

**WORK RELATED LEARNING AND CAREERS ACTION PLAN**

Whole School

Year Group	Timescale	Activity	Person Responsible	Follow Up Actions		Impact
				Who	What	
ALL YEAR GROUPS	Attendance at Progress Leader and Tutor meetings early September	<b>Career Tutor packs-</b> Tutors and Progress Leaders provided with tutor pack including copies of prospectuses and details of open days at colleges etc. (to be displayed in form rooms), information of DCC service in school, Impartial Careers Advisors from Ideas for Careers, how to refer, posters on careers information points around the school, info on 'Start Profile' website. Employer profiles	GBA	Form tutors/ GBA / Lynn Addison / Becky Marshall	Attendance at tutor meetings to offer further support and guidance  Referrals procedures for appointments	Students empowered to make suitable Year 9 options, post-16 choices  Awareness of the labour market and introduction to employability skills
	September - July	Assemblies with Enterprise Advisor and employers	GBA	GBA / Employer	Form time activity	Awareness of the labour market and introduction to employability skills
	September- July	<b>Wellbeing programme during tutor time</b> - These will be designed and disseminated to tutors and will include careers education and guidance activities.	Tutors / KED	Form tutors	Tutors to feedback on the quality and relevance of the programme through Moodle	Students receive information on careers, personal attributions and employability skills  Improves Form Tutors' knowledge of Careers education and guidance
ALL YEAR GROUPS	September - July	<b>Careers Interviews/Appointments</b> –Available upon referral from form tutors/progress leaders.	GBA and Careers Advisor	GBA and Careers Advisor	Guidance intervention/action plan required and completed for all of these students.  Reviewed by MAT team RONI list updated.	Supported transition  Start of the monitoring & tracking process of SEN students.
ALL YEAR GROUPS	September - July	<b>DCC and Ideas for Careers Interviews</b> – Students identified as in higher need of support with transition (SEN, poor attendance, health issues, those raised at collaborative meetings, potential NEET) are interviewed by a Careers adviser throughout the year. Transition is discussed & planned in detail. A universal service is available which enables Y10 students to request interviews/appointments if they wish.	GBA / DCC / Ideas for Careers Impartial Careers Interviews	GBA / DCC / Ideas for Careers Impartial Careers Interviews	Action Plan for transition / Post-16 Options written  Checking and tracking of action plan	Early intervention for potential NEET students, therefore these students follow an appropriate post-16 pathway.
Year 9 - Year 13	January	<b>Aspirations, Careers &amp; Employability Fair (ACE Fair)</b> <b>Employers, Labour Market Information, HE providers:</b> Main Hall from 2.30pm 2.30pm – Year 9 3pm – Year 10 / Year 12 3.30pm – Year 11 / Year 13		GBA / HE Providers / Employers / DCC		Students empowered to make suitable post-16 choices.

KEY STAGE 3

YEAR 7 – 9

Year Group	Timescale	Activity	Person Responsible	Follow Up Actions		Impact
				Who	What	
Year 7	May	<b>Employer/ Curriculum workshop:</b> E.ON Energy employers to deliver a workshop. About the workshop: The Creative Conductors Workshop is an exciting ‘maker-style’ workshop that covers energy conduction, circuits and the design process - with a creative twist! Students will use a Makey Makey (the kit that “turns the world into a controller”) to combine their knowledge of energy concepts with engineering thinking. Exploring concepts in Physics, Design & Technology and Engineering.	GBA	GBA / SPH / RBO	Feedback from CLs and students	To combine knowledge of energy concepts with engineering thinking. Exploring concepts and careers in Physics, Design & Technology and Engineering.
YEAR 8	May	<b>Go to work with your parent day</b> Year 8 will be given the opportunity to go to work with their parent/carer for the day.	GBA	GBA / KS3 Support officer	Feedback from students, parents and Y8 pastoral team	First taste of the world of work / Work experience
YEAR 8	June	<b>Careers Lesson</b> – A collapsed lesson aimed at y8 students only. The lesson will introduce the students to the broader concept of work. The lesson will also explore the reasons why people work. Elements of financial education will also be included.	GBA	GBA	Feedback obtained from students to inform future improvements.	Students gain an awareness of the world of work.
Year 9	January	<b>YEAR 9 OPTIONS WEEK:</b> <b>National Careers Service: All day Employability and STEM Day:</b> All of Year 9 on a carousel of STEM challenges – Sixth Form Centre <b>Year 9 Options evening:</b> Thursday evening 5-7pm <b>Keep Moat Regeneration in the main hall: Girls in Construction and Engineering and Employability skills</b> 9am-10.25am: Year 9 Boothby girls 10.30am-12pm: Year 9 Hull girls 12.05pm- 1.25pm: Year 9 Cokayne girls 2.25pm-4pm: Year 9 Spalden girls	GBA	GBA / Learn By Design / Employers		Students feel supported with the schools options process and are provided with the opportunity to explore their career ideas in further detail. Students make informed decisions’ when choosing their GCSE options.

KEY STAGE 4

YEAR 10 & 11

Year Group	Timescale	Activity	Person Responsible	Follow Up Actions		Impact
				Who	What	
Year 10	January – July	<b>Work Experience</b>	GBA	FE/Careers week.	Student complete evaluation forms.	Students explore a range of occupations & gain employability skills.  Students empowered to make suitable post-16 choices.
	January	WE process starts; students introduced to the process and are asked to start considering their choices/preferences for placements. Parental Permission letters distributed.		Debrief session the following September. Feedback from employers. Staff reports.	Feedback from employers.  Feedback from staff.	
	February – April	Placement forms collected advice & support given to all year group with regards to finding/choosing a suitable work experience placement.  Health & Safety deadline – all WE requests to be submitted to Derbyshire CC who then carry out the risk assessments.  Work Experience Briefs – all students receive a session (one form at a time) re. H&S, behaviour, aims & objectives etc. in the workplace.				
	July	<b>WOW week – Employability week</b>  This is a 5 day activity where students are given opportunities to write CVs, attend mock interviews, attend occupational talks given by local employers, understand apprenticeship pathways, and visit FE establishments of their choice.	GBA	GBA	Work Experience Debrief in Year 11 during the 1 <sup>st</sup> 3 weeks  Feedback on Careers week from students and business volunteers  Feedback from employers	Students prepared to make appropriate post-16 decisions. Students fully understand employability skills required for the world of work.

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Year 10	July	<b>Routes Ahead sessions</b> – delivered during Careers Week.	GBA	Students complete Career Ideas questionnaire. Students can tick a box to request a careers interview.	Students make college choices as appropriate. Students understand about UCAS process.	Data from this is used to organise interviews and identify occupational areas of interest (targeted talks/group sessions could follow)
YEAR 11	September – first 3 weeks	<b>Work Experience Debrief</b> – students provided with feedback from their WE and asked to complete 2 activities, to reflect on their WE and consider knowledge/skills gained. Reminded of Pride Park event and Careers Conventions as opportunities to explore possible career choices and post-16 options.	GBA	GBA	Debrief & feedback activities. Feedback from employers & staff Destinations survey Routes Ahead recap	Students explore a range of occupations & gain employability skills. Students empowered to make suitable post-16 choices.
	September – July	<b>Ideas for Careers Interviews</b> - Students identified as in higher need of support with transition (SEN, poor attendance, health issues, those raised at collaborative meetings) are interviewed by a DCC adviser throughout the year. Transition is discussed & planned in detail and the opportunity to partake in taster days/practice journeys to the provider are offered (in collaboration with SENco), Colleges/providers contacted to ask for support with the transition of these students. DCC staff attend all review meetings for SEN students, where a written plan for transition is detailed. Careers adviser writes a Section 139 assessment, reporting needs for SEN students. A universal service is available to all students, but DCC assess priority of need for all students.  <b>All of Year 11 students will receive a careers appointment, all other year groups on request</b>	GBA	GBA/ Ideas for Careers	Section 139 assessment written by careers adviser. Action plans are produced Post-16 options are written.  Plans are tracked  Referrals made to the MAT team RONI list updated	Supporting students with exploration of post 16 options, transition to the next stage of education, applications to help with making decisions.
	December-January	<b>Post-16 Interviews/Post mock interviews</b>	Form tutors	Form tutors	Post 16 interviews with tutors. Students referred for additional careers advice-GBA/Ideas for Careers	Students make appropriate post-16 choices.
	November	<b>Sixth form Open evening</b> -Careers co-ordinator and Ideas for Careers are available for information on careers/post 16 providers etc	GBA	GBA/ Ideas for Careers	Students arrange careers interview with the team. Feedback from parents	All students are fully informed of entry requirements to 6 <sup>th</sup> form
	Spring term	<b>DCC Interviews</b> – all students but particularly those with SEN, poor attendance, health issues etc. and who require more support	SENco / pastoral team	DCC	Feedback from SEN	Provision of extra guidance and support

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Year 11	March/April / May	<b>DCC Intended Destinations questionnaire</b> – Y11 pupils fill out questionnaire to ensure that the next steps are planned and any issues with transition can be observed and attended to.	GBA	GBA	Students with problems identifying destinations will receive extra support	Students who needed extra support are identified
	August	<b>Attendance at GCSE results day</b> – to provide careers support and advice to students as they receive their exam results.	GBA	GBA/ DCC / Ideas for Careers		Students feel supported as they receive exam results.
	Throughout the year	<b>Careers drop-in services</b>	GBA	GBA/ Ideas for Careers	On going advice	Students gain information on a variety of career paths
YEAR 11	Spring Term	<b>Careers talks</b> – Local employers, colleges and universities are invited into school to deliver a talk on employability skills, industry specific information and post 16/18 provision.  <b>Talk:</b> Apprenticeships <b>Talk:</b> Entrepreneurship	GBA, DCC  Louise Fletcher/Vicky Dawson	GBA	Year 9 Careers Days, Year 9 Options process, year 10/11  Student feedback through evaluation form	Detailed information from industry to students
	March/April	DART to talk about options with them after leaving Y11) <b>Additional at various points throughout the year</b>	GBA	GBA and DART Training	Year 11 1-1 interviews	Suitable/appropriate GCSE options made
	Summer Term	<b>Careers talks:</b> Local employers, colleges and universities are invited into school to deliver a talk on employability skills, industry specific information and post 16/18 provision.	GBA, DCC	GBA	1-4 Interviews.	Detailed information from industry to students