



## Careers plan 2024-2025

| Careers Programme                                                     | Planned Date                             | Provider/<br>Coordinator              | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Gatsby Benchmark and CDI<br>Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Evidence                                                                                        |
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| <b>Year 7</b>                                                         |                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |
| Vertical Tutor Time Career Sessions                                   | W/C 02.09.24 ongoing throughout the year | Tutors<br>Senior Tutors<br>JLa<br>AMa | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Transition to Secondary &amp; Exploring Future Possibilities</p> <p>Focus: Introduction to secondary school, self-awareness, and early career exploration.</p> <ul style="list-style-type: none"><li>Students will transition from primary school, developing skills such as confidence, independence, and goal setting.</li><li>Introduction to the world of work, different job roles, and how school subjects link to future careers.</li><li>Explore personal strengths and interests, identifying skills for the future.</li><li>Introduction to growth mindset and resilience in learning and career development.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1, 2, 3, 5<br>      | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Tutor Time Plan</li></ul>           |
| Personal Development Lessons including Unifrog<br><br>(6 Hours Total) | W/C 02.09.24 ongoing throughout the year | Specialist Teachers<br>JLa<br>AMa     | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p> <p>Introduction to Careers &amp; Personal Development</p> <p>Focus: Transition to secondary school, self-discovery, and an introduction to careers.</p> <ul style="list-style-type: none"><li>Students are introduced to Unifrog, creating an initial profile and exploring different career pathways.</li><li>Understanding personal skills, strengths, and interests, and how these relate to future careers.</li><li>Exploring the importance of education and transferable skills in the world of work.</li><li>Developing goal-setting and self-motivation strategies to navigate secondary school.</li><li>Introduction to growth mindset, resilience, and aspirations.</li><li>Understanding how different subjects relate to careers and the world of work.</li></ul> | 1, 2, 3, 4, 5<br>                                                                                                                                                                 | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Personal Development Plan</li></ul> |
| Future Skills Questionnaire (Starting Secondary School)               | Autumn Term                              | Tutors<br>Senior Tutors<br>JLa<br>AMa | <ul style="list-style-type: none"><li>To help students reflect on their current knowledge, skills, and interests as they begin their secondary school journey. This will support them in understanding their strengths, areas for growth, and how these skills connect to future learning and careers.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1, 2, 3, 4<br>                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>FSQ Results</li></ul>               |
| Black History Month                                                   | Autumn Term                              | Tutors<br>Senior Tutors<br>JLa<br>AMa | <ul style="list-style-type: none"><li>Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1, 2, 3<br>                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>Unifrog Entry</li></ul>                                   |
| Inspirational Speaker                                                 | TBC                                      | AMa<br>Speakers for Schools           | <ul style="list-style-type: none"><li>A motivational speaker will inspire students around the theme of 'Transition and Change,' sharing insights on resilience, adaptability, and seizing opportunities. Students will also have the chance to engage in a Q&amp;A session.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1, 2, 3, 5<br>                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>School Calendar</li></ul>           |
| Extra Curricula Clubs                                                 | Throughout the year                      | Teachers                              | <ul style="list-style-type: none"><li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school's Pledges system.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1, 2, 3<br>                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Extra Curricula Registers</li></ul> |

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| National Apprenticeship Week                                          | 10 <sup>th</sup> – 14 <sup>th</sup> February 2025 | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"><li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carer communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                    | 1, 2, 3, 4, 7                      |    | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>School Calendar</li></ul>           |
| National Careers Week                                                 | 3 <sup>rd</sup> to 8 <sup>th</sup> March 2025     | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"><li>National Careers Week is a dedicated time to explore future pathways through tutor time sessions and parent/carer communications. Throughout the week, students will engage in discussions and activities that enhance their understanding of careers, employability skills, and opportunities available beyond school. Parents and carers will receive key information to support career conversations at home, ensuring students are well-informed about their next steps.</li></ul>                                                                                                                                                                                                                                                                                                                                                                        | 1, 2, 3, 4, 7                      |    | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>School Calendar</li></ul>           |
| World Book Day                                                        | Thursday 6 <sup>th</sup> March                    | Tutors<br>Senior Tutors<br>JLa<br>KCa<br>AMa | <ul style="list-style-type: none"><li>World Book Day is a celebration of reading, creativity, and storytelling. Students will engage in tutor time sessions exploring the power of books and career pathways in writing and publishing. As part of the celebration, a local author will share her journey to becoming a writer, inspiring students to pursue their own passions for storytelling and literature.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1, 2, 3, 4, 5                      |    | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>School Calendar</li></ul>           |
| British Science Week                                                  | 10 <sup>th</sup> – 14 <sup>th</sup> March         | Tutors<br>Senior Tutors<br>JLa<br>SRa<br>AMa | <ul style="list-style-type: none"><li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li></ul>                                                                                                                                                                                                                                                                                                                                    | 1, 2, 3, 4, 5, 7                   |    | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>School Calendar</li></ul>           |
| Academic Mentoring                                                    | Ongoing                                           | Tutors<br>Senior Tutors                      | <ul style="list-style-type: none"><li>Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1, 3                               |    | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>School Calendar</li></ul>           |
| Meridian Careers Pathways                                             | Ongoing                                           | Tutors<br>Senior Tutors<br>SLT<br>AMa        | <ul style="list-style-type: none"><li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers ‘Activities’, ‘Conversation Starters’, and ‘Useful Websites’ to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li></ul>                                                                                                                                                                                                              | 1, 3                               |  | <ul style="list-style-type: none"><li>Social Media Pages</li></ul>                              |
| Careers Programme                                                     | Planned Date                                      | Provider/<br>Coordinator                     | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Gatsby Benchmark and CDI Framework | Evidence                                                                              |                                                                                                 |
| Year 8                                                                |                                                   |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                    |                                                                                       |                                                                                                 |
| Vertical Tutor Time Career Sessions                                   | W/C 02.09.24 ongoing throughout the year          | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Discovering Interests &amp; Exploring GCSE Options</p> <p>Focus: Making informed decisions about future pathways and developing career awareness.</p> <ul style="list-style-type: none"><li>Exploring different career sectors and how interests align with careers.</li><li>Understanding the importance of skills and qualifications in shaping career opportunities.</li><li>Guided choices for GCSE options – how subject choices influence future career pathways.</li></ul> | 1, 2, 3, 5                         |  | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Tutor Time Plan</li></ul>           |
| Personal Development Lessons including Unifrog<br><br>(6 Hours Total) | W/C 02.09.24 ongoing throughout the year          | Specialist Teachers<br>JLa<br>AMa            | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p>                                                                                                                                                     | 1, 2, 3, 4, 5                      |                                                                                       | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Personal Development Plan</li></ul> |

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|                              |                                                      |                                              | <p>Building on Careers Knowledge &amp; Exploring Pathways</p> <p>Focus: Exploring career sectors, decision-making, and preparing for guided choices.</p> <ul style="list-style-type: none"> <li>Expanding Unifrog usage – exploring career sectors, subjects, and employer profiles.</li> <li>Understanding the role of GCSE choices in shaping future career pathways.</li> <li>Exploring vocational vs academic pathways, including apprenticeships, T-Levels, and A-Levels.</li> <li>Personal branding and digital footprint – how students present themselves online and offline.</li> <li>Exploring key employability skills and why they matter in future workplaces.</li> <li>Introduction to Labour Market Information (LMI) – understanding how careers are evolving.</li> </ul> |                        |                                                                                                    |
| Guided Choices (assembly)    | January 2025                                         | DGo<br>Curriculum Leaders                    | <ul style="list-style-type: none"> <li>The Year 8 Guided Choices assembly is designed to help students make informed decisions about their GCSE options and understand how these choices shape future pathways in further education, higher education, and careers. The session encourages students to explore their interests, consider potential career options, and gain insight into the qualifications and skills needed for different industries.</li> </ul>                                                                                                                                                                                                                                                                                                                        | 1, 2, 3, 4<br>         | <ul style="list-style-type: none"> <li>Unifrog entry</li> <li>School calendar</li> </ul>           |
| Guided Choices Evening       | February 2025                                        | SFa<br>DGo<br>Curriculum Leaders             | <ul style="list-style-type: none"> <li>The Guided Choices Evening is an opportunity for parents and carers to engage in discussions about their child's future career pathways and GCSE subject choices. This event provides essential information on how subject selection can influence further education and career opportunities. A Careers Adviser will be available to offer guidance and answer any questions, ensuring families feel confident in making informed decisions.</li> </ul>                                                                                                                                                                                                                                                                                           | 1, 2, 3, 4, 8<br>      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |
| Guided Choices Taster Days   | January 2025                                         | DGo<br>Curriculum Leaders                    | <ul style="list-style-type: none"> <li>The Guided Choices Taster Day gives students the opportunity to experience different GCSE subjects firsthand, helping them make informed decisions about their options. Through interactive lessons and practical activities, students will gain insight into course content, learning styles, and how each subject connects to future education and career pathways.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   | 1, 2, 3<br>            | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |
| Black History Month          | Autumn Term                                          | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1, 2, 3<br>           | <ul style="list-style-type: none"> <li>Unifrog Entry</li> </ul>                                    |
| Inspirational Speaker        | TBC                                                  | AMa<br>Speakers for Schools                  | <ul style="list-style-type: none"> <li>A motivational speaker will inspire Year 8 students around the theme of 'Choices and Future Pathways,' encouraging them to think about their aspirations, decision-making, and how to make the most of opportunities. The session will focus on resilience, adaptability, and exploring possibilities as students prepare to select their GCSE options. Students will also have the chance to engage in a Q&amp;A session.</li> </ul>                                                                                                                                                                                                                                                                                                              | 1, 2, 3, 5<br>       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |
| Extra Curricula Clubs        | Throughout the year                                  | Teachers                                     | <ul style="list-style-type: none"> <li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school's Pledges system.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        | 1, 2, 3<br>          | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Extra Curricula Registers</li> </ul> |
| National Apprenticeship Week | 10 <sup>th</sup> – 14 <sup>th</sup><br>February 2025 | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carers communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.</li> </ul>                                                                                                                                                                                                                                                                       | 1, 2, 3, 4, 7<br>    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |
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| World Book Day               | Thursday 6 <sup>th</sup><br>March                    | Tutors<br>Senior Tutors<br>JLa<br>KCa<br>AMa | <ul style="list-style-type: none"> <li>World Book Day is a celebration of reading, creativity, and storytelling. Students will engage in tutor time sessions exploring the power of books and career pathways in writing and publishing. As part of the celebration, a local author will share her journey to becoming a writer, inspiring students to pursue their own passions for storytelling and literature.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | 1, 2, 3, 4, 5<br>    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |
| British Science Week         | 10 <sup>th</sup> – 14 <sup>th</sup> March            | Tutors<br>Senior Tutors<br>JLa<br>SRa<br>AMa | <ul style="list-style-type: none"> <li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li> </ul>                                                                                                                                                                                                                        | 1, 2, 3, 4, 5, 7<br> | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |

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| Academic Mentoring                                                    | Ongoing                                  | Tutors<br>Senior Tutors               | <ul style="list-style-type: none"> <li>Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1, 3                               |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                   |
| Meridian Careers Pathways                                             | Ongoing                                  | Tutors<br>Senior Tutors<br>SLT<br>AMa | <ul style="list-style-type: none"> <li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers ‘Activities’, ‘Conversation Starters’, and ‘Useful Websites’ to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1, 3                               |    | <ul style="list-style-type: none"> <li>Social Media Pages</li> </ul>                                                       |
| Lunchtime Lectures                                                    | Ongoing<br>(Fortnightly Sessions)        | Tutors<br>Senior Tutors<br>AMa        | <ul style="list-style-type: none"> <li>The Fortnightly Lunchtime Lecture Series offers students the opportunity to hear directly from professionals across a wide range of industries, businesses, and sectors. These self-attended sessions allow students to explore careers aligned with their interests and future aspirations, gaining valuable insights into different roles, pathways, and industry trends. With a new guest speaker every session, students can tailor their engagement to match their career goals, making this a highly popular and impactful opportunity for career exploration.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1, 2, 3, 4, 5, 7                   |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| Careers Programme                                                     | Planned Date                             | Provider/<br>Coordinator              | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Gatsby Benchmark and CDI Framework | Evidence                                                                              |                                                                                                                            |
| Year 9                                                                |                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |                                                                                       |                                                                                                                            |
| Vertical Tutor Time Career Sessions                                   | W/C 02.09.24 ongoing throughout the year | Tutors<br>Senior Tutors<br>JLa<br>AMa | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Making Informed Choices &amp; Understanding Career Pathways</p> <p>Focus: Refining subject choices, deepening career exploration, and understanding future pathways.</p> <ul style="list-style-type: none"> <li>Reviewing and reflecting on GCSE options and aligning them with long-term career goals.</li> <li>Exploring academic vs vocational routes (A-Levels, T-Levels, BTECs, and apprenticeships).</li> <li>Understanding employability skills, including teamwork, communication, and problem-solving.</li> <li>Learning about post-16 options and emerging careers in different industries.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1, 2, 3, 5                         |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Tutor Time Plan</li> </ul>                                   |
| Personal Development Lessons including Unifrog<br><br>(6 Hours Total) | W/C 02.09.24 ongoing throughout the year | Specialist Teachers<br>JLa<br>AMa     | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p> <p>Decision-Making &amp; Career Pathway Exploration</p> <p>Focus: Refining career interests, decision-making, and understanding post-16 options.</p> <ul style="list-style-type: none"> <li>Guided choices revisited – aligning subjects with potential careers.</li> <li>Deeper Unifrog engagement – completing personality and career quizzes to refine career ideas.</li> <li>Understanding career journeys, personal aspirations, and the changing world of work.</li> <li>Exploring entrepreneurship, leadership, and workplace problem-solving.</li> <li>CV writing and self-presentation skills – early preparation for employer interactions.</li> <li>Understanding the impact of automation, AI, and future jobs on career choices.</li> </ul> | 1, 2, 3 ,4, 5                      |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Personal Development Plan</li> </ul>                         |
| Guided Choices (assembly)                                             | January 2025                             | DGo<br>Curriculum Leaders             | <ul style="list-style-type: none"> <li>The Year 9 Guided Choices assembly is designed to help students make informed decisions about their GCSE options and understand how these choices shape future pathways in further education, higher education, and careers. The session encourages students to explore their interests, consider potential career options, and gain</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1, 2, 3, 4                         |  | <ul style="list-style-type: none"> <li>Unifrog entry</li> <li>School calendar</li> </ul>                                   |



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|                                  |                                                   |                                              | insight into the qualifications and skills needed for different industries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                  |                                                                                                                                                                                                                                                                                                |
| Guided Choices Evening           | February 2025                                     | SFa<br>DGo<br>Curriculum Leaders             | <ul style="list-style-type: none"> <li>The Guided Choices Evening is an opportunity for parents and carers to engage in discussions about their child's future career pathways and GCSE subject choices. This event provides essential information on how subject selection can influence further education and career opportunities. A Careers Adviser will be available to offer guidance and answer any questions, ensuring families feel confident in making informed decisions.</li> </ul>                                                                                                                                                                                          | 1, 2, 3, 4, 8    |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                   |
| Guided Choices Taster Days       | January 2025                                      | DGo<br>Curriculum Leaders                    | <ul style="list-style-type: none"> <li>The Guided Choices Taster Day gives students the opportunity to experience different GCSE subjects firsthand, helping them make informed decisions about their options. Through interactive lessons and practical activities, students will gain insight into course content, learning styles, and how each subject connects to future education and career pathways.</li> </ul>                                                                                                                                                                                                                                                                  | 1, 2, 3          |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                   |
| Black History Month              | Autumn Term                                       | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  | 1, 2, 3          |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> </ul>                                                                                                                                            |
| Inspirational Speaker            | TBC                                               | AMa<br>Speakers for Schools                  | <ul style="list-style-type: none"> <li>A motivational speaker will inspire Year 9 students around the theme of 'Choices and Future Pathways,' encouraging them to think about their aspirations, decision-making, and how to make the most of opportunities. The session will focus on resilience, adaptability, and exploring possibilities as students prepare to select their GCSE options. Students will also have the chance to engage in a Q&amp;A session.</li> </ul>                                                                                                                                                                                                             | 1, 2, 3, 5       |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                   |
| Extra Curricula Clubs            | Throughout the year                               | Teachers                                     | <ul style="list-style-type: none"> <li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school's Pledges system.</li> </ul>                                                                                                                                                                                                                                                                                                                       | 1, 2, 3          |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Extra Curricula Registers</li> </ul>                                                                                                         |
| National Apprenticeship Week     | 10 <sup>th</sup> – 14 <sup>th</sup> February 2025 | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carer communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.</li> </ul>                                                                                                                                                                       | 1, 2, 3, 4, 7    |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                 |
| National Careers Week            | 3 <sup>rd</sup> to 8 <sup>th</sup> March 2025     | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Careers Week is a dedicated time to explore future pathways through tutor time sessions and parent/carer communications. Throughout the week, students will engage in discussions and activities that enhance their understanding of careers, employability skills, and opportunities available beyond school. Parents and carers will receive key information to support career conversations at home, ensuring students are well-informed about their next steps.</li> </ul>                                                                                                                                                           | 1, 2, 3, 4, 7    |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                 |
| British Science Week             | 10 <sup>th</sup> – 14 <sup>th</sup> March         | Tutors<br>Senior Tutors<br>JLa<br>SRa<br>AMa | <ul style="list-style-type: none"> <li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li> </ul>                                                                                                                       | 1, 2, 3, 4, 5, 7 |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                 |
| Academic Mentoring               | Ongoing                                           | Tutors<br>Senior Tutors                      | <ul style="list-style-type: none"> <li>Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1, 3             |  <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                                                                 |
| Meridian Careers Pathways        | Ongoing                                           | Tutors<br>Senior Tutors<br>SLT<br>AMa        | <ul style="list-style-type: none"> <li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers 'Activities', 'Conversation Starters', and 'Useful Websites' to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li> </ul> | 1, 3             |  <ul style="list-style-type: none"> <li>Social Media Pages</li> </ul>                                                                                                                                     |
| University of Bedfordshire Visit | Summer Term                                       | AMa                                          | <ul style="list-style-type: none"> <li>The Year 9 trip to the University of Bedfordshire is a raising aspirations event designed to give students a firsthand experience of university life. Through interactive sessions and campus exploration, students will gain insight into higher education, helping them understand their post-18 options and the pathways available to them in the future.</li> </ul>                                                                                                                                                                                                                                                                           | 1, 2, 3, 7       |   <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student feedback</li> </ul> |

| Careers Fair                                                        | Autumn Term                              | AMa                                   | <ul style="list-style-type: none"> <li>The Careers Fair provides students with the opportunity to engage with a wide range of employers, from local businesses to nationwide organisations. Students can explore career pathways, including apprenticeships, T-Levels and college courses, gaining valuable insights into post-16 and post-18 options through direct conversations with industry professionals.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1, 2, 3, 5, 7<br>                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student feedback</li> </ul> |
|---------------------------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Personal Guidance                                                   | Ongoing                                  | AMa                                   | <ul style="list-style-type: none"> <li>Careers Adviser meetings provide students with the opportunity to discuss their aspirations and explore potential pathways with a qualified careers professional. Whether students have a clear career goal or are unsure about their next steps, these one-to-one sessions offer personalised advice, guidance, and support to help them make informed decisions about their future. Meetings can be requested by students or their parents/carers or arranged through tutors, senior tutors, or SLT for those who may benefit from additional career planning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1, 2, 3, 8<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Bromcom Entry</li> <li>PP Charter</li> </ul>         |
| National Teen Book Club (Optional)                                  | Ongoing                                  | Speakers for Schools LBi              | <ul style="list-style-type: none"> <li>The National Teen Book Club is an exciting optional opportunity for students to engage with literature while connecting with employers and authors. This initiative inspires students to explore storytelling, creativity, and the world of publishing, offering unique insights into career pathways linked to writing and the literary industry.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1, 2, 3, 5<br>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                 |
| Duke of Edinburgh Award (Optional)                                  | Sep 2024                                 | ASi                                   | <ul style="list-style-type: none"> <li>The Duke of Edinburgh's Award (DofE) is an optional programme that helps students develop key soft skills such as confidence, leadership, resilience, communication, teamwork, and commitment. Completing the award enhances university and job applications, providing valuable experiences that boost employability and future opportunities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1, 3<br>                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Attendance Register</li> </ul>                       |
| Careers Programme                                                   | Planned Date                             | Provider/Coordinator                  | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Gatsby Benchmark and CDI Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Evidence                                                                                                           |
| <b>Year 10</b>                                                      |                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                    |
| Vertical Tutor Time Career Sessions                                 | W/C 02.09.24 ongoing throughout the year | Tutors<br>Senior Tutors<br>JLa<br>AMa | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Work Experience &amp; Post-16 Pathways</p> <p>Focus: Preparing for work experience, understanding post-16 pathways, and career readiness.</p> <ul style="list-style-type: none"> <li>Preparing for work experience placements, including CV writing, interview skills, and workplace expectations.</li> <li>Exploring apprenticeships, T-Levels, A-Levels, and vocational qualifications as post-16 options.</li> <li>Developing independent research skills to explore further education and career progression.</li> <li>Building confidence in networking and speaking with employers.</li> <li>Understanding workplace behaviours, professional conduct, and transferable skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       | 1, 2, 3, 5<br>      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Tutor Time Plan</li> </ul>                           |
| Personal Development Lessons including Unifrog<br><br>Drop-Down Day | Summer Term                              | Specialist Teachers<br>JLa<br>AMa     | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p> <p>Work Experience Preparation &amp; Employability</p> <p>Focus: Preparing for work experience and post-16 choices.</p> <ul style="list-style-type: none"> <li>CV &amp; cover letter writing workshops – ensuring students create professional application materials.</li> <li>Interview skills and workplace behaviour – mock interviews and confidence-building activities.</li> <li>Introduction to networking and employer expectations.</li> <li>Understanding workplace etiquette and communication skills.</li> <li>Exploring post-16 routes – including A-Levels, T-Levels, BTECs, apprenticeships, and traineeships.</li> <li>Work experience briefing – expectations, logging reflections, and employer engagement.</li> </ul> | 1, 2, 3, 4, 5<br>                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Personal Development Plan</li> </ul>                 |

|                                          |                                                   |                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                            |
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| Future Skills Questionnaire (GCSE Years) | Autumn Term                                       | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>The Future Skills Questionnaire helps Year 10 students reflect on their current knowledge, skills, and career interests as they approach key GCSE years. This self-assessment supports them in identifying their strengths, areas for growth, and how their skills align with future education and career pathways, ensuring they make informed decisions about their next steps.</li> </ul>                                                                                                                                                                                                                                                      | 1, 2, 3, 4       |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>FSQ Results</li> </ul>                                       |
| Black History Month                      | Autumn Term                                       | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  | 1, 2, 3          |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> </ul>                                                            |
| Extra Curricula Clubs                    | Throughout the year                               | Teachers                                     | <ul style="list-style-type: none"> <li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school's Pledges system.</li> </ul>                                                                                                                                                                                                                                                                                                                       | 1, 2, 3          |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Extra Curricula Registers</li> </ul>                         |
| National Apprenticeship Week             | 10 <sup>th</sup> – 14 <sup>th</sup> February 2025 | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carers communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.</li> </ul>                                                                                                                                                                      | 1, 2, 3, 4, 7    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                   |
| National Careers Week                    | 3 <sup>rd</sup> to 8 <sup>th</sup> March 2025     | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Careers Week is a dedicated time to explore future pathways through tutor time sessions and parent/carers communications. Throughout the week, students will engage in discussions and activities that enhance their understanding of careers, employability skills, and opportunities available beyond school. Parents and carers will receive key information to support career conversations at home, ensuring students are well-informed about their next steps.</li> </ul>                                                                                                                                                          | 1, 2, 3, 4, 7    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                   |
| World Book Day                           | Thursday 6 <sup>th</sup> March                    | Tutors<br>Senior Tutors<br>JLa<br>KCa<br>AMa | <ul style="list-style-type: none"> <li>World Book Day is a celebration of reading, creativity, and storytelling. Students will engage in tutor time sessions exploring the power of books and career pathways in writing and publishing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1, 2, 3, 4, 5    |                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                   |
| British Science Week                     | 10 <sup>th</sup> – 14 <sup>th</sup> March         | Tutors<br>Senior Tutors<br>JLa<br>SRa<br>AMa | <ul style="list-style-type: none"> <li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li> </ul>                                                                                                                       | 1, 2, 3, 4, 5, 7 |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                   |
| Academic Mentoring                       | Ongoing                                           | Tutors<br>Senior Tutors                      | <ul style="list-style-type: none"> <li>Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1, 3             |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                   |
| Meridian Careers Pathways                | Ongoing                                           | Tutors<br>Senior Tutors<br>SLT<br>AMa        | <ul style="list-style-type: none"> <li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers 'Activities', 'Conversation Starters', and 'Useful Websites' to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li> </ul> | 1, 3             |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Social Media Pages</li> <li></li> </ul>                                             |
| Lunchtime Lectures                       | Ongoing (Fortnightly Sessions)                    | Tutors<br>Senior Tutors<br>AMa               | <ul style="list-style-type: none"> <li>The Fortnightly Lunchtime Lecture Series offers students the opportunity to hear directly from professionals across a wide range of industries, businesses, and sectors. These self-attended sessions allow students to explore careers aligned with their interests and future aspirations, gaining valuable insights into different roles, pathways, and industry trends. With a new guest speaker every session, students can tailor their engagement to match their career goals, making this a highly popular and impactful opportunity for career exploration.</li> </ul>                                                                   | 1, 2, 3, 4, 5, 7 |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| Careers Fair                             | Autumn Term                                       | AMa                                          | <ul style="list-style-type: none"> <li>The Careers Fair provides students with the opportunity to engage with a wide range of employers, from local businesses to nationwide organisations. Students can explore career pathways, including apprenticeships, T-Levels and college courses, gaining valuable insights into post-16 and post-18 options through direct conversations with industry professionals.</li> </ul>                                                                                                                                                                                                                                                               | 1, 2, 3, 5, 7    |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student Feedback</li> </ul>         |



|                                              |                                              |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |               |                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                     |
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| Personal Guidance                            | Ongoing                                      | AMa                                 | <ul style="list-style-type: none"> <li>Careers Adviser meetings provide students with the opportunity to discuss their aspirations and explore potential pathways with a qualified careers professional. Whether students have a clear career goal or are unsure about their next steps, these one-to-one sessions offer personalised advice, guidance, and support to help them make informed decisions about their future. Meetings can be requested by students or their parents/carers or arranged through tutors, senior tutors, or SLT for those who may benefit from additional career planning.</li> </ul>   | 1, 2, 3, 8    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Bromcom Entry</li> <li>PP Charter</li> </ul>                                          |
| National Teen Book Club (Optional)           | Ongoing                                      | Speakers for Schools LBi            | <ul style="list-style-type: none"> <li>The National Teen Book Club is an exciting optional opportunity for students to engage with literature while connecting with employers and authors. This initiative inspires students to explore storytelling, creativity, and the world of publishing, offering unique insights into career pathways linked to writing and the literary industry.</li> </ul>                                                                                                                                                                                                                 | 1, 2, 3, 5    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                  |
| Duke of Edinburgh Award (Optional)           | Sep 2024                                     | ASi                                 | <ul style="list-style-type: none"> <li>The Duke of Edinburgh's Award (DofE) is an optional programme that helps students develop key soft skills such as confidence, leadership, resilience, communication, teamwork, and commitment. Completing the award enhances university and job applications, providing valuable experiences that boost employability and future opportunities.</li> </ul>                                                                                                                                                                                                                    | 1, 3          |                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Attendance Register</li> </ul>                                                        |
| Work Experience Launch                       | July 2024                                    | JYo<br>AMa                          | <ul style="list-style-type: none"> <li>The Year 10 Work Experience Launch provides students' and parents/carers with all the essential information needed to prepare for this valuable opportunity. The launch includes a social media campaign, direct emails, an information letter, a comprehensive work experience guide, a PowerPoint presentation, and prerecorded tutorials. This ensures students feel confident and well-supported in securing and making the most of their work experience placement.</li> </ul>                                                                                           | 1, 2, 3, 4    |             | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| Work Experience Assembly                     | September 2024                               | JYo<br>AMa                          | <ul style="list-style-type: none"> <li>The Year 10 Work Experience Assembly introduces students to the importance of gaining real-world experience in the workplace. This session provides key information on the work experience process, expectations, and how to secure placements. Students will also receive guidance on how to make the most of this opportunity, develop key employability skills, and explore how work experience supports their future career aspirations.</li> </ul>                                                                                                                       | 1, 2, 3, 4    |             | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Work Experience Week                         | 7 <sup>th</sup> – 11 <sup>th</sup> July 2025 | JYo<br>AMa                          | <ul style="list-style-type: none"> <li>During their work experience placement, Year 10 students will gain valuable hands-on experience in a real working environment. This opportunity allows them to develop key employability skills such as communication, teamwork, and problem-solving while gaining insight into their chosen industry. Work experience helps students build confidence, explore potential career pathways, and apply their learning in a professional setting, preparing them for future education and employment.</li> </ul>                                                                 | 1, 2, 3, 4, 6 |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Work Experience Debrief                      | 14 <sup>th</sup> July 2025                   | JYo<br>AMa                          | <ul style="list-style-type: none"> <li>The Work Experience De-Brief session provides Year 10 students with the opportunity to reflect on their placement, share their experiences, and evaluate the skills they have developed. Students will discuss key takeaways, challenges faced, and how their experience has influenced their future career aspirations. This session also helps them identify transferable skills and understand how to showcase their work experience in applications and interviews.</li> </ul>                                                                                            | 1, 2, 3, 4    |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student Feedback</li> </ul>                                  |
| Visit to a Further Education College         | Summer Term                                  | AMa<br>NBa                          | <ul style="list-style-type: none"> <li>Selected students will have the opportunity to visit the local college for an Insight/Discovery Day, where they will explore the vocational and technical courses available post-16. This visit provides hands-on experiences, an introduction to different learning environments, and valuable insight into the pathways available beyond school, helping students make informed decisions about their future education and career options.</li> </ul>                                                                                                                       | 1, 2, 3, 7    |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student Feedback</li> </ul>                                  |
| Introduction to Apprenticeships and T-Levels | Spring Term                                  | Workpays (The ASK Programme)<br>AMa | <ul style="list-style-type: none"> <li>Year 10 students will attend an informative assembly in collaboration with Work Pays and the ASK Programme, providing unbiased insights into post-16 technical education routes. This session will explore apprenticeships and T-Levels, helping students understand the benefits of each pathway and how they compare to traditional academic routes. By gaining clear and impartial information, students will be better equipped to make informed decisions about their future education and career options.</li> </ul>                                                    | 1, 2, 3, 7    |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Options at College and T-Levels              | Spring Term                                  | AMa                                 | <ul style="list-style-type: none"> <li>Year 10 students will attend an informative assembly focused on college pathways and T-Levels, ensuring they are fully aware of all post-16 options available to them. This session will provide unbiased insights into vocational and technical qualifications, explaining how T-Levels compare to traditional academic routes and the opportunities they offer for further study and employment. By understanding these pathways, students will be better prepared to make informed choices about their next steps.</li> </ul>                                              | 1, 2, 3, 7    |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Options in Sixth Form                        | Spring Term                                  | AMa<br>RCI                          | <ul style="list-style-type: none"> <li>Year 10 students will attend an informative assembly about sixth form options, helping them understand the range of subjects and pathways available post-16. This session will provide insights into A-Levels, BTECs, and enrichment opportunities, highlighting how sixth form can support their future aspirations, whether that be university, apprenticeships, or employment. By exploring the benefits of continuing their education in a familiar setting, students will be better equipped to make confident and informed decisions about their next steps.</li> </ul> | 1, 2, 3, 7    |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |



| Virtual Work Experiences<br>(Independent Student Engagement)        | Ongoing throughout the year              | Speakers for Schools and Springpod    | <ul style="list-style-type: none"><li>Year 10 students have the opportunity to participate in Virtual Work Experience, allowing them to independently explore different career sectors and gain valuable industry insights. These online experiences provide flexible, real-world learning opportunities, helping students develop key employability skills, understand workplace expectations, and enhance their future applications for college, apprenticeships, or employment.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1, 2, 3, 5                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"><li>Reports from Speakers for Schools and Springpod</li></ul> |
|---------------------------------------------------------------------|------------------------------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| Careers Programme                                                   | Planned Date                             | Provider/<br>Coordinator              | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Gatsby Benchmark and CDI Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Evidence                                                                                        |
| Year 11                                                             |                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                 |
| Vertical Tutor Time Career Sessions                                 | W/C 02.09.24 ongoing throughout the year | Tutors<br>Senior Tutors<br>JLa<br>AMa | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Post-16 Decisions &amp; Next Steps</p> <p>Focus: Making final post-16 choices and preparing for successful transitions.</p> <ul style="list-style-type: none"><li>Exploring sixth form, college, apprenticeships, and employment pathways in depth.</li><li>Personal career action plans, including setting goals for future aspirations.</li><li>Application &amp; interview preparation, including personal statements and CV writing.</li><li>Mock interviews and employer encounters to build confidence in presenting skills.</li><li>Understanding the importance of GCSEs and how they impact future options.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1, 2, 3, 5       | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Tutor Time Plan</li></ul>           |
| Personal Development Lessons including Unifrog<br><br>Drop-Down Day | Autumn Term                              | Specialist Teachers<br>JLa<br>AMa     | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p> <p>The Future Workplace &amp; Post-16 Transition</p> <p>Focus: Exploring post-16 pathways and preparing for the evolving job market.</p> <ul style="list-style-type: none"><li>Exploring future careers and changing industries – AI, sustainability, and digital transformation.</li><li>Post-16 application workshops – support with applications for college, sixth form, and apprenticeships.</li><li>Mock interviews and employer networking – preparing for real-world interactions.</li><li>Managing change and decision-making – resilience and adaptability in career choices.</li><li>Understanding financial literacy – budgeting, student finance, and apprenticeship salaries.</li><li>Interactive employer encounters – guest speakers discussing industry trends and workplace expectations.</li></ul> | 1, 2, 3, 4, 5                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"><li>Personal Development Plan</li><li>Unifrog Entry</li></ul> |
| Future Skills Questionnaire (GCSE Years)                            | Autumn Term                              | Tutors<br>Senior Tutors<br>JLa<br>AMa | <ul style="list-style-type: none"><li>The Future Skills Questionnaire helps Year 11 students reflect on their current knowledge, skills, and career interests as they approach their final GCSE year. This self-assessment supports them in identifying their strengths, areas for growth, and how their skills align with future education and career pathways, ensuring they make informed decisions about their next steps.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1, 2, 3, 4                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>FSQ Results</li></ul>               |
| Black History Month                                                 | Autumn Term                              | Tutors<br>Senior Tutors<br>JLa<br>AMa | <ul style="list-style-type: none"><li>Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1, 2, 3                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"><li>Unifrog Entry</li></ul>                                   |
| Extra Curricula Clubs                                               | Throughout the year                      | Teachers                              | <ul style="list-style-type: none"><li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school’s Pledges system.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1, 2, 3                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"><li>Unifrog Entry</li><li>Extra Curricula Registers</li></ul> |

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|------------------------------|---------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| National Apprenticeship Week | 10 <sup>th</sup> – 14 <sup>th</sup><br>February<br>2025 | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carers communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.</li> </ul>                                                                                                                                                                      | 1, 2, 3, 4, 7    |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| National Careers Week        | 3 <sup>rd</sup> to 8 <sup>th</sup><br>March 2025        | Tutors<br>Senior Tutors<br>JLa<br>AMa        | <ul style="list-style-type: none"> <li>National Careers Week is a dedicated time to explore future pathways through tutor time sessions and parent/carers communications. Throughout the week, students will engage in discussions and activities that enhance their understanding of careers, employability skills, and opportunities available beyond school. Parents and carers will receive key information to support career conversations at home, ensuring students are well-informed about their next steps.</li> </ul>                                                                                                                                                          | 1, 2, 3, 4, 7    |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| World Book Day               | Thursday 6 <sup>th</sup><br>March                       | Tutors<br>Senior Tutors<br>JLa<br>KCa<br>AMa | World Book Day is a celebration of reading, creativity, and storytelling. Students will engage in tutor time sessions exploring the power of books and career pathways in writing and publishing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1, 2, 3, 4, 5    |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| British Science Week         | 10 <sup>th</sup> – 14 <sup>th</sup><br>March            | Tutors<br>Senior Tutors<br>JLa<br>SRa<br>AMa | <ul style="list-style-type: none"> <li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li> </ul>                                                                                                                       | 1, 2, 3, 4, 5, 7 |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| Academic Mentoring           | Ongoing                                                 | Tutors<br>Senior Tutors                      | <ul style="list-style-type: none"> <li>Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1, 3             |    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| Meridian Careers Pathways    | Ongoing                                                 | Tutors<br>Senior Tutors<br>SLT<br>AMa        | <ul style="list-style-type: none"> <li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers ‘Activities’, ‘Conversation Starters’, and ‘Useful Websites’ to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li> </ul> | 1, 3             |  | <ul style="list-style-type: none"> <li>Social Media Pages</li> </ul>                     |
| Post 16 (assembly)           | October 2025                                            | RCI<br>AMa<br>Curriculum Leaders             | <ul style="list-style-type: none"> <li>Year 11 students will attend an assembly focused on post-16 options, providing them with essential information on the pathways available after GCSEs. This session will explore sixth form, college courses, T-Levels and apprenticeships, helping students understand the differences between each route and how they align with their future aspirations. By receiving clear and impartial guidance, students will be better equipped to make informed decisions about their next steps and future careers.</li> </ul>                                                                                                                          | 1, 2, 3, 4       |  | <ul style="list-style-type: none"> <li>Unifrog entry</li> <li>School calendar</li> </ul> |
| Post 16 Open Evening         | November<br>2025                                        | SFa<br>RCI<br>Curriculum Leaders             | <ul style="list-style-type: none"> <li>The Post-16 Open Evening is an opportunity for students, parents, and carers to explore the full range of pathways available after GCSEs. This event provides essential information on sixth form, college courses, T-Levels, apprenticeships, and other post-16 options, helping families make informed decisions about the next stage of education. A Careers Adviser will be available to offer guidance, answer questions, and support students in choosing the best route for their future aspirations.</li> </ul>                                                                                                                           | 1, 2, 3, 4, 8    |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| Sixth Form Taster Day        | Autumn 2025                                             | RCI<br>Curriculum Leaders                    | <ul style="list-style-type: none"> <li>The Sixth Form Taster Day gives students the opportunity to experience different A-Level and vocational courses firsthand, helping them make informed decisions about their post-16 options. Through interactive lessons and practical activities, students will gain insight into course content, teaching styles, and how each subject connects to future education and career pathways.</li> </ul>                                                                                                                                                                                                                                             | 1, 2, 3          |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| Sixth Form Induction         | Spring 2025                                             | RCI<br>Curriculum Leaders                    | <ul style="list-style-type: none"> <li>The Sixth Form Induction Day provides students with a valuable opportunity to experience life as a sixth form student before starting their post-16 studies. Through interactive lessons, subject workshops, and enrichment activities, students will gain a deeper understanding of course expectations, independent study skills, and the wider sixth form experience. This day helps students feel confident, prepared, and excited for their next stage of education.</li> </ul>                                                                                                                                                              | 1, 2, 3          |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |

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|----------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Careers Fair                                                                                                         | Autumn Term                      | AMa                                 | <ul style="list-style-type: none"> <li>The Careers Fair provides students with the opportunity to engage with a wide range of employers, from local businesses to nationwide organisations. Students can explore career pathways, including apprenticeships, T-Levels and college courses, gaining valuable insights into post-16 and post-18 options through direct conversations with industry professionals.</li> </ul>                                                                                                                                                                                                 | 1, 2, 3, 5, 7<br>      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student feedback</li> </ul>                                  |
| Visit to a Further Education College                                                                                 | Autumn Term                      | AMa<br>NBa                          | <ul style="list-style-type: none"> <li>Selected students will have the opportunity to visit the local college for an Insight/Discovery Day, where they will explore the vocational and technical courses available post-16. This visit provides hands-on experiences, an introduction to different learning environments, and valuable insight into the pathways available beyond school, helping students make informed decisions about their future education and career options.</li> </ul>                                                                                                                             | 1, 2, 3, 7<br>         | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student Feedback</li> </ul>                                  |
| Introduction to Apprenticeships and T-Levels                                                                         | Autumn Term                      | Workpays (The ASK Programme)<br>AMa | <ul style="list-style-type: none"> <li>Year 11 students will attend an informative assembly in collaboration with Work Pays and the ASK Programme, providing unbiased insights into post-16 technical education routes. This session will explore apprenticeships and T-Levels, helping students understand the benefits of each pathway and how they compare to traditional academic routes. By gaining clear and impartial information, students will be better equipped to make informed decisions about their future education and career options.</li> </ul>                                                          | 1, 2, 3, 7<br>         | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Options at College and T-Levels                                                                                      | Autumn Term                      | AMa                                 | <ul style="list-style-type: none"> <li>Year 11 students will attend an informative assembly focused on college pathways and T-Levels, ensuring they are fully aware of all post-16 options available to them. This session will provide unbiased insights into vocational and technical qualifications, explaining how T-Levels compare to traditional academic routes and the opportunities they offer for further study and employment. By understanding these pathways, students will be better prepared to make informed choices about their next steps.</li> </ul>                                                    | 1, 2, 3, 7<br>         | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Options in Sixth Form                                                                                                | Autumn Term                      | RCI<br>AMa                          | <ul style="list-style-type: none"> <li>Year 11 students will attend an informative assembly about sixth form options, helping them understand the range of subjects and pathways available post-16. This session will provide insights into A-Levels, BTECs, and enrichment opportunities, highlighting how sixth form can support their future aspirations, whether that be university, apprenticeships, or employment. By exploring the benefits of continuing their education in a familiar setting, students will be better equipped to make confident and informed decisions about their next steps.</li> </ul>       | 1, 2, 3, 7<br>         | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| IAG Meetings                                                                                                         | Ongoing                          | DGo<br>Senior Leadership Team       | <ul style="list-style-type: none"> <li>All Year 11 students will have an Information, Advice, and Guidance (IAG) meeting with a senior leadership team member, along with their parent/carer, to discuss their progress, predicted grades, and next steps. These one-to-one sessions provide personalised guidance on post-16 options, including sixth form, college, apprenticeships, and other pathways, ensuring students feel supported in making informed decisions about their future.</li> </ul>                                                                                                                    | 1, 3<br>             | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Personal Guidance                                                                                                    | Ongoing                          | AMa                                 | <ul style="list-style-type: none"> <li>All Year 11 students will receive a one-to-one careers guidance meeting with a qualified Careers Adviser to discuss their aspirations and explore potential pathways. These personalised sessions provide tailored advice on sixth form, college, apprenticeships, and other post-16 options, ensuring students feel confident in making informed decisions about their future. Additional meetings can be arranged for students who require further guidance, either by request from students, parents/carers, or through referrals from tutors, senior tutors, or SLT.</li> </ul> | 1, 2, 3, 8<br>       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Bromcom Entry</li> <li>PP Charter</li> </ul>                                          |
| Raising Aspirations – Oxbridge Workshop                                                                              | Spring Term                      | AMa                                 | <ul style="list-style-type: none"> <li>The Raising Aspirations: Oxbridge Insight sessions provide students with the opportunity to learn more about the application process, academic expectations, and student life at Oxford and Cambridge Universities. These sessions, led by experts and Oxbridge representatives, offer valuable guidance on subject choices, personal statements, and interview preparation. By engaging with these insights, students can develop their aspirations, gain confidence in their academic potential, and explore pathways to top-tier universities.</li> </ul>                        | 1, 2, 3, 4, 5, 7<br> | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Direct Email to Students and their Parents/Carers</li> </ul>                          |
| Open evenings at local Further Education Colleges.<br><i>Independent student visits will be advertised in school</i> | October 2024 – April 2025        | AMa                                 | <ul style="list-style-type: none"> <li>Open evenings at local Further Education Colleges provide students with the opportunity to explore a range of post-16 courses, including vocational qualifications, T-Levels, and apprenticeships. Independent student visits will be advertised in school, and details will be shared via direct email with students and their parents/carers. Attending these events allows students to engage with tutors, tour facilities, and gain valuable insights to help them make informed decisions about their next steps.</li> </ul>                                                   | 1, 2, 3, 7<br>       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| Afterschool ‘College Application Sessions’                                                                           | November and December 2024       | AMa                                 | <ul style="list-style-type: none"> <li>The Afterschool College Application Sessions provide dedicated support for students applying to their chosen Further Education provider. These sessions offer guidance on completing applications, understanding entry requirements, and ensuring students make informed choices about their post-16 pathways. Staff will be available to assist with personal details, course selection, and submission processes, helping students feel confident and prepared for their next steps in Further Education.</li> </ul>                                                              | 1, 2, 3, 8<br>       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School calendar</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| Afterschool ‘Find an Apprenticeship’ Session                                                                         | January, February and March 2025 | AMa                                 | <ul style="list-style-type: none"> <li>The Afterschool ‘Find an Apprenticeship’ Session is designed to support students who are interested in pursuing an apprenticeship. These sessions provide guidance on searching for vacancies, understanding entry requirements, and completing applications. Students will learn how to navigate apprenticeship platforms, tailor</li> </ul>                                                                                                                                                                                                                                       | 1,2,3<br>            | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School calendar</li> <li>Direct Email to Students</li> </ul>                          |



|                                                |                                                   |                                      | their applications, and prepare for interviews, ensuring they are well-equipped to secure the right opportunity for their career goals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                            | and their Parents/Carers                                                                           |
|------------------------------------------------|---------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Careers Programme                              | Planned Date                                      | Provider/<br>Coordinator             | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Gatsby Benchmark and CDI Framework                                                                         | Evidence                                                                                           |
| <b>Year 12</b>                                 |                                                   |                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                            |                                                                                                    |
| Vertical Tutor Time Career Sessions            | W/C 02.09.24 ongoing throughout the year          | Tutors<br>Senior Tutor<br>RCI<br>AMa | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Transition to Sixth Form &amp; Post-18 Exploration</p> <p>Focus: Understanding higher education, apprenticeships, and career planning.</p> <ul style="list-style-type: none"> <li>Exploring university courses, apprenticeships, and employment options post-18.</li> <li>Understanding the UCAS process, including writing a personal statement.</li> <li>Introduction to higher/degree apprenticeships and vocational routes.</li> <li>Enhancing networking skills, including LinkedIn profiles and employer engagement.</li> <li>Developing leadership &amp; employability skills through extracurricular activities and volunteering.</li> <li>Preparing for work experience placements, including CV writing, interview skills, and workplace expectations.</li> </ul>                                                                                                                                                                                                                                      | <p>1, 2, 3, 5</p>       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Tutor Time Plan</li> </ul>           |
| Personal Development Lessons including Unifrog | W/C 02.09.24 ongoing throughout the year          | Specialist Teachers<br>RCI<br>AMa    | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p> <p>One-Hour Personal Development Lessons (Careers within PSHE)</p> <p>Focus: Exploring post-18 pathways, employability, and leadership development.</p> <ul style="list-style-type: none"> <li>In-depth exploration of university, apprenticeships, and employment routes.</li> <li>UCAS preparation and personal statement writing workshops.</li> <li>Higher and degree apprenticeship applications – guidance on competitive applications.</li> <li>Developing LinkedIn profiles and professional networking skills.</li> <li>Enhancing leadership and professional communication skills.</li> <li>Work experience reflection and next steps for career progression.</li> </ul> | <p>1, 2, 3, 4, 5</p>  | <ul style="list-style-type: none"> <li>Personal Development Plan</li> <li>Unifrog Entry</li> </ul> |
| Future Skills Questionnaire (Post 16 Study)    | Autumn Term                                       | Tutors<br>Senior Tutor<br>RCI<br>AMa | <ul style="list-style-type: none"> <li>The Future Skills Questionnaire helps Year 12 students reflect on their current skills, knowledge, and career aspirations as they progress through sixth form. This self-assessment supports them in identifying their strengths, areas for development, and how their skills align with future education, apprenticeships, or career pathways. By completing this, students can make informed decisions about their next steps post-18.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>1, 2, 3, 4</p>     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>FSQ Results</li> </ul>               |
| Black History Month                            | Autumn Term                                       | Tutors<br>Senior Tutor<br>RCI<br>AMa | <ul style="list-style-type: none"> <li>Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>1, 2, 3</p>        | <ul style="list-style-type: none"> <li>Unifrog Entry</li> </ul>                                    |
| Extra Curricula Clubs                          | Throughout the year                               | Teachers                             | <ul style="list-style-type: none"> <li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school's Pledges system.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>1, 2, 3</p>        | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Extra Curricula Registers</li> </ul> |
| National Apprenticeship Week                   | 10 <sup>th</sup> – 14 <sup>th</sup> February 2025 | Tutors<br>Senior Tutor<br>RCI        | <ul style="list-style-type: none"> <li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carers communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>1, 2, 3, 4, 7</p>                                                                                       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>           |

|                                                                                        |                                                |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                     |
|----------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                        |                                                | AMa                                         | key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                  |                                                                                                                                                                                                                                                                      |                                                                                                                                                     |
| National Careers Week                                                                  | 3 <sup>rd</sup> to 8 <sup>th</sup> March 2025  | Tutors<br>Senior Tutor<br>RCI<br>AMa        | <ul style="list-style-type: none"> <li>National Careers Week is a dedicated time to explore future pathways through tutor time sessions and parent/carer communications. Throughout the week, students will engage in discussions and activities that enhance their understanding of careers, employability skills, and opportunities available beyond school. Parents and carers will receive key information to support career conversations at home, ensuring students are well-informed about their next steps.</li> </ul>                                                                                                                                                           | 1, 2, 3, 4, 7    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                  |
| World Book Day                                                                         | Thursday 6 <sup>th</sup> March 2025            | Tutors<br>Senior Tutor<br>RCI<br>KCa<br>AMa | <ul style="list-style-type: none"> <li>World Book Day is a celebration of reading, creativity, and storytelling. Students will engage in tutor time sessions exploring the power of books and career pathways in writing and publishing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      | 1, 2, 3, 4, 5    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| British Science Week                                                                   | 10 <sup>th</sup> – 14 <sup>th</sup> March 2025 | Tutors<br>Senior Tutor<br>RCI<br>SRa<br>AMa | <ul style="list-style-type: none"> <li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li> </ul>                                                                                                                       | 1, 2, 3, 4, 5, 7 |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Academic Mentoring                                                                     | Ongoing                                        | Tutors<br>Senior Tutor                      | <ul style="list-style-type: none"> <li>Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1, 3             |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Meridian Careers Pathways                                                              | Ongoing                                        | Tutors<br>Senior Tutor<br>SLT<br>AMa        | <ul style="list-style-type: none"> <li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers ‘Activities’, ‘Conversation Starters’, and ‘Useful Websites’ to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li> </ul> | 1, 3             |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Social Media Pages</li> </ul>                                                                                |
| Post 18 (assembly)                                                                     | October 2025                                   | RCI<br>AMa                                  | <ul style="list-style-type: none"> <li>Year 13 students will attend an assembly focused on post-18 options, providing them with essential information on the pathways available after sixth form. This session will explore university, higher and degree apprenticeships, employment, and gap year opportunities, helping students understand the benefits of each route and how they align with their future aspirations. By receiving clear and impartial guidance, students will be better equipped to make informed decisions about their next steps and future careers.</li> </ul>                                                                                                 | 1, 2, 3, 4       |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog entry</li> <li>School calendar</li> </ul>                                                            |
| University Open Days<br><i>Independent student visits will be advertised in school</i> | Ongoing                                        | RCI<br>AMa<br>Curriculum Leaders<br>Tutors  | <ul style="list-style-type: none"> <li>University open days provide students with the opportunity to explore a range of degree courses, campus facilities, and student life. Independent visits will be advertised in school, with details shared via direct email to students and their parents/carers. Attending these events allows students to engage with lecturers, experience taster sessions, and gain valuable insights into university study, helping them make informed decisions about their post-18 options.</li> </ul>                                                                                                                                                     | 1, 2, 3, 7       |                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| UCAS Convention                                                                        | March 2025                                     | RCI<br>AMa<br>Tutors<br>Senior Tutor        | <ul style="list-style-type: none"> <li>The school arranges a visit to a local UCAS Convention, providing students with the opportunity to explore a wide range of post-18 options, including university courses, higher and degree apprenticeships, and gap year opportunities. Students can engage with university representatives, apprenticeship providers, and career specialists to gather information, ask questions, and gain valuable insights into their next steps. This event supports students in making well-informed decisions about their future pathways.</li> </ul>                                                                                                     | 1, 2, 3, 4, 5, 7 |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Period 5 Lectures                                                                      | Ongoing<br>(Fortnightly Sessions)              | Tutors<br>Senior Tutor<br>AMa               | <ul style="list-style-type: none"> <li>The Fortnightly Lunchtime Lecture Series offers students the opportunity to hear directly from professionals across a wide range of industries, businesses, and sectors. These self-attended sessions allow students to explore careers aligned with their interests and future aspirations, gaining valuable insights into different roles, pathways, and industry trends. With a new guest speaker every session, students can tailor their engagement to match their career goals, making this a highly popular and impactful opportunity for career exploration.</li> <li></li> </ul>                                                         | 1, 2, 3, 4, 5, 7 |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Direct Email to Students and their Parents/Carers</li> </ul>                          |
| Personal Guidance                                                                      | Ongoing                                        | AMa                                         | <ul style="list-style-type: none"> <li>Careers Adviser meetings provide students with the opportunity to discuss their aspirations and explore potential pathways with a qualified careers professional. Whether students have a clear career goal or are unsure about their next steps, these one-to-one sessions offer personalised advice, guidance, and support to help them make informed decisions about their future. Meetings can be requested by students or their</li> </ul>                                                                                                                                                                                                   | 1, 2, 3, 8       |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Bromcom Entry</li> <li>PP Charter</li> </ul>                                          |

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|-----------------------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           |                                              |                                              | parents/carers or arranged through tutors, senior tutors, or SLT for those who may benefit from additional career planning.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                     |
| Work Experience Launch                                    | September 2024                               | RCI<br>AMa                                   | <ul style="list-style-type: none"> <li>The Year 12 Work Experience Launch provides students' and parents/carers with all the essential information needed to prepare for this valuable opportunity. The launch includes a social media campaign, direct emails, an information letter, a comprehensive work experience guide, a PowerPoint presentation, and prerecorded tutorials. This ensures students feel confident and well-supported in securing and making the most of their work experience placement.</li> </ul>                                                                                     | 1, 2, 3, 4<br>                  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Direct Email to Students and their Parents/Carers</li> </ul> |
| Work Experience Assembly                                  | September 2024                               | RCI<br>AMa                                   | <ul style="list-style-type: none"> <li>The Year 12 Work Experience Assembly introduces students to the importance of gaining real-world experience in the workplace. This session provides key information on the work experience process, expectations, and how to secure placements. Students will also receive guidance on how to make the most of this opportunity, develop key employability skills, and explore how work experience supports their future career aspirations.</li> </ul>                                                                                                                 | 1, 2, 3, 4<br>                  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Work Experience Week                                      | 7 <sup>th</sup> – 11 <sup>th</sup> July 2025 | RCI<br>AMa                                   | <ul style="list-style-type: none"> <li>During their work experience placement, Year 12 students will gain valuable hands-on experience in a real working environment. This opportunity allows them to develop key employability skills such as communication, teamwork, and problem-solving while gaining insight into their chosen industry. Work experience helps students build confidence, explore potential career pathways, and apply their learning in a professional setting, preparing them for future education and employment.</li> </ul>                                                           | 1, 2, 3, 4, 6<br>               | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Work Experience Debrief                                   | 14 <sup>th</sup> July 2025                   | RCI<br>AMa                                   | <ul style="list-style-type: none"> <li>The Work Experience De-Brief session provides Year 12 students with the opportunity to reflect on their placement, share their experiences, and evaluate the skills they have developed. Students will discuss key takeaways, challenges faced, and how their experience has influenced their future career aspirations. This session also helps them identify transferable skills and understand how to showcase their work experience in applications and interviews.</li> </ul>                                                                                      | 1, 2, 3, 4<br>                  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Student Feedback</li> </ul>                                  |
| Raising Aspirations – Oxbridge Workshop                   | Spring 2025                                  | AMa                                          | <ul style="list-style-type: none"> <li>The Raising Aspirations: Oxbridge Insight sessions provide students with the opportunity to learn more about the application process, academic expectations, and student life at Oxford and Cambridge Universities. These sessions, led by experts and Oxbridge representatives, offer valuable guidance on subject choices, personal statements, and interview preparation. By engaging with these insights, students can develop their aspirations, gain confidence in their academic potential, and explore pathways to top-tier universities.</li> </ul>            | 1, 2, 3, 4, 5, 7<br>    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Direct Email to Students and their Parents/Carers</li> </ul>                          |
| Virtual Work Experiences (Independent Student Engagement) | Ongoing throughout the year                  | Speakers for Schools and Springpod           | <ul style="list-style-type: none"> <li>Year 12 students have the opportunity to participate in Virtual Work Experience, allowing them to independently explore different career sectors and gain valuable industry insights. These online experiences provide flexible, real-world learning opportunities, helping students develop key employability skills, understand workplace expectations, and enhance their future applications for college, apprenticeships, or employment.</li> </ul>                                                                                                                 | 1, 2, 3, 5<br>                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Reports from Speakers for Schools and Springpod</li> </ul>                                                   |
| University and Futures Assembly for parents               | Spring 2025                                  | SFa<br>RCI<br>Senior Tutors<br>Tutors<br>AMa | <ul style="list-style-type: none"> <li>The University and Futures Assembly for Parents/Carers provides valuable insights into the post-18 pathways available to students, including university, higher and degree apprenticeships, and other career options. This session will cover key topics such as the UCAS application process, student finance, entry requirements, and future career prospects, ensuring parents and carers feel informed and confident in supporting their child's next steps.</li> </ul>                                                                                             | 1, 2, 3, 7<br>                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| Money Matters Workshop                                    | Spring 2025                                  | RCI<br>AFi<br>AMa                            | <ul style="list-style-type: none"> <li>The Year 12 Money Matters Workshop is designed to help students develop essential financial awareness as they prepare for their next steps after sixth form. Covering key topics such as budgeting, bills, loans, credit, and savings, this session equips students with the knowledge and skills needed to manage their finances effectively in further education, apprenticeships, or employment. By increasing financial confidence, students will be better prepared to make informed decisions about their money and future financial responsibilities.</li> </ul> | 1,2,3<br>                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| UCAS Application workshops                                | Spring 2025                                  | RCI<br>Senior Tutors<br>Tutors<br>AMa        | <ul style="list-style-type: none"> <li>The UCAS Application Workshop provides Year 12 students with expert guidance on completing their university applications. These sessions cover choosing courses, writing a strong personal statement, understanding entry requirements, and navigating the UCAS process. Students will receive practical support to ensure they submit a competitive application and feel confident about their next steps towards higher education.</li> </ul>                                                                                                                         | 1, 2, 3, 7<br>                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |
| CV Workshop                                               | Summer 2025                                  | RCI<br>Senior Tutors<br>Tutors<br>AMa        | <ul style="list-style-type: none"> <li>The Year 12 CV Workshop, delivered by Dale Willis and My Great First Job, will provide students with expert guidance on creating a professional and impactful CV. This session will cover key elements such as structuring a CV, showcasing skills and experience, and tailoring applications to different roles and industries. Students will gain practical tips to help them stand out in future job, apprenticeship, and university applications.</li> </ul>                                                                                                        | 1,2,3<br>                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                            |



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| Introduction to Apprenticeships | Spring 2025 | Workpays (The ASK Programme)<br>RCl and AMa | <ul style="list-style-type: none"> <li>Year 12 students will attend an informative assembly in collaboration with Work Pays and the ASK Programme, providing unbiased insights into post-18 technical education routes. This session will explore apprenticeships and help students understand the benefits of this pathway and how they compare to traditional academic routes. By gaining clear and impartial information, students will be better equipped to make informed decisions about their future education and career options.</li> </ul> | 1, 2, 3, 7 |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| Degree Apprenticeships Workshop | Summer 2025 | RCl<br>Senior Tutors<br>Tutors<br>AMa       | <ul style="list-style-type: none"> <li>The Degree Apprenticeship Session, led by Dale Willis and My Great First Job, will provide students with a comprehensive understanding of degree apprenticeships as an alternative to traditional university routes. This session will cover how degree apprenticeships work, entry requirements, the application process, and the benefits of earning while learning. Students will gain valuable insights into industry opportunities and how to secure a place on a competitive programme.</li> </ul>      | 1,2,3      |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |
| LinkedIn Profile Workshop       | Summer 2025 | RCl<br>Senior Tutors<br>Tutors<br>AMa       | <ul style="list-style-type: none"> <li>The LinkedIn Profile Workshop, delivered by Dale Willis and My Great First Job, will guide students on how to create a strong professional online presence. This session will cover building an effective LinkedIn profile, showcasing skills and experience, networking with industry professionals, and using the platform to explore job and apprenticeship opportunities. Students will learn how to maximise LinkedIn to support their future career ambitions.</li> </ul>                               | 1,2,3      |  | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul> |

| Careers Programme                              | Planned Date                             | Provider/<br>Coordinator              | Details of Event - Purpose                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Gatsby Benchmark and CDI Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Evidence                                                                                           |
|------------------------------------------------|------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Year 13                                        |                                          |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                    |
| Vertical Tutor Time Career Sessions            | W/C 02.09.24 ongoing throughout the year | Tutors<br>Senior Tutors<br>JLa<br>AMa | <p>The Vertical Tutor Time Careers Programme is designed to support students in developing essential career knowledge, employability skills, and self-awareness, ensuring they are well-prepared for key transition points throughout their education. Each year builds upon the previous, providing a scaffolded approach to careers learning, aligning with the Gatsby Benchmarks and the CDI Framework.</p> <p>Preparing for Life After School</p> <p>Focus: Final preparations for post-18 destinations and independent career planning.</p> <ul style="list-style-type: none"> <li>Completing UCAS applications and preparing for university interviews.</li> <li>Support with apprenticeship and job applications, including interview preparation.</li> <li>Understanding student finance, budgeting, and independent living skills.</li> <li>Career planning workshops to develop workplace readiness skills.</li> <li>Finalising transition plans to ensure a smooth move into higher education, apprenticeships, or employment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       | 1, 2, 3, 5 <div>       </div> | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Tutor Time Plan</li> </ul>           |
| Personal Development Lessons including Unifrog | W/C 02.09.24 ongoing throughout the year | Specialist Teachers<br>JLa<br>AMa     | <p>The Personal Development Careers Education Programme provides a scaffolded, structured approach to careers learning, ensuring students build knowledge, skills, and confidence as they transition through key educational stages. These lessons are delivered by a specialist team of colleagues and evolve from structured one-hour sessions in Key Stage 3 (Years 7-9), to drop-down days in Years 10 and 11, and back to integrated PSHE lessons in Years 12 and 13.</p> <p>Each year builds upon the last, ensuring students are prepared for work experience, post-16 and post-18 decisions, and the evolving job market. The programme aligns with the Gatsby Benchmarks, CDI Framework, and national careers education standards.</p> <p>One-Hour Personal Development Lessons (Careers within PSHE)</p> <p>Focus: Final preparation for post-18 transitions and career readiness.</p> <ul style="list-style-type: none"> <li>Completing UCAS and apprenticeship applications – final checks and support.</li> <li>Job applications and employer expectations – preparing for real-world employment.</li> <li>Advanced interview techniques and assessment centre preparation.</li> <li>Understanding employment contracts, workplace rights, and salary negotiation.</li> <li>Student finance, budgeting, and independent living skills.</li> <li>Networking and professional branding – how to stand out in competitive industries.</li> </ul> | 1, 2, 3 ,4, 5 <div>    </div>                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Personal Development Plan</li> <li>Unifrog Entry</li> </ul> |

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| Future Skills Questionnaire (Post 16 Study)                                            | Autumn Term                                          | Tutors<br>Senior Tutor<br>RCI<br>AMa        | <ul style="list-style-type: none"> <li>The Future Skills Questionnaire helps Year 13 students reflect on their current skills, knowledge, and career aspirations as they progress through sixth form. This self-assessment supports them in identifying their strengths, areas for development, and how their skills align with future education, apprenticeships, or career pathways. By completing this, students can make informed decisions about their next steps post-18.</li> </ul>                                                                                                                                                                                               | 1, 2, 3, 4       |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>FSQ Results</li> </ul>                                                                          |
| Black History Month                                                                    | Autumn Term                                          | Tutors<br>Senior Tutor<br>RCI<br>AMa        | Students will explore ambition, aspirations, and the impact of stereotypes in careers. They will learn about diverse role models, workplace equality, and how representation shapes opportunities and career choices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1, 2, 3          |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li></li> </ul>                                                                                     |
| Extra Curricula Clubs                                                                  | Throughout the year                                  | Teachers                                    | <ul style="list-style-type: none"> <li>Students have the opportunity to participate in extra-curricular activities to boost confidence, enhance social interactions, and develop new skills and abilities. These experiences will also support the completion of Unifrog competencies and activities while contributing to the school's Pledges system.</li> </ul>                                                                                                                                                                                                                                                                                                                       | 1, 2, 3          |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Extra Curricula Registers</li> <li></li> </ul>                                                  |
| National Apprenticeship Week                                                           | 10 <sup>th</sup> – 14 <sup>th</sup><br>February 2025 | Tutors<br>Senior Tutor<br>RCI<br>AMa        | <ul style="list-style-type: none"> <li>National Apprenticeship Week is a week-long celebration designed to raise awareness of apprenticeships through engaging tutor time sessions and parent/carer communications. Students will explore the wide range of apprenticeship opportunities available and learn about career pathways. Parents and carers will receive key information to support discussions at home, ensuring students are well-informed about this exciting post-16 and post-18 option.</li> </ul>                                                                                                                                                                       | 1, 2, 3, 4, 7    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                            |
| National Careers Week                                                                  | 3 <sup>rd</sup> to 8 <sup>th</sup> March 2025        | Tutors<br>Senior Tutor<br>RCI<br>AMa        | <ul style="list-style-type: none"> <li>National Careers Week is a dedicated time to explore future pathways through tutor time sessions and parent/carer communications. Throughout the week, students will engage in discussions and activities that enhance their understanding of careers, employability skills, and opportunities available beyond school. Parents and carers will receive key information to support career conversations at home, ensuring students are well-informed about their next steps.</li> </ul>                                                                                                                                                           | 1, 2, 3, 4, 7    |                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                            |
| World Book Day                                                                         | Thursday 6 <sup>th</sup><br>March 2025               | Tutors<br>Senior Tutor<br>RCI<br>KCa<br>AMa | World Book Day is a celebration of reading, creativity, and storytelling. Students will engage in tutor time sessions exploring the power of books and career pathways in writing and publishing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1, 2, 3, 4, 5    |                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                            |
| British Science Week                                                                   | 10 <sup>th</sup> – 14 <sup>th</sup> March 2025       | Tutors<br>Senior Tutor<br>RCI<br>SRa<br>AMa | <ul style="list-style-type: none"> <li>British Science Week is a vibrant celebration of STEM, featuring daily guest speakers from FE colleges, universities, and industry professionals who provide insights into careers in science, technology, engineering, and maths. Students will take part in hands-on workshops led by universities and local employers, engage in an exciting STEM competition, and explore the vast opportunities within STEM fields. This week is a true festival of innovation, discovery, and future career possibilities.</li> </ul>                                                                                                                       | 1, 2, 3, 4, 5, 7 |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                            |
| Academic Mentoring                                                                     | Ongoing                                              | Tutors<br>Senior Tutor                      | Tutors to discuss career pathways during their 1-1 meetings with students. Discuss use of Unifrog to support ideas surrounding careers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1, 3             |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li></li> </ul>                                                            |
| Meridian Careers Pathways                                                              | Ongoing                                              | Tutors<br>Senior Tutor<br>SLT<br>AMa        | <ul style="list-style-type: none"> <li>The Meridian Career Pathways website is a dedicated platform designed to support parents and carers in having meaningful career conversations with their child. As part of the Meridian Trust, we work collaboratively with other schools to provide clear guidance on careers, qualifications, and workplace expectations. With research showing that students turn to their parents first for career advice, this website offers 'Activities', 'Conversation Starters', and 'Useful Websites' to help families navigate the ever-changing education and career landscape, ensuring informed choices at every stage of their journey.</li> </ul> | 1, 3             |                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Social Media Pages</li> <li></li> </ul>                                                                                |
| University Open Days<br><i>Independent student visits will be advertised in school</i> | Ongoing                                              | RCI<br>AMa<br>Curriculum Leaders<br>Tutors  | <ul style="list-style-type: none"> <li>University open days provide students with the opportunity to explore a range of degree courses, campus facilities, and student life. Independent visits will be advertised in school, with details shared via direct email to students and their parents/carers. Attending these events allows students to engage with lecturers, experience taster sessions, and gain valuable insights into university study, helping them make informed decisions about their post-18 options.</li> </ul>                                                                                                                                                     | 1, 2, 3, 7       |                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Direct Email to Students and their Parents/Carers</li> <li></li> </ul> |
| Period 5 Lectures                                                                      | Ongoing<br>(Fortnightly Sessions)                    | Tutors<br>Senior Tutor<br>AMa               | <ul style="list-style-type: none"> <li>The Fortnightly Lunchtime Lecture Series offers students the opportunity to hear directly from professionals across a wide range of industries, businesses, and sectors. These self-attended sessions allow students to explore careers aligned with their interests and future aspirations, gaining valuable insights into different roles, pathways, and industry trends. With a new guest speaker every session, students can tailor their engagement to match their career goals, making this a highly popular and impactful opportunity for career exploration.</li> </ul>                                                                   | 1, 2, 3, 4, 5, 7 |     | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Direct Email to Students and their Parents/Carers</li> </ul>                                    |

|                                                           |                             |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |                                                                                                                                                                             |                                                                                                                                                               |
|-----------------------------------------------------------|-----------------------------|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Guidance                                         | Ongoing                     | AMa                                | <ul style="list-style-type: none"> <li>Careers Adviser meetings provide students with the opportunity to discuss their aspirations and explore potential pathways with a qualified careers professional. Whether students have a clear career goal or are unsure about their next steps, these one-to-one sessions offer personalised advice, guidance, and support to help them make informed decisions about their future. Meetings can be requested by students or their parents/carers or arranged through tutors, senior tutors, or SLT for those who may benefit from additional career planning.</li> </ul> | 1, 2, 3, 8 |                                                                                          | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>Bromcom Entry</li> <li>PP Charter</li> </ul>                                                    |
| Virtual Work Experiences (Independent Student Engagement) | Ongoing throughout the year | Speakers for Schools and Springpod | <ul style="list-style-type: none"> <li>Year 13 students have the opportunity to participate in Virtual Work Experience, allowing them to independently explore different career sectors and gain valuable industry insights. These online experiences provide flexible, real-world learning opportunities, helping students develop key employability skills, understand workplace expectations, and enhance their future applications for college, apprenticeships, or employment.</li> </ul>                                                                                                                     | 1, 2, 3, 5 |       | <ul style="list-style-type: none"> <li>Reports from Speakers for Schools and Springpod</li> </ul>                                                             |
| Student Finance Session (University Focus)                | May 2025                    | RCI Senior Tutor AMa               | <ul style="list-style-type: none"> <li>The Student Finance Session provides students with essential information about funding university education, including tuition fees, maintenance loans, scholarships, bursaries, and repayment plans. This session will help students understand how the student finance system works, how to budget effectively, and what financial support is available to them, ensuring they are fully prepared for the financial aspects of university life.</li> </ul>                                                                                                                | 1,2,3      |                                                                                          | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                      |
| Parent Session on Student Finance                         | May 2025                    | RCI Senior Tutor AMa               | <ul style="list-style-type: none"> <li>The Parent Session on Student Finance provides parents and carers with essential information about funding university education, including tuition fees, maintenance loans, scholarships, bursaries, and repayment plans. This session will help parents understand how the student finance system works, what financial support is available, and how they can assist their child in making informed financial decisions for university.</li> </ul>                                                                                                                        | 1,2,3      |                                                                                          | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                      |
| Apprenticeship Support Programme                          | December - February         | RCI Senior Tutor AMa               | <ul style="list-style-type: none"> <li>The Apprenticeship Support Programme, delivered in collaboration with Dale Willis, My Great First Job, and Stratton School, is designed to support students who are exploring apprenticeships as their post-18 pathway. This structured programme provides step-by-step guidance to help students secure an apprenticeship that aligns with their career goals.</li> </ul>                                                                                                                                                                                                  | 1, 2, 3, 7 |       | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> <li>Direct Email to Students and their Parents/Carers</li> <li></li> </ul> |
| UCAS Application workshop                                 | September 2024              | RCI Senior Tutor AMa               | <ul style="list-style-type: none"> <li>The UCAS Application Workshop provides students with step-by-step guidance on completing their university applications. This session will cover choosing courses, navigating the UCAS platform, writing a strong personal statement, and understanding key deadlines and entry requirements. Students will receive practical support to ensure they submit a competitive and well-prepared application for their next steps in higher education.</li> </ul>                                                                                                                 | 1,2,3      |                                                                                        | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                      |
| Personal Statement Workshop                               | Autumn Term                 | RCI Senior Tutor AMa               | <ul style="list-style-type: none"> <li>The Personal Statement Workshop provides students with expert guidance on crafting a strong and compelling personal statement for their university applications. This session will cover structuring content, showcasing skills and experiences, and tailoring statements to chosen courses. Students will receive practical tips and examples to help them create a standout application that highlights their strengths and aspirations.</li> </ul>                                                                                                                       | 1,2,3      |                                                                                        | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                      |
| 1:1 Personal Statement support                            | Appointment Only            | RCI Senior Tutor AMa               | <ul style="list-style-type: none"> <li>The 1:1 Personal Statement Support sessions provide students with individualized guidance to craft a strong and compelling university application. These one-to-one meetings offer personalized feedback, helping students refine their structure, showcase their skills and experiences, and tailor their statement to their chosen courses. Whether starting from scratch or making final edits, these sessions ensure students submit a standout personal statement with confidence.</li> </ul>                                                                          | 1,2,3      |   | <ul style="list-style-type: none"> <li>Unifrog Entry</li> <li>School Calendar</li> </ul>                                                                      |



CDI Framework

|                                                                                   |                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Grow throughout life.</b><br>Explore possibilities Grow throughout life by learning and reflecting on yourself, your background, and your strengths                       |
|  | <b>Explore possibilities.</b><br>Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces           |
|  | <b>Manage career.</b><br>Manage your career actively, make the most of opportunities and learn from setbacks                                                                 |
|  | <b>Create opportunities.</b><br>Create opportunities by being proactive and building positive relationships with others                                                      |
|  | <b>Balance life and work.</b><br>Balance your life as a worker and/ or entrepreneur with your wellbeing, other interests and your involvement with your family and community |
|  | <b>See the big picture.</b><br>See the big picture by paying attention to how the economy, politics and society connect with your own life and career                        |

Gatsby Benchmarks

|   |                                                    |
|---|----------------------------------------------------|
| 1 | A stable careers programme                         |
| 2 | Learning from career and labour market information |
| 3 | Addressing the needs of each young person          |
| 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                                  |