**ST JOSEPHS CAREERS PROGRAMME 2024/2025**

* Year's 7 to 11 calendared informative and aspirational assemblies delivered by external speakers from local colleges, training providers, STEM advocates, UTC's, Apprenticeship providers, Aim Higher and local employers *(Benchmarks 2, 3, 4, 5, 7)*
* Access to an independent careers advisor in Year's 7 to 11. *(Benchmarks 3, 8)*  
  Identifying and supporting the post 16 needs of SEN students by way of early careers interviews with the schools Careers advisors and working with the SENCo and pupil services in FE establishments, ensuring any extended transition needs are met, and the correct support is in place. *(Benchmarks 3,*
* Curriculum subject led visits to local employers to inspire and inform pupils and establish stronger links with the business community. *(Benchmarks 4, 5, 6)*
* One to one Careers guidance interview for all our Year 11 students with the Careers advisor to discuss the many and varied options available post 16 and to support students in their decision making processes ensuring they are provided with up to date and relevant information. *(Benchmarks 2, 3, 8)*
* IAG monthly bulletin sent to all Year 11 students reminding them of any IAG activities in school that month and any upcoming post 16 open evenings and application deadlines.
* Informative career displays throughout the school, in subject areas
* Large careers display board along main school corridor
* Lunch time screening in hall and reception on LMI (Benchmarks 2)
* Substantial and up to date CE/IAG section of our school's website with links to careers information, online resources and links to documents produced by the school to assist our students in their post 16 choices. *(Benchmarks 1, 2)*
* Subject-specific career presentations in Year's 7 to 11 delivered by employers/post 16 providers, particularly focusing on STEM subjects. *(Benchmarks 2, 4, 5, 7)*
* An external presentation and displays in school promoting the National Citizen Service.  
  A programme of lunch-time advice & application drop-in sessions from a range of post-16 representatives to include FE, HE, Sixth Form colleges, local employers, and technical & apprenticeship providers. *(Benchmarks 2, 3, 7, 8)*
* IAG evening attended by 30+ local HE, FE, training providers, Apprenticeship ambassadors, UTC's, local employers, armed service representatives and careers advisors for all Year 10 and 11 students and parents/carers. *(Benchmarks 2, 3, 5, 7, 8)*
* All Year 11 parents/pupils receive a detailed and informative IAG booklet that details all of the activities and events we provide in post 16 preparation and includes valuable information regarding apprenticeships and traineeships. It also provides guidance on available financial support, CV's, interviews and provides website information relating to post 16 opportunities. *(Benchmarks 2, 3, 8)*
* Parents receive a detailed parent guide to the next steps (Benchmarks 2, 3, 8)
* All parents/pupils receive a LMI leaflet detailing what LMI is
* Year 10 pupil/parents receive a work experience booklet introducing them to the programme (Benchmarks 2, 3, 5,8)
* Year 10 and 11 students receive an Apprenticeship information booklet giving details of the different types of apprenticeships available, qualifications needed and gained, case studies and an example CV and cover letter alongside an apprenticeship overview assembly delivered by Connexions. This is also available on the school website. *(Benchmarks 3, 8)*
* CV and personal statement sessions during enrichment day in Year 11 *(Benchmark 1)*
* Year 10 & 11 PSHE Scheme of work focusing on post 16 pathways, employability skills, challenging stereotypes, LMI, learning about the workplace. *(Benchmarks 1, 2, 3, 4, 8)*
* Hope Dream & Aspirations interview day for all our Year 11 students includes representatives from HE/FE establishments, the armed forces, training providers, local employers, and alumnae *(Benchmarks 2, 5, 7)*
* Extended placements for identified at risk of NEET Year 10/ 11 students, including personalised taster visits to local colleges and training providers, local companies *(Benchmarks 3, 7, 8)*
* Year 10 Taster Day at a local college allows students to sample several different courses and link with the career pathways they can lead onto and will enable them to experience a typical college day *(Benchmarks 2, 4, 7)*
* Year 7 & 8 Enrichment day(PSHE) focusing on decision making and self-awareness and exploring career options and employability skills*(Benchmarks 1, 2, 3, 4, 8)*
* Year 9 Enrichment day(PSHE) focusing on transferable skills *(Benchmarks 1, 2, 3, 4, 8)*
* One week of Work Experience in Year 10 *(Benchmarks 2, 5, 6)*

**ST JOSEPHS CAREERS PROGRAMME**

The careers education programme is underpinned by both the statutory and non-statutory guidance. The CEIAG programme includes ;(this can be subject to change as the programme evolves over the year)

**UNIVERSITY LIVE CHATS (Please see St Joseph’s webpage - school Information – learning & teaching- careers scroll down to ‘University live chats’)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Autumn | Spring | Summer |
| Year 7 | Introduction to careers/Unifrog  Careers Development Day  Enrichment Day  My-Path LMI tutorial l(weekly)  Careers Newsletter (weekly) | BAE STEM Roadshow  Enrichment Day (BAE STEM Roadshow follow up sessions)  Apprenticeship Assembly (Bolton College)  LMI Assembly  Careers Newsletter (weekly) | Enrichment Day (Unifrog)  Careers Newsletter (weekly) |
| Year 8 | Careers Development Day  Enrichment Day(Tyre Challenge)  Work Shadow Day(Friday 6th December)  My-Path LMI tutorial l(weekly)  Careers Newsletter (weekly) | Mini careers fair  Big sister/ Little Sister  BAE STEM Roadshow  Enrichment Day (BAE STEM Roadshow follow up sessions)  Apprenticeship Assembly (Bolton College)  LMI Assembly  Careers Newsletter (weekly) | Enrichment Day (Unifrog)  Careers Newsletter (weekly) |
| Year 9 | Careers Development Day  My-Path LMI tutorial l(weekly)  Science Fair STEM)  Careers Newsletter (weekly) | Enrichment Day (My community Project)  Apprenticeship Assembly (Alliance Learning)  LMI Assembly  Careers Newsletter (weekly) | Enrichment Day (Unifrog)  Work Place Safari  RAY Assembly Launch  University visit **\*\***  Oxford University Visit  Careers Newsletter (weekly) |
| Year 10 | Careers Development Day  Wok Experience Launch  North West Apprenticeship & Careers Expo  Enrichment Day  RAY Programme launch (Bolton 6th Form)  Work Place Safari  My-Path LMI tutorial l(weekly)  Careers Newsletter (weekly) | Enrichment Day  LMI Assembly  Appretniceship Assembly (Alliance Learning)  Work Place Safari  Careers Newsletter (weekly) | College Taster Days  (4 colleges)  WEX week  Army Residential 4 days  Lancaster University  1:2:1 Careers Consulatation  Careers Newsletter (weekly) |
| Year 11 | College Assemblies  Careers Evening  Careers Development Day  Enrichment Day  Apprenticeship Assembly (gmpln)  1:2:1 careers consultations  Applications to college  Destination Data  My-Path LMI tutorial(weekly)  Careers Newsletter (weekly) | Aspiration interviews  College interviews in school  Enrichment Day  Follow up Careers Consulatation  Destination Data  Careers Newsletter (weekly) | Summer check ups  Results Day  Careers Newsletter (weekly) |

**EMPLOYERS, COMMUNITY PARTNERS & LEARNING PROVIDERS:**

An annual Partnership Agreement is negotiated between the school and external providers including Bolton Connexions Careers Service, who are offering a bespoke service. Further links are being developed with local post 16 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements. Connexions Careers Service, BASE, Marsden Rd, Bolton BL1 01204 334000 Rita Sandring, St Joseph’s Careers advisor, Mrs D Hancock, Local College’s e.g. Runshaw College, St John Rigby College, Alliance Learning training provider, Red Box, Achieve Group, Local Companies for Apprenticeships schemes, Anderton Centre, Suez, Willmott & Dixon, Momentive, Business links DWP, BAE and the Careers & Enterprise Company, the local Careers network hub and Tailored Education (work experience provider)