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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 ManufacturingLanguages Day | Sector Focus – Creative and DigitalSTEM 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 DigitalSTEM Day  | Sector Focus – Construction | Sector Focus – Business and Professional Services | Sector Focus – Energy and Environmental Technologies | Sector Focus – Visitor Economy |