Life	1 What is work?	1 Using START	1 Setting targets
In year 7 careers education focusses on: Term 1 <ul style="list-style-type: none">- Exploring ‘The World of work’- Defining Skills and personal qualities- Setting goals, for careers aspirations. Term 2 <ul style="list-style-type: none">- Understanding and Managing finances- Opportunities to develop entrepreneurial skills- Understanding the factors important to making informed choices, for career aspirations. Term 3 <ul style="list-style-type: none">- Investigating different potential careers and their requirements- LMI- Analysing and evaluating personal qualities and experiences.	2 What have I achieved?		2 Roles that I think are successful	2 How do I learn?	2 Introduction to Start & Profiling tool	2 Changes in the World of Work	2 Review my learning	
	3 Who can help?		3 What am I like?	3 This is me	3 Using START & Profiling tool	3 How creative am I?	3 Look ahead & Student evaluation	
	Calendared Events							
	Term 1	STEAM Assembly						
	Term 2	Year 7 Careers Focus Week: Careers in the Curriculum Tenner Challenge National Apprenticeships Week and National Careers Week Year 7 Parent Evening						
	Term 3	Year 7 Enterprise Days						



GCSE-F Year 8		Year 8 Tutor Programme	1 Your beliefs	1 Job Families	1 Are you sure that’s true?	1 Writing an Action Plan	1 Record Action Plan in START	1 START: Opening your eyes
In year 8 careers education focusses on: Term 1 - Investigating and exploring suitable careers, including GCSE option choices - Understanding the labour market nationally and the local area.	2 Are school and work so different?		2 Can anyone predict the future?	2 Budgeting	2 Review my learning	2 START	2 START: Exploring Pathways	
	3 What do you want from work?		3 Being assertive	3 How do you make decisions?	3 Look ahead & Evaluation	3 START & Profiling	3 START-Exploring Industries	
			4Who does the job?				4 START-Life as an Apprentice	
Term 2 - Investigating different potential careers and their requirements - Opportunities to develop entrepreneurial skills - Understanding and Managing finances	Calendared Events							
	Term 1	Careers appointments (referrals)	STEAM Assembly Year 8 Careers Focus Week: Careers in the Curriculum Year 8 Parent Evening					
	Term 2		Tenner Challenge Y8 Creative Careers with BSO National Apprenticeships Week and National Careers Week Employer Engagement Assemblies					
	Term 3		Poole Maritime Festival STEM Challenge RLNI Women in Engineering ENACT Careers Performance PHS Employer Encounters					
Term 3 - Analysing and evaluating personal qualities and experiences - Investigating skills for success - Understanding the factors important to making informed choices, for career aspirations.								



GCSE-F Year 9		Year 9 Tutor Programme	1 Plan your decision year	1 Personal Qualities & Jobs	1 Choosing Options	1 Being Enterprising	1 Learning Styles	1 Eastern Delights!
<p>In year 9 careers education focusses on:</p> <p>Term 1:</p> <ul style="list-style-type: none">- Analysing and evaluating personal qualities and experiences- Exploring careers and the world of work.- Understanding and Managing finances	2 My Network		2 Skills	2 Choosing Options	2 Skills for Life & Work	2 Working Today	2 Using reliable information	
	3 Personal Qualities		3 Skills & Jobs	3 Qualifications	3 Tell us why it should be you!		3 Review my learning	
							4 Look ahead & Evaluation	
<p>Term 2:</p> <ul style="list-style-type: none">- Pathways at 14- Higher Education- Routes to careers with Apprenticeships- Engaging with employers in the world of work. <p>Term 3:</p> <ul style="list-style-type: none">- Higher Education- Understanding the labour market nationally and the local area.- Analysing and evaluating personal qualities and experiences		Calendared Events						
		Term 1	Careers appointments (one to one and small group)	'Thinking About Your Future' World Skills Assembly				
		Term 2		Year 9 Careers Focus Week: Careers in the Curriculum YE Learn to Earn & Route to Success Employer Engagements: Workshops & Presentations Tenner Challenge National Apprenticeships Week and National Careers Week Stem Taster Day Year 9 Options Assembly Year 9 Options Evening Year 9 Parent Evening				
		Term 3		Poole Maritime Festival STEM Challenge University Campus Visit PHS Employer Encounters				



Student Entitlement Careers Education, Information, Advice and Guidance	During your time in Key Stage 4 you will:
<p>This Entitlement is designed to reflect the three core aims outlined in the Career Development Institute framework:</p> <ul style="list-style-type: none"> ➤ Developing yourself through careers, employability and enterprise education ➤ Learning about careers and the world of work ➤ Developing your career management and employability skills <p>The following slides will give you an overview of your tutor time careers programme and the activities and events planned for the year ahead. This is open to change as more opportunities present themselves throughout the year.</p>	Continue your career exploration and self-development taking part in careers sessions delivered through tutor time & PHSE
	Be given the opportunity to reflect on your personal qualities and skills and how these relate to your future aims
	Receive information and advice about the Post-16 Choices available to you and opportunities for open days and taster sessions
	Have access to information about and be supported to research all academic and vocational routes and pathways at post-16 and post-18
	Have the opportunity to visit a local university and listen to talks on a variety of aspects of student life, including information on finance
	Be given the opportunity to apply to sixth form, colleges, training providers and apprenticeships
	Be able to access careers resources and specialist careers websites e.g. National Careers Service, START...
	Have access to information about the world of work and changes in the labour market to help you find out about jobs now and of the future
	Be given the opportunity to take part in a mock interview/networking event and receive feedback from local professionals
	Have an opportunity for an interview with an impartial Careers Adviser
	Have the opportunity to take part in work-related and enterprise activities (e.g. work experience placements in the spring term)
	Have the opportunity to attend careers talks during the school year from visiting speakers on a variety of topics



GCSE Year 10		Year 10 Tutor Programme	1 Exploring possibilities	1 World of Work : Quiz	1 World of Work: Responsibilities at Work	1 Developing your Personal Sales Pitch	1 Different Qualifications and their equivalents	1 Moving on from Work Experience
During year 10 Careers education will focus on: Term 1 <ul style="list-style-type: none">- Learning about safe working practices and procedures- Understanding types of business and business functions- Identify employers in our region and relate this to career opportunities- Developing application writing and the ability to promote personal qualities and skills. Term 2 <ul style="list-style-type: none">- Appraising personal skills and qualities- Understanding and Managing finances Term 3 <ul style="list-style-type: none">- Exploring the world of work (Work experience)- Understanding types of business and business functions- Qualifications & Routes into Work- Careers and the promoting of equality, diversity and inclusion	2 World of Work: What Employers want		2 World of Work: Legal Limits	2 Application Skills	2 Managing your Money		2 Review my learning	
	3 World of Work: Work and Lifestyle		3 World of Work: Rights at Work	3 Work Experience	3 Thinking ahead after you are 16 – Options	2 Work Experience	3 Look ahead & Evaluation	
	Calendared Events							
	Term 1	Careers appointments (one to one and small group)	Young Enterprise Company Programme Launch (Virtual) Choices & Progressions KS4 Careers Performance (Virtual) Y10 Parent Evening					
	Term 2		Year 10 Careers Focus Week: Careers in the Curriculum National Apprenticeships Week and National Careers Week Year 10 Mentoring programme and University Visit Virtual Work Experience 2020 launch assembly Stem Taster Day Mock Interviews					
	Term 3		Y10 Work Experience (whole year group) Year 10 Step Up Day Employer Encounters/Speed Networking Event University Residentials (dependent on C19 related rulings)					



GCSE Year 11							
<p>During year 11 Careers education will focus on:</p> <p>Term 1</p> <ul style="list-style-type: none"> - Research and identify progression choices in relation to their career ideas - Discuss study and career opportunities that their school subjects can lead on to in relation to their career ideas <p>Term 2</p> <ul style="list-style-type: none"> - Recognise their strengths and what they have to offer an employer - Present their skills and qualities to an employer in a job application process - Recognise the employability skills that their school subjects help them to develop <p>Term3</p> <ul style="list-style-type: none"> - Identify employers in their region and relate this to career opportunities - Understand routes to work from where they live - Describe how the labour market in their region is changing and what this means for their career ideas 	Year 11 Tutor Programme	Study Skills	Study Skills	Study Skills	Study Skills	Study Skills	Study Skills
		1. Maths 2. English 3. Science 4. Assemblies	1. Maths 2. English 3. Science 4. Assemblies	1. Maths 2. English 3. Science 4. Assemblies	1. Maths 2. English 3. Science 4. Assemblies	1. Maths 2. English 3. Science 4. Assemblies	1. Maths 2. English 3. Science 4. Assemblies
	Calendared Events						
	Term 1	Careers appointments (one to one and small group)	Welcome to Yr 11 Evening Sixth Form Open Evening Careers and Apprenticeship Events (virtual enrolments)				
	Term 2		Yr11 Futures Focus Day Y11 Parent Evening National Apprenticeships Week and National Careers Week College and Apprenticeship Applications				
	Term 3		Motivational Speakers PHS Employer Encounters				



Student Entitlement

Careers Education, Information, Advice and Guidance

During your time in Key Stage 5 you will:

Have the opportunity to reflect on your personal qualities and skills and how these relate to your future career aims

Develop independent research skills

Attend a university or college open day, taster day or summer school (typically Bournemouth &/or Reading)

Visit a HE (Higher Education) / Apprenticeship event such as CAS or UCAS Exhibition

Have opportunities to explore your post-18 pathway through computer-based information and on-line portals

Understand the UCAS process and be able to research different universities and courses using on-line resources

Have been given guidance and support to help write a personal statement

Research different universities, courses and apprenticeship and training routes

Have information and support with financial planning for university, work and training

Have access to information about the world of work, trends and changes in the labour market to help identify opportunities and possible jobs of the future e.g. through on-line research, careers talks and presentations

Receive access to impartial careers advice and guidance from our in-house careers advisors

Receive access to mentoring / coaching/ employability skills workshops as necessary

Have the opportunity to explore career areas through self-organised work shadowing/Work Experience.

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Sixth Form	KS5 Tutor Programme	Settling In Meet the Team VESPA – Effort Standing Out Growth Mindset Mental health Community Support All about me	Remembrance Motivation and resilience Being Safe Online/Online Profile VESPA – Attitude UCAS & Apprenticeships	Y12 - Work experience Y13 - Student Finance (UCAS) Applying for Apprenticeships VESPA - Systems	NAS Study Skills Identity Developing Self	Y12 - UCAS initial prep & applicatons Studying Abroad Gap Year Y13 - Exams/Revision	Exams Y12 Fresh Start UCAS applicatons	
During Sixth Form Careers education will focus on: Term 1 <ul style="list-style-type: none">- Reflect on changes in the labour market and apply this to their longer term career ideas- Explain the value of higher level skills in the world of work Term 2 <ul style="list-style-type: none">- Describe how their values relate to career ideas- Demonstrate effective networking and communication skills- Describe the process for applying for jobs, identify strategies for success and recognise their own strengths in relation to this Term3 <ul style="list-style-type: none">- Recognise apprenticeship and academic progression pathways in relation to their school subjects- Appraise study and progression pathways, and identify pros and cons for each- Identify progression decisions they may need to make over the next five years		Calendared Events						
Term 1		Careers appointments (one to one and small group)	Apprenticeship Presentation-ASK University Life presentation- Bournemouth University Young Enterprise Company Programme Launch Sixth Form Parent Evening YE & National Grid Employability Program 30 x Y12 University Taster Day (Virtual)					
Term 2			Brand You & LinkedIn Profiling Work Experience (Virtual) College and Apprenticeship Applications CMI accreditation National Apprenticeship Week and National Careers Week Careers and Apprenticeships Event					
Term 3			Motivational Speaker Yr12 University Conference University Residentials					