

Careers Process Map 2017-18 (This is an overview of our programme, each year there are further opportunities for various individuals and groups).

Staff	Y7	Y8	Y9	Y10	Y11	Y12	Y13
CPE	Personal Finance 1 – saving, banking. Careers 1 – talents, interests, networks.	Foundations of wealth. Personal Finance 2 – budgeting. Careers 2 – employability.	Young people & work – contracts, wages & taxation, and government finance. Personal Finance 3 – borrowing. Careers 3 – What’s your goal? First Give – charity competition.	Why is it so Important to manage money carefully?			
Tutor CPE		Enterprise Week		Aspirations – identity. Employability skills. EfL Charter.	Post-16 Options. EfL Charter.	Pathway specific advice & support – group & personal, including UCAS applications, apprenticeship guidance. Re-introducing EfL Charter Plus.	
Tutor/HoY/SLT	Group & individual guidance and support, including academic/pastoral monitoring & interventions, communications with stakeholders, assemblies.						
Tutor/HoY/LT In addition to annual Parents’ Evenings & a series of reports (3 per year, including one in detail).	Y6 Induction events, including ‘Small Schools Morning’ & PFS transition sessions. Y6 Primary liaison. Y6 Induction Evening with parents. Y6 Induction Day. Academic Induction with parents.		Options assemblies, Aspirations Day, Fast Tomato (online career planner), Taster lessons (new for 2018), Options Evening with parents.	Learning Review meeting with parents.	Post-16 Evening divided into A level and Vocational presentations with parents. Learning Review meeting with parents. Sixth Form Opening Evening with parents.	Sixth Form Induction (3 days). Welcome Evening HE Evening with parents. Unifrog (online system to steer university choices). University visits.	
SLT	Head’s Achievement Time (weekly event in which areas of school nominate pupils/students of all abilities to celebrate work/achievements).						
SLT/HoY/Tutors	Independent Advice & Guidance from Steve Cooper (Connexions) – by request with priority given to Disadvantaged, KS4, Sixth formers on Professional and Open Pathways, pupils identified as needing more motivation/self-esteem. Also, Katy Watson (Essex CC) – meets with all pupils with EHCPs to make transition plans.						
Governors/PFS staff	Bonus mentoring/PFS (Pupil & Family Support) 1:1 mentoring/counselling by governors/specialist staff to support pupils/students with barriers to learning.						
Teachers/Support staff	In school clubs/events. Many are annual, but there is also flexibility to take advantage of new aspirational/careers based workshops, competitions, conferences.						
Teachers/Support staff	UK/abroad trips. Some are annual/biannual, often closely linked to aspirations/careers in particular subject areas.						
Tutors/SLT				Morning workshops with apprenticeship providers/colleges/employers – small groups of pupils focused on a particular area of interest.	Morning workshops (new for 2017-18) with apprenticeship providers/colleges/employers – small groups of students focused on a particular area of interest.		
Pupils/Students/Parents				Work experience – all pupils for 2 weeks Duke of Edinburgh Award	National Citizen Service (NCS) – voluntary offer. Duke of Edinburgh Award	National Citizen Service (NCS) – voluntary offer. Duke of Edinburgh Award Work experience – 2 weeks voluntary BTEC students. Curriculum Extension – weekly afternoon. Apprenticeship guidance (through meetings/visits/speakers).	Duke of Edinburgh Award Work experience – 1 day per week or two week period for some BTEC students. Curriculum Extension – weekly afternoon. Apprenticeship guidance (through meetings/visits/speakers).
Teacher/Premises Team		Skills Base – weekly session for small numbers of pupils to develop practical skills.					
Specialist teacher				Salon – Hair & Beauty BTEC Level 1			
Pupil/Parents	Special visits for particular courses eg Open Days, College Days, Interviews, UK/International Competitions, specific vocational days, Transition visits, ‘Go to Work with Parents’						