

By the end of each year pupils will have covered the following topics:

Year group	Content in Mentor time	Other Content	Objectives	Measurable Outcomes
<p>Year 7</p> <p>I discover...</p>	<p>Steps programme customised for school:</p> <ul style="list-style-type: none"> • Skills development, achievements, strengths, learning styles and personal qualities • What work is, types of work, organisational structures and skills required in jobs • The speed of change in workplaces • Setting targets, who can help and the benefits of careers education • National careers week – career options available • Career of the week • Transition tips – producing guidance for Year 6 • Budgeting for a party - financial management skills • Well being tasks in PSHE 	<ul style="list-style-type: none"> • Optional access to careers advice and guidance from Directions Careers Advisor • Transition support and activities • Aspirations survey – targeted opportunities based on answers • Careers Experience day focused on employability skills, labour market information and investigation of career options. • Rewards system – positive merit points for achievement and linked to AIRR values • Master classes from industry employees – 1 per subject as minimum • Step into the NHS Competition • Subject careers day showcasing careers in each subject area • National Careers week virtual careers fair • Career profiles of staff on doors of classrooms • Careers assemblies • Opportunities to apply for Elite scholars, Student leadership council, and anti-bullying ambassadors position • House competitions and Eco-schools and Earth day competition developing enterprise skills • Subjects use target setting for students following assessments • Dragons den enterprise day • Take your child to work day • Access to careers library • All subjects have CDI standards built in to delivery • Well being warriors and room • Records of achievement for each student to record careers education journey 	<p>To discover their strengths, skills and qualities and how these can assist them when considering career choices</p> <p>To discover what work is and the types of careers available and what they require</p> <p>To discover what labour market information is and how it can be useful to them</p> <p>To recognise when they are using skills entrepreneurs demonstrate</p> <p>To share how to make a positive transition into Secondary school</p> <p>To learn how to manage a budget</p>	<p>Strengths, qualities and skills identified</p> <p>To complete a careers profile for their chosen job</p> <p>To explain the local labour market trends in the South East and London for their chosen industry path</p> <p>Present on the skills developed during the Dragons den enterprise day</p> <p>Produce a transition tips document as a mentor group</p> <p>Party budgeted and planned</p>

<p>Year 8</p> <p>I explore...</p>	<ul style="list-style-type: none"> • Beliefs, motivations and skills • Creating a careers action plan • Employability skills – decision making, assertiveness, self motivation • Work dress and presentation • Job and sectors and how they are changing • Equal opportunities, discrimination and stereotyping in the workplace • Budgeting • Well being in PSHE 	<ul style="list-style-type: none"> • Optional access to careers advice and guidance from Directions Careers Advisor • Aspirations survey – targeted opportunities based on answers • Virtual Careers Experience day focused on employability skills, labour market information and investigation of career options. • Rewards system – positive merit points for achievement and linked to AIRR values • Step into the NHS Competition • Subject careers day showcasing careers in each subject area • National Careers week virtual careers fair • Career profiles of staff on doors of classrooms • Careers assemblies • Opportunities to apply for Elite scholars, Student leadership council, and anti-bullying ambassadors position • House competitions and Eco schools and Earth day competition developing enterprise skills • Subjects use target setting for students following assessments • First give – charity based activity to develop and run activity to raise money for chosen charity • STEM – Validate talk – Wildlife researchers and science careers • Dragons den enterprise day • Access to careers library • Elite scholars University trip • All subjects have CDI standards built in to delivery • Well being warriors and room • Records of achievement for each student to record careers education journey 	<p>To explore their own beliefs and motivations and how they influence career choice/ suitability</p> <p>To explore careers options and create an action plan to support their chosen pathway</p> <p>To explore different job sectors</p> <p>To explore the equal opportunities rights in the workplace and stereotyping</p> <p>To explore how to produce a budget</p> <p>To explore how enterprise skills can be developed to achieve an end goal</p>	<p>To complete a beliefs and motivations audit</p> <p>To create an action plan for their chosen career pathway</p> <p>To identify the different job categories within sectors</p> <p>To have a meaningful discussion about equal opportunities and stereotyping</p> <p>To produce a budget for a set scenario</p> <p>To run an activity to raise money for a charity</p>
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<p>Year 9</p> <p>I focus...</p>	<ul style="list-style-type: none"> • Personal skills and qualities development • Planning decisions and identifying your support network and where to get reliable information • The changing world of work and employment of school aged children • Making applications • Presentation skills, use of Linked In and social media • Key stage 4 qualifications • Making informed GCSE options to support career aspirations • Well being in PSHE 	<ul style="list-style-type: none"> • Optional access to careers advice and guidance from Directions Careers Advisor • Aspirations survey – targeted opportunities based on answers • Virtual Careers Experience day focused on employability skills, labour market information and investigation of career pathways. • Rewards system – positive merit points for achievement linked to AIRR values • Step into the NHS Competition • Subject careers day showcasing careers in each subject area • National Careers week virtual careers fair • Career profiles of staff on doors of classrooms • Careers assemblies • Opportunities to apply for Elite scholars, Student leadership council, and anti-bullying ambassadors position • House competitions and Eco schools and Earth day competition developing enterprise skills • Subjects use target setting for students following assessments • STEM talks/days from Boeing on engineering and Validate science on vaccination development and careers • Options support – booklets, videos from subjects including careers they lead to, taster lessons and mentor support • Work shadowing day • Access to careers library • Careers fair at school • University taster days 	<p>To reflect on how key skills and qualities needed for employment have been developed in key stage 3</p> <p>To understand different support options available and how to use them when making key decisions</p> <p>To know how to make an application</p> <p>To be aware of all key stage 4 qualifications and the routes they can lead to</p> <p>To create a basis to consider for option choices this year</p>	<p>To produce a skills and qualities reflection log</p> <p>To create a diagram showing their own support network</p> <p>To complete an application</p> <p>To have a meaningful discussion about the options process in Year 9</p> <p>To gain experience of subject choices before making decisions</p> <p>To understand the routes available as part of the options process</p>
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<p>Year 10</p> <p>I plan...</p>	<ul style="list-style-type: none"> • Employability skills • Types of careers • Analysing own skills and identifying development needs and priorities • Exploring possibilities and post 16 options • Rights and responsibilities in the workplace, ownership types and employment law • Managing money and financial support • CV production and covering letters • Work experience preparation, and health and safety • Review of work experience 	<ul style="list-style-type: none"> • Optional access to careers advice and guidance from Directions Careers Advisor – PP students all have an interview as priority • Aspirations survey – targeted opportunities based on answers • Virtual Work experience day – either Reeds or Brighton medical school • Rewards system – positive merit points for achievement • Employability skills assembly • Step into the NHS Competition • Subject careers day showcasing careers in each subject area • National Careers week virtual careers fair • Career profiles of staff on doors of classrooms • Careers assemblies • Opportunities to apply for Elite scholars, prefect, Student leadership council, and anti-bullying ambassadors position • House competitions developing enterprise skills • Subjects use target setting for students following assessments • Master classes from industry representatives • AIM apprenticeship assembly • PP students mentoring – setting targets for progression • Work experience – 1 week • Access to careers library 	<p>To link employability skills and transferable skills to the world of work</p> <p>To plan own need for skills development</p> <p>To understand the different options post-16</p> <p>To understand your rights and responsibilities in the workplace</p> <p>To develop skills to manage money</p> <p>To produce a CV and covering letter</p> <p>To undertake work experience</p>	<p>To produce a skills development plan</p> <p>To produce document about the rights and responsibilities at work</p> <p>CV and covering letter</p> <p>Reference from work experience and work experience log</p>

		<ul style="list-style-type: none"> • Careers Fair at school • Drop down careers day focused on CVs, applications and employability skills • Business enterprise competition • All subjects have CDI standards built in to delivery • Well being warriors and room • Records of achievement for each student to record careers education journey 		
<p>Year 11</p> <p>I decide...</p>	<ul style="list-style-type: none"> • Employability skills • Local LMI data • Types of and completion of Application forms • AIM apprenticeship talks • CV workshops • Post 16 options and costs of next steps • Financial management, products and borrowing in citizenship • Digital footprint • Problem solving in PSHE • Careers assemblies on employability skills, post-16 options, apprenticeships, NCS etc. 	<ul style="list-style-type: none"> • 1 to 1 careers advice and guidance from Directions Careers Advisor • Aspirations survey – targeted opportunities based on answers • Rewards system – positive merit points for achievement and linked to AIRR values • Step into the NHS Competition • Subject careers day showcasing careers in each subject area • Virtual opportunities posted in Google classroom for National Careers week virtual careers fair, virtual work experience opportunities and master classes • Career profiles of staff on doors of classrooms • Opportunities to apply for Student leadership council • House competitions and Eco school competitions developing enterprise skills • Subjects use target setting for students following assessments • Access to careers library • Careers fair in school • Mock interviews • University taster day visits to Anglia Ruskin University 	<p>To decide on post 16 pathway and apply for this</p> <p>To understand the impact of their digital footprint on employability prospects</p>	<p>Personal guidance interview write up</p> <p>Destinations survey data</p> <p>Applications to education, apprenticeship, or training courses</p>

		<ul style="list-style-type: none"> • Employer assemblies • All subjects have CDI standards built in to delivery • Well being warriors and room • Records of achievement for each student to record careers education journey 		
<p>Sixth form</p> <p>I decide...</p>	<ul style="list-style-type: none"> • Positive aspects and statements about me • Career aspirations, routes to final goal and lifelong learning • Life/work balance • Changing organisational structures • Online profile and use of social networks • Equality and diversity issues in the news • Volunteering opportunities and other opportunities to demonstrate skills/experience • Charity challenge – enterprise activity • Preparing for interview and selection day activities • Next steps – options after sixth form and the trends and costs involved • Online applications and strategies for interview • Personal statement writing • Financial management in PSHE • Managing well being in PSHE 	<ul style="list-style-type: none"> • Stepping up to Sixth form for Year 12 – teaching key skills required • Apprenticeship show • 1 to 1 careers advice and guidance from Directions Careers Advisor and drop in lunch time • UCAS application support • Virtual work experience opportunities • National careers week employer videos • UCAS virtual day • Business mentor scheme • Design a product – induction enterprise activity • Steps to independence week offering sessions on cooking, budgeting, driver awareness, etc. • Subject careers day showcasing careers in each subject area • Career profiles of staff on doors of classrooms • Opportunities to apply for Student leadership council, Sixth form leadership team and anti-bullying ambassadors position • House competitions developing enterprise skills • Subjects use target setting for students following assessments • Access to careers library • Mock interviews • Work experience – Year 12 – 1 week • Careers fair in school • University visits • University fair 	<p>To support University applications and other post-18 applications</p> <p>To understand the range of options available post-18 and how to apply</p> <p>To be workplace or University ready when leaving Sixth form</p>	<p>Destination data</p> <p>UCAS applications</p> <p>Apprenticeship applications</p> <p>Job applications</p>

	<ul style="list-style-type: none">• Careers assemblies including Degree apprenticeship, UCAS, NCS etc.			
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