

Park High School Careers Programme Overview 2022 - 2023

Incorporating the Gatsby Benchmarks and CDI Framework



G - Grow throughout life E – Explore possibilities M – Manage career

C – Create opportunities B – Balance life and work S – See the bigger picture

Our careers programme inspires curiosity, challenges perceptions and raises aspirations.

Park High School Careers Programme Overview 2022 - 2023

Year group	Event	Term Date	Notes
7	Enterprise Challenge	Autumn Term 1	Pilot - two tutor groups attended an enterprise workshop delivered by an external company linking maths and creative skills
7	Careers Fair	Autumn Term 1	Students attend during lunch period to speak with visitors from FE, HE and companies
7	Introduction to Careers Assembly	Spring Term 1	Introduction to the Careers Team
7	National Apprenticeship Week	Spring Term 1	Presentation about apprenticeships. Understanding post 16 pathways.
7	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
7	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
7	Career speed Networking Event	Spring Term 2	Meet with external employers to hear about their job role.
7	Introduction to Unifrog	Summer Term 2 and throughout the year	Students create a Unifrog account and complete the interests quiz. Students log use of Park High Character Virtues using competency tool.
7	Unifrog	Summer Term 2	Exploring career pathways that suit me
7	Job of the week at registration time	Summer Term 2	Broadening students awareness of jobs available and labour market information.

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8	Job of the week at registration time	Throughout the year	Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market.
8	Careers Fair	Autumn Term 1	Students attend during lunch period to speak with visitors from FE, HE and companies
8	National Apprenticeship Week	Spring Term 1	Presentation about apprenticeships. Understanding post 16 pathways.
8	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
8	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
8	Career speed Networking Event	Spring Term 2	Meet with external employers to hear about their job role.
8	Refresher of Unifrog	Termly	Complete exploring career pathways that suit me
8	Registration activity	Spring Term 2	Understanding different qualifications and pathways.
8	Trip to BT Office London	Summer Term 2	Work place visit to raise aspirations. Hearing from employees and importance of employability skills.

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9	Job of the week at registration time	Throughout the year	Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market.
9	Careers Fair	Autumn 1	Students attend during lunch period to speak with visitors from FE, HE and companies
9	National Apprenticeship Week	Spring Term 1	Presentation about apprenticeships. Understanding post 16 pathways.
9	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
9	Preferences Evening	Spring Term 2	Careers & Employability Coordinator and Independent Careers Adviser attend evening and speak with parents/carers and students.
9	Parents/Carers Evenings	Spring Term 2	Careers & Employability Coordinator attends Parents Evenings
9	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
9	Career speed Networking Event	Spring Term 2	Meet with external employers to hear about their job role.
9	Trip to Price Waterhouse Cooper.	Spring Term 2	Work place visit to raise aspirations. Hearing from employees about their journey and job.
9	CV preparation	Summer Term 2 and throughout the year	Programme during registration time to create their CV.
9	Review Day	Summer Term 2	Work Experience Administrator in attendance to speak with parents/carers about work experience in Year 10.

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Year group	Event	Term Date	Notes
10	Registration activities	Continuous throughout the year	Post 16 pathways, personal development action plan, Planning my route work experience,
10	CV Preparation Programme	Autumn Term 1	Programme during registration time to create their CV.
10	Work Experience Launch assembly	Autumn Term 1	Careers & Employability Coordinator launches work experience through an assembly. Benefits, expectations, locations.
10	Careers Fair	Autumn Term 1	Students attend during lunch period to speak with visitors from FE, HE and companies
10	Top tips for interviews.	Autumn Term 2	Live teams presentation by SCS Railways.
10	Mock Interview Event	Autumn Term 2	External employers interview students and provide feedback.
10	National Apprenticeship Week	Spring Term 1	Activities during the week during tutor time. Presentation from Department of Work and Pensions.
10	Trip to Harrow College	Spring Term 1	BTEC Sport and Enterprise students exploring post 16 pathways
10	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
10	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
10	Career guidance meeting	Summer Term 1	1:1 career guidance meetings begin with independent careers adviser.
10	Personal Safety	Summer Term 2	In person presentation by Police on Personal Safety during work experience
10	Assembly	Summer Term 2	Expectations during work experience
10	Parents Evenings	Summer Term 2	Careers & Employability Coordinator attends Parents Evenings
10	Work Experience	Summer Term 2	Students attend a one week work experience placement which they have to source
10	Work Experience debrief	Summer Term 2	Students share their work experience with their form, complete evaluation, start preparing their Park High Portfolio, update their CV
10	Group meeting for SEN parents/carers	Summer Term 2	Careers & Employability Coordinator, SENCO and Careers adviser attend to explain post 16 options.

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Year group	Event	Term Date	Notes
11	Weekly registration activity	Throughout the year	Topics range from post 16 and post 18 options, UCAS website, self evaluation of their progress check, revision techniques, open days, live Q & A sessions, application forms.
11	Career guidance meeting	September - February	Students attend a one to one meeting with Level 7 qualified Careers Adviser
11	Assembly	Autumn Term 1	Introduction to Mr Clarke, Head of Sixth Form and Careers Team
11	Year 11 Curriculum Evening	Autumn Term 1	Careers & Employability Coordinator provides information on post 16 pathways to parents/carers.
11	SEN annual reviews	Autumn Term 1	Independent Careers Adviser or Careers & Employability Coordinator attend the annual reviews.
11	Careers Fair	Autumn Term 1	Wide range of Colleges, Apprenticeship and Traineeship providers, universities and employers.
11	Review Day	Autumn Term 1	Careers & Employability Coordinator in attendance to speak with parents/carers.
11	Visit to Park High Sixth Form	Autumn Term 2	Tutor groups visit the Sixth Form for a presentation from Head of Sixth Form and students.
11	Park High Sixth Form Open Evening	Autumn Term 2	Parents/ Carers attend presentation followed by talks with A level subject teachers.
11	Day in the Life of	Autumn Term 2	Students attend Park High Sixth Form or a local College to experience a day of lessons.
11	Post 16 Transition meetings	Spring Term 1	All students attend a transition meeting about their post 16 pathway.
11	Attendance at Parents/Carers Evenings	Spring Term 1	Careers & Employability Coordinator is in attendance.
11	National Apprenticeship Week	Spring Term 1	Activities during the week during tutor time. Presentation from Department of Work and Pensions.
11	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons.
11	Spark Change	Summer Term 1	Letter to parents/carers free support programme from Prospect Services
11	GCSE Results Day	Summer Term 2	Careers & Employability Coordinator and Careers Adviser in attendance to provide support and advice.

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Year group	Event	Term Date	Notes
Sixth Form	Opportunities continuously advertised on the Padlet	throughout the year	Virtual work experience, insight days, apprenticeships, webinars
Sixth Form	Apprenticeship Padlet	throughout the year	Padlet advertising apprenticeship vacancies.
Sixth Form	Assembly by SCS Railways - Work Experience opportunities	Autumn Term 1	In person assembly promoting work experience opportunities with SCS Railways
Sixth Form	Careers Fair	Autumn Term 1	Opportunity to speak with FE, HE, Employers about post 18 pathways.
Sixth Form	Why students need a Linked in profile.	Autumn Term 2	Live presentation by Get my first job
Sixth Form	Introduction to Careers Compass site.	Autumn Term 2	Live presentation to Careers Compass website. Workshops and support available to Sixth Form students.
Sixth Form	Preparing for your future in work presentation	Spring Term 1	In person talk by Department of Work & Pensions
Sixth Form	Apprenticeship presentation	Spring Term 1	In person presentation by Apprenticeship Support & Knowledge
Sixth Form	Live Team & In person Apprenticeship Speed networking event	Spring Term 1	In person and live teams presentations from apprentices
Year 12	Career guidance meetings	Autumn Term 2	Interviews for students new to Park High Sixth Form
Year 12	Preparing for work - Interview skills and employability day	Spring Term 1	Preparation for the employability day interviews, looking at CVs.
Year 12	Live Teams presentation. Networking Skills and employability skills	Spring Term 1	Live Teams presentation by external provider.
Year 12	UCAS Fair	Spring Term 2	Opportunity to explore post 18 options
Year 12	Employability Day	Spring Term 2	External employers interview students, provide feedback and observe team working challenge
Year 12	Post 18 Options Week	Summer Term 2	Variety of activities linked to progression after Year 12. University and Apprenticeship Festival visits.
Year 13	Student Finance	Spring Term 1	In person presentation by University of Hertfordshire
Year 13	Spark Change	Summer Term 1	Letter to parents/carers free support programme from Prospect Services

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