

Appendix A - Kingsdale Foundation School Careers Programme 2020/21

Year	Learning objectives	Activities	Gatsby (*)	When	Who	Employer?	Evaluated (how?)
7	Understand value of CEIAG, be introduced to career resources to help personal development and understand career pathways	Introduce the CEIAG programme through assembly, provide access to Unifrog online careers education programme, Enrichment programme, Careers Education during PSHE lessons in tutor time covering following topics – employability skills, mindsets, getting motivated, careers terminology, studying effectively, literacy and numeracy	1	Assembly in Autumn Term Tutor Time – PSHE careers lessons in week 3 each half term	CL, HOL Tutors, HOL	N	Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback
8	Understand own strengths and weaknesses, link subjects to careers, be introduced to careers resources to help pupils understand their preferences and the options open to them, hear from or talk to representatives from the world of work, receive support to make the right KS4/GCSE choices, including assemblies, parents events, meeting with senior staff at school and the option of a careers meeting	Provide access to Unifrog and Fast Tomato online careers education programme, Y8 Options evenings, 8 Options Guidance Assemblies linking subjects to career pathways, Access to 1:1 careers coaching through referral, Careers education in programmes of study across the curriculum, enrichment programmes, Careers Education during PSHE lessons in tutor time covering – effective communication, numeracy, literacy, options, discussion on different careers, employability skills	1, 3, 4, 8	Options Guidance Evening and Subject specific Assemblies in Spring Term Careers education in programmes of study across the curriculum Tutor Time – PSHE careers lessons in week 3 each half term	Subject teachers, HOL Subject Teachers, Directors Tutors, HOL	N	Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback
9	Develop employability skills & present yourself well, be introduced to different post 16 options, Insight into a real work environment, give examples of different kinds of work and why people's satisfaction with their working lives can change, show that you can be enterprising in the way you learn & work, Strengthen skills like – leadership, teamwork, study skills and problem-solving	Provide access to Unifrog and Fast Tomato online careers education programme, Access to 1:1 careers coaching through referral, Young enterprise project to develop skills and characteristics, Study Skills workshop, careers talks with visiting professionals in different departments, enrichment programmes, careers education through programmes of study across the curriculum, PSHE	1, 2, 4, 5	Ongoing Programmes – unifrog, fast tomato, careers talks and 1:1 careers coaching Study Skills workshops in Spring Term Careers education through programmes of	CL, HOL HOL Subject teachers, Director	Y (various)	Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback

		lessons in tutor time to cover – leadership, study skills, apprenticeship myths, higher & further education route, describe yourself recognising what skills and qualities you have to offer and what’s important to you, literacy and numeracy		study across the curriculum PSHE careers lessons in week 3 each half term.	Tutors, HOL		
10	Develop their self-awareness and career management skills, explore Post-16 pathways experience at least one week in the workplace or undertake virtual work experience, attend events in school and out of school where they can speak to employers, colleges, training providers and universities, recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion, explore career ideas, build confidence in decisions, develop a personal plan	1:1 Careers Guidance interviews for all, access to Unifrog and Fast Tomato online careers education tools, careers conferences/ virtual workshops, assemblies on post 16 options & work experience, careers talks with professionals, careers fair, prepare for work experience (or virtual WEx), access to aim high oxbridge programme, enrichment including DOE and prefect applications, careers education in programmes of study across the curriculum, visit to universities, PSHE lessons in tutor time to cover – choices post 16, study skills, cover letter for a job, careers terminology, unconscious bias, LMI	1, 2, 3, 4, 5, 7, 8	Ongoing – 1:1 careers coaching, unifrog, fast tomato, careers talks Virtual/ Work Experience – Summer Term to Autumn Term in Year 11 Careers education through programmes of study PSHE lessons in week 3 each half term.	CL, HOL BAE Subject teachers, Directors Tutors, HOL	Y (various)	Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback
11	Explore career ideas, build confidence in decisions, develop a personal plan, apply for Post-16 options and back-up plans, as necessary, experience a taster day in a sixth form or college setting, attend events in school and out of school where they can speak to employers, colleges, training providers and universities	Access to unifrog, fast tomato & 1:1 Careers Guidance interviews, Study skills, assemblies on post 16 options, sixth form options evenings, taster days at Kingsdale sixth form, careers talks through visiting professionals, assistance with college / Sixth form applications is provided, careers education through programmes of study across the curriculum, visit to universities, PSHE lessons in tutor time to cover - cover letters, cv dos and Don'ts, apprenticeship myths, Interview Skills, networking	1, 2, 3, 4, 5, 6, 7, 8	Ongoing – 1:1 careers coaching, unifrog, fast tomato, careers talks, uni and sixth form visits Sixth form tasters and application assistance – Autumn Term Careers education in programmes of study PSHE lessons in week 3 each half term.	CL, HOL HOL & Sixth Form Team Subject teachers and directors Tutors and HOL	Y (Various)	Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback, Work Experience records, post 16 destination data

<p>12</p>	<p>Introduce post 18 options, develop and make the most of your personal networks of support and show that you are a proactive and discerning user of impartial face-to-face and digital careers information, advice and guidance services; reflect on the positive elements in your career story to show the responsibility you are taking for managing your own wellbeing, progress and achievement and prepare a personal statement, be able to draw conclusions from researching and evaluating relevant labour market information (LMI) to support your future plans, develop further experience in work place, attend events in school and out of school where pupils can speak to employers, colleges, training providers and universities, provide personal finance management guidance, UCAS guidance</p>	<p>Access to unifrog, fast tomato & 1:1 Careers Guidance & coaching, university visits, careers conferences (& virtual conferences), careers talks through visiting professionals, Careers Fair, sixth form enrichment programme, student leadership team selection, finance management programme, Oxbridge guidance programmes, apprenticeship and higher education guidance talks by former pupils, UCAS evening, Personal statement workshops, work experience guidance and support, virtual work ex, summer school programmes, careers education through programmes of study across the curriculum, visit to universities, PSHE lessons in tutor time to cover - choices post-18, university verses apprenticeship debate, personal statement, gap year, cover letter/ CV writing.</p>	<p>1, 2, 3,4,5,6,7, 8</p>	<p>Ongoing – 1:1 careers coaching, unifrog, fast tomato, careers talks, university visits</p> <p>Oxbridge guidance – ongoing for interested students</p> <p>UCAS Evening – Spring Term</p> <p>Work Experience – Spring Term</p> <p>Careers education through programmes of study</p> <p>PSHE lessons in week 3 each half term.</p>	<p>CL, HOL</p> <p>HOL</p> <p>HOL</p> <p>BAE</p> <p>Subject teachers, Directors</p> <p>HOL, Tutors</p>	<p>Y (Various)</p>	<p>Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback & Forum, personal statement record on unifrog</p>
<p>13</p>	<p>Explore Post 18 options, explain how you are developing your employability qualities and skills to satisfy your own expectations, know how to make career enhancing plans and decisions including developing the resilience required to sustain them, show how you are developing your personal financial capability to make better decisions about everyday living, further study, training and work, know how to prepare for, perform well and learn from participating in selection processes, know how to develop and use strategies which will help you to deal with the challenges of managing transition post 18</p>	<p>Access to unifrog, fast tomato & 1:1 Careers Guidance & coaching, Oxbridge interview skills workshops, University Open day Visits. 1:1 guidance on personal statements, career talks on different professions, 1:1 meeting with referees, student finance and personal management workshops, careers education through programmes of study across the curriculum, PSHE lessons in tutor time to cover – university terminology, CV writing, personal statement writing, moving away to university, apprenticeships guidance, advanced careers terminology, exploring different careers on unifrog.</p>	<p>1,2,3,4,5, 7,8</p>	<p>Ongoing – 1:1 careers coaching, unifrog, fast tomato, careers talks, university visits</p> <p>Oxbridge guidance – Autumn Term</p> <p>Personal finance – Autumn and Spring term (2)</p> <p>Personal statements- conclude December 2020</p> <p>PSHE lessons in week 3 each half term.</p>	<p>CL, HOL</p> <p>HOL</p> <p>HOL</p> <p>HOL, Tutors</p> <p>Tutors, HOL</p>	<p>Y (Various)</p>	<p>Y. Quiz, Tutor Feedback, observation of the various programmes and Students Feedback & Forum, post 18 destination record</p>

Gatsby * - Kingsdale Foundation School follows the principles of the Gatsby Benchmarks.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance