**ST JOSEPHS CAREERS PROGRAMME 2023/2024**

* Year's 7 to 11 calendared informative and aspirational assemblies delivered by external speakers from local colleges, training providers, STEM advocates, UTC's, Apprenticeship providers, Aim Higher and local employers *(Benchmarks 2, 3, 4, 5, 7)*
* Access to an independent careers advisor in Year's 7 to 11. *(Benchmarks 3, 8)*  
  Identifying and supporting the post 16 needs of SEN students by way of early careers interviews with the schools Careers advisors and working with the SENCo and pupil services in FE establishments, ensuring any extended transition needs are met, and the correct support is in place. *(Benchmarks 3,*
* Curriculum subject led visits to local employers to inspire and inform pupils and establish stronger links with the business community. *(Benchmarks 4, 5, 6)*
* One to one Careers guidance interview for all our Year 11 students with the Careers advisor to discuss the many and varied options available post 16 and to support students in their decision making processes ensuring they are provided with up to date and relevant information. *(Benchmarks 2, 3, 8)*
* IAG monthly bulletin sent to all Year 11 students reminding them of any IAG activities in school that month and any upcoming post 16 open evenings and application deadlines.
* Informative career displays throughout the school, in subject areas
* Large careers display board along main school corridor
* Lunch time screening in hall and reception on LMI (Benchmarks 2)
* Substantial and up to date CE/IAG section of our school's website with links to careers information, online resources and links to documents produced by the school to assist our students in their post 16 choices. *(Benchmarks 1, 2)*
* Subject-specific career presentations in Year's 7 to 11 delivered by employers/post 16 providers, particularly focusing on STEM subjects. *(Benchmarks 2, 4, 5, 7)*
* An external presentation and displays in school promoting the National Citizen Service.  
  A programme of lunch-time advice & application drop-in sessions from a range of post-16 representatives to include FE, HE, Sixth Form colleges, local employers, and technical & apprenticeship providers. *(Benchmarks 2, 3, 7, 8)*
* IAG evening attended by 30+ local HE, FE, training providers, Apprenticeship ambassadors, UTC's, local employers, armed service representatives and careers advisors for all Year 10 and 11 students and parents/carers. *(Benchmarks 2, 3, 5, 7, 8)*
* All Year 11 parents/pupils receive a detailed and informative IAG booklet that details all of the activities and events we provide in post 16 preparation and includes valuable information regarding apprenticeships and traineeships. It also provides guidance on available financial support, CV's, interviews and provides website information relating to post 16 opportunities. *(Benchmarks 2, 3, 8)*
* Parents receive a detailed parent guide to the next steps (Benchmarks 2, 3, 8)
* All parents/pupils receive a LMI leaflet detailing what LMI is
* Year 10 pupil/parents receive a work experience booklet introducing them to the programme (Benchmarks 2, 3, 5,8)
* Year 10 and 11 students receive an Apprenticeship information booklet giving details of the different types of apprenticeships available, qualifications needed and gained, case studies and an example CV and cover letter alongside an apprenticeship overview assembly delivered by Connexions. This is also available on the school website. *(Benchmarks 3, 8)*
* CV and personal statement sessions during enrichment day in Year 11 *(Benchmark 1)*
* Year 10 & 11 PSHE Scheme of work focusing on post 16 pathways, employability skills, challenging stereotypes, LMI, learning about the workplace. *(Benchmarks 1, 2, 3, 4, 8)*
* Hope Dream & Aspirations interview day for all our Year 11 students includes representatives from HE/FE establishments, the armed forces, training providers, local employers, and alumnae *(Benchmarks 2, 5, 7)*
* Extended placements for identified at risk of NEET Year 10/ 11 students, including personalised taster visits to local colleges and training providers, local companies *(Benchmarks 3, 7, 8)*
* Year 10 Taster Day at a local college allows students to sample several different courses and link with the career pathways they can lead onto and will enable them to experience a typical college day *(Benchmarks 2, 4, 7)*
* Year 7 & 8 Enrichment day(PSHE) focusing on decision making and self-awareness and exploring career options and employability skills*(Benchmarks 1, 2, 3, 4, 8)*
* Year 9 Enrichment day(PSHE) focusing on transferable skills *(Benchmarks 1, 2, 3, 4, 8)*
* One week of Work Experience in Year 10 *(Benchmarks 2, 5, 6)*

**ST JOSEPHS CAREERS PROGRAMME**

The careers education programme is underpinned by both the statutory and non-statutory guidance. The CEIAG programme includes;(this can be subject to change as the programme evolves over the year)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year group** | **Activity** | **Date** | **GBM** | |
| **7** | Introduction to the careers in school and the careers advisor | Winter term 2023 | 3,4 | |
|  | Curriculum Enrichment Day(careers) The Food Challenge | June 2024 | 2,3,4,5 | |
|  | Careers assemblies (Apprenticeships, College) | Throughout the year | 4.5.7,8 | |
|  | DWP workshop | December 2023 | 2,3,5, | |
|  | Unifrog Introduction Assembly | December 2023 | 2,3,4 | |
|  | Unifrog careers platform | ongoing | 2,3,4 | |
|  | Job of the Week(form time) | Weekly (tutorial) | 2,3,4,5 | |
|  | 1-2-1 careers (guidance Interviews on referral from HOY, SLT) | On referral | 3,8 | |
|  | PowerPoint careers Information (LMI) | Daily Lunch time (Hall) | 2,3, | |
|  | Linking careers to curriculum subjects | ongoing | 3,4 | |
|  | Careers assembly presentations 2engage Moving Up Primary Transition | September 2024 | 3,5 | |
|  | Lower school careers Fair | Spring 2024 | 2,3,4,5,7 | |
| **8** | The Tyre Challenge | December 2023 | 3,4 | |
|  | Careers Enrichment Day Unifrog | Feb 2024 | 2,3,4,5 | |
|  | Work Shadow Day | TBC | 4.5.7,8 | |
|  | Careers assemblies (Apprenticeships, College) | Throughout the year | 2,3,5, | |
|  | DWP Assembly | November 2023 | 2,3,4 | |
|  | Unifrog careers platform | ongoing | 2,3,4 | |
|  | Job of the Week(form time) | Weekly (tutorial) | 2,3,4,5 | |
|  | 1-2-1 careers (guidance interview before option choices) | February 2024 | 3,8 | |
|  | PowerPoint careers Information (LMI) | Daily Lunch time (hall) | 2,3, | |
|  | Lower School Careers Fair | Spring 2024 | 3,4 | |
|  | Linking careers to curriculum subjects | Ongoing | 3,5 | |
|  | Careers assembly presentations GCSE Options Presentation | Janaury 2024 | 2,3,4,5,7 | |
|  | LMI assembly | March 2024 | 2,3,4 | |
| **9** | Careers Enrichment Day(Unifrog) | ongoing | 3,4 | |
|  | Life Long Learning Day Starting a Community Project | December 2023 | 2,3,4,5 | |
|  | Assemblies on LMI/ Apprenticeships/Technical options (e.g T Levels | Throughout the year | 4.5.7,8 | |
|  | Careers Super Day( Curriculum Enrichment Day) | June 2024 | 2,3,5, | |
|  | DWP Assembly | December 2023 | 2,3,4 | |
|  | Lower School Careers Fair | Spring 2024 | 2,3,4 | |
|  | Unifrog careers platform | ongoing | 2,3,4,5 | |
|  | Job of the Week(form time) | Weekly (tutorial ) | 3,8 | |
|  | 1-2-1 careers (guidance Interview on referral HOY,SLT) | On referral | 2,3, | |
|  | PowerPoint careers Information (LMI) | Daily Lunch time (hall) | 3,4 | |
|  | Linking careers to curriculum subjects | Ongoing | 3,5 | |
|  | Careers assembly presentations | Throughout the year | 2,3,4,5,7 | |
|  | LMI assembly | March 2024 | 3,4 | |
|  | Life Long Learning World of Work Workshops **Willmott Dixon Construction Limited** | March 2024 | 2,3,4,5 | |
| **10** | Careers Fair | September 2023 | 3,4,5,7 | |
|  | Extended work placement | ongoing | 2,3,4,5,6 | |
|  | Work Experience | September 2023 -June 2024 | 2,3,4,5,6 | |
|  | College Taster Days | June/July 2024 | 2,3,4,5,7 | |
|  | Curriculum Enrichment Day | June 2024 | 2,3,5, | |
|  | Careers assemblies (Apprenticeships, Colleges, Training Providers) | Throughout the year | | 3,4,5,7,8 |
|  | LMI assembly | March 2024 | | 2 |
|  | Unifrog careers platform | ongoing | | 2,3,4,5 |
|  | Job of the Week(form time) | weekly | | 2,3 |
|  | 1-2-1 careers (guidance Interviews on referral HOY ST) | On referral | | 3,4,8 |
|  | Guest speaker workshops all subjects | On going | | 3,5,7 |
|  | PowerPoint careers Information (LMI) | Daily Lunch time(Hall) | | 2 |
|  | RAY Programme | November 23 - June 2024 | | 3,4,7,8 |
|  | Linking careers to curriculum subjects | Ongoing | | 3,4,5 |
|  | Career assembly presentations | Throughout the year | | 3,4,8 |
|  |  |  | |  |
|  | DWP assembly | December 2023 | | 2,3,5 |
|  | Adam Corbally local Entrepreneur Inspirational presentation | Dates TBC | | 3,4,5 |
| **11** | Careers Fair | September 2023 | | 3,4,5,7 |
|  | Runshaw college application help workshop | November 2023 | | 3,5,7,8 |
|  | 1-2-1 Careers Guidance Interview | September- April 2023/4 | | 3,4,8 |
|  | Hope Dreams Aspirations Interviews (Mock Interviews) | January 2024 | | 3,4,5,7,8 |
|  | University visits | TBC | | 2,3,5,,7 |
|  | Careers assemblies (Apprenticeships, Colleges, Training Providers) | Throughout the year | | 3,4,5,7,8 |
|  | LMI assembly | March 2024 | | 2 |
|  | Unifrog careers platform | Through 1:1 career appointment | | 2,3,4,5 |
|  | Job of the Week(form time) | weekly | | 2,3 |
|  | Mentor for all year 11s who need advice and guidance | Throughout the year Staff | | 3,4,8 |
|  | PowerPoint careers Information (LMI) | Daily Lunch time (Hall) | | 3,5,7 |
|  | Linking careers to curriculum subjects | Ongoing | | 2 |
|  | Careers assembly presentation | Throughout the year | | 3,4,7,8 |
|  | DWP assembly | December 2023 | | 3,4,5 |
|  | Guest speaker workshops all subjects | Ongoing | | 3,4,8 |
|  | Adam Corbally local Entrepreneur Inspirational presentation | Dates TBC | |  |
|  | College interview in school | Feb 2024 | | 2,3,5 |
|  | College lunch time drop ins | Feb 2024 | | 3,4,5 |

**EMPLOYERS, COMMUNITY PARTNERS & LEARNING PROVIDERS:**

An annual Partnership Agreement is negotiated between the school and external providers including Bolton Connexions Careers Service, who are offering a bespoke service. Further links are being developed with local post 16 providers and employers to strengthen progression opportunities and the offer for apprenticeships, employment opportunities, work experience and voluntary work placements. Connexions Careers Service, BASE, Marsden Rd, Bolton BL1 01204 334000 Rita Sandring, St Joseph’s Careers advisor, Mrs D Hancock, Local College’s e.g. Runshaw College, St John Rigby College, Alliance Learning training provider, Red Box, Achieve Group, Local Companies for Apprenticeships schemes, Anderton Centre, Suez, Willmott & Dixon, Momentive, Business links DWP, BAE and the Careers & Enterprise Company, the local Careers network hub and Tailored Education (work experience provider)