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| Year | Autumn Term 1 | Autumn Term 2 | Spring Term 1 | Spring Term 2 | Summer Term 1 | Summer Term 2 |
| 11 | Guidance one to one interviews with our qualified Careers Advisor for all Year 11 students, recorded on Start profiles.  SEN and vulnerable/possible NEETS intervention.  Assembly presentations from various colleges and training providers.  Next Steps – Inspiration Fair, CV prep, Letters of application and Personal Statements. Prepare Records of Achievement. Speed Networking with a variety of employers.    Distribution of newsletter for parents/carers including College open event dates and calendar of activities.  Careers Office lunchtime drop ins – open access to guidance and information and support with post 16 options. | Guidance one to one interviews continue.  College drop ins and advice clinics.  Next Steps – College and apprenticeship applications completion (with support from colleges and training providers), Mock Interviews with local businesses.  Careers Office lunchtime drop ins – open access to guidance and information, and support with post 16 options. | Support with Apprenticeship Applications, exploring opportunities and monitoring intended destinations.  Careers Advisor and Colleges in attendance at Parent’s evening.  Track and monitor applications and interviews – follow up support if required.  Careers Office drop ins, open access to guidance and information and support with post 16 options. | Further follow up support including Foundation learning/Study programme applications and familiarisation visits.  Runshaw College and Preston College interviews in school.  Track and monitor applications and interviews – follow up support if required.  Careers Office drop ins – open access to guidance and information, and support with post 16 options. | Continue to track and monitor applications and interviews – follow up support if required.  Careers Office drop ins – open access to guidance and information, and support with post 16 options. | Careers Office drop ins available for those still unsure or looking for apprenticeships and/or alternative Post 16 options.  Careers Advisor, colleges and training providers support on Results Day |
| 10 | Launch Work Experience programme – presentations in assembly, parent’s evening and communication home.  Careers Office lunch time drop ins sourcing of Work Experience placements and information, advice and guidance.  Preparing for Work – Inspiration Fair - FE and HE Colleges and Universities, Apprenticeship providers and employers available.  CSI/Forensics Experience | Careers Office lunch time drop ins sourcing of Work Experience placements and information, advice and guidance.  Targeted support for students struggling to self-place.  Careers Advisor and Colleges/ training providers in attendance at Parent’s Evening. | Careers Office lunch time drop ins sourcing of Work Experience placements and information, advice and guidance.  Targeted support for students struggling to self-place. | Careers Office lunch time drop ins sourcing of Work Experience placements and information, advice and guidance.  Deadline for Self Placement Forms for Work Experience. | Preparing for Work – Health and Safety, Interview Skills, CVs applications – ‘Selling Yourself’  Introduction to Post 16 options.  University, College and Training Provider Visits. | University, College and Training Provider Visits.  Work Experience preparation.  Work Experience |
| 9 | Inspiration Fair - FE and HE Colleges and Universities, Apprenticeship providers and employers available. | Careers Enrichment Day – Various Workshops delivered to help students prepare for choosing their options, explore careers and link careers to the curriculum. | Guidance one to one interviews with our qualified Careers Advisor for all Year 9 students, discussion of options and career planning, and recorded on Start profiles. | Careers Advisor and Colleges and Training Providers in attendance at Options Evening  STEM Day |  |  |
| 8 | Sector Focus – Advanced Manufacturing  Languages Day | Sector Focus – Creative and Digital  STEM Day | Sector Focus – Construction | Sector Focus – Business and Professional Services  NHS Inspiration Day | Sector Focus – Energy and Environmental Technologies | Sector Focus – Visitor Economy |
| 7 | Sector Focus – Advanced Manufacturing  Careers Enrichment Day – Various Workshops delivered to help students explore careers and link careers to the curriculum. | Sector Focus – Creative and Digital  STEM Day | Sector Focus – Construction | Sector Focus – Business and Professional Services | Sector Focus – Energy and Environmental Technologies | Sector Focus – Visitor Economy |