

Careers Education Programme – Overview, years 7 to 13

Woodkirk Academy has a stable, structured, embedded careers programme, which begins formally in Year 7 and is carried through to Year 13. Provision of this programme supports our school vision of enriching and serving the learning needs of the community, and maximising the potential of all who learn here. We believe that education reaches beyond the classroom, and educating our students on careers is of paramount importance in our visions of shaping young lives and being the best you can be. We also believe in social mobility and that any student should have equal opportunities in being able to be just as successful as anyone else.

Bespoke careers provision is delivered to students across all year groups. Provision of this programme incorporates The Gatsby Benchmarks.

The eight benchmarks are a framework for good career guidance developed to support secondary schools and colleges in providing students with the best possible careers information, education, advice, and guidance (**CIEAG**).

The benchmarks were established as part of Sir John Holman's research into what pragmatic actions could improve career guidance in England. Based on international best practice, they set out what a world-class career guidance system looks like. The Benchmarks are part of the national careers strategy (launched December 2017) and statutory guidance for secondary schools and colleges since 2018. Woodkirk Academy uses the benchmarks for self-evaluation and fully endorse their application for the benefit of the students.

In order to ensure that the students receive the very best CEIAG, the CDI (Career Development Institute) framework is used. This enables the careers programme to map activities against the following components: grow throughout life; explore possibilities; manage career; create opportunities; balance life and work and see the big picture. Students are encouraged to reflect on the 'I can' statements at the end of each key stage, for example, *"I can discuss the use of social media, digital platforms and managing my digital footprint in relation to marketing myself"*. The full list of statements can be found here: [CDI 110-Can do statements.indd \(thecdi.net\)](#) and are used at the end of each key stage.

Our careers programme is delivered through PSHRE lessons, incorporated throughout the curriculum via individual subjects, delivered in Form Time and supported by our dedicated Careers Team, the Senior Leadership Team and a link Governor.

Year group summary.

Year 7

In their first term at school, students complete a unit of work that introduces them the world of careers. They have the opportunity to discuss their current understanding of careers and the job market, and how education and qualifications link to jobs. Students also start to think about what they are good at, what they enjoy and the importance of considering these factors when deciding on their future pathways. During the Spring term, students will have the opportunity to discuss why some people believe certain professions are more suited to one sex or the other. Students think about how schools and education can address these attitudes, and how we can challenge gender stereotypes. Through these discussions, we are considering the needs of each student and integrating equality and diversity considerations throughout (in accordance with The Gatsby Benchmarks).

Year 8

Students follow a programme designed to prepare them for making decisions about their options. This involves looking at the financial challenges as a teenager and then as an adult. The students explore ways to save money and be more economical, and look at where to save money in different types of bank

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account and how to calculate their interest. Students then move on to using Unifrog, a web-based programme, which allows them to input their career aspiration information with skills, characteristics and potential qualifications. then uses this information to provide personalised career option advice. Students have an opportunity to use this with guidance from teaching staff in school. The Unifrog programme is accessible to students at home and can be accessed throughout their time at School. In year 8, they start to begin keeping a 'locker' where they save any information that is relative to careers and career planning. Inputted data can also be edited as students' progress and change their career aspirations.

Year 9

Students are offered a range of different enrichment opportunities throughout the year. We have a number of employer-focussed school trips, workshops and assemblies, which focus on encouraging Year 9 students to consider their future pathways and raise their aspirations. During year 9, the students will choose their GCSE/BTEC options courses. The careers team offer individual interviews, guidance and information and the careers team ensure their attendance at key events in year 9 such as option's evenings, parental information evenings and parents' evenings. Parents and students can request an interview and these meetings can be held via Microsoft Teams.

Year 10

Students who would like to come to Sixth Form will have the opportunity to 'Be A Sixth Former' for two days. This will involve following a sixth form timetable which includes the subjects they would like to take and spending time in the sixth form area as well as being allowed the same privileges. During the Summer term, our Careers Adviser starts to meet with Year 10 students to discuss their Post 16 pathways. Students also attend our Guest Speaker Day, during which students each attend two talks from industry professionals from sectors they have expressed an interest in.

Year 11

All Year 11 students have an opportunity to have a one-to-one interview with our school Careers Adviser after their mock exams, and parents are welcome to attend those meetings. Students have the opportunity to reflect on their Sixth Form experience to help guide them with their Post 16 options. Students who are applying to our Sixth Form are taken through their option choices, introduced to staff who will give them guidance about the courses and supported in completing the application form. All students are welcome to attend our Sixth Form open evening. The School's Careers Adviser supports those who want to apply to other establishments in completing their application form.

Year 12

Students have weekly hour-long Group Tutorial lessons, delivered by experienced teaching staff. During these lessons, the students look at work experience preparation, career planning and letters of application and CVs. These lessons are further supported by our Careers Assistants, who support the students in researching and applying for a week-long work experience placement to take place during the summer

term. Students then look at budgets and finance planning for different career pathways, and are given the opportunity to take part in a mock interview with an external professional. Students then move on to using a web-based careers programme called Unifrog to further explore their career options. This programme allows them to look specifically at different careers and courses and plan how to achieve the grades they will need, as well as any other experiences that will be beneficial. Students also have the opportunity to visit

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university open days and apprenticeship workshops. We welcome ASK (Apprenticeship Support & Knowledge) and Jobseeker Plus into school, to deliver presentations to our Year 12 students and answer any queries they may have. All Year 12 students spend one week on work experience (two weeks for those students studying the BTEC Diploma in Health & Social Care) in the summer term. Information is shared regularly with students during Form Time regarding Higher Education and apprenticeship opportunities, and all Year 12 students have the opportunity to attend the UCAS Higher Education exhibition. By the end of Year 12 students who are clear about their next steps will have a suitable personal statement completed in preparation for their application in Year 13.

During Year 13, the Sixth Form team will review students' application forms, and check they are meeting appropriate deadlines. Personal statements are checked by both Group Tutorial teachers in the first instance and then by Form Tutors. Individual student references are written by subject specialists. Students who are required to sit a pre-entry exam have particular guidance to support them through the process. Year 13 students also have the opportunity to attend the North East Apprenticeship Show. Any students who require further support can make an appointment with our Careers Adviser for themselves or with their parents.