

 City of Norwich School Careers Programme 2023-2024			
Autumn Term		Spring Term	Summer Term
Year 7	Transition Introduction to CNS - rules, behaviours, expectations, opportunities, where to get help/support.	National Apprenticeship Week 5th-11th February Talks/Stand/workshops looking at apprenticeship opportunities & the local labour market.	Drop Down Day Transferable skills & teambuilding activities
	Introduction to Careers Team/Transferable Skills Assembly Students will be introduced to the term "Careers" and its meaning. They will meet the Careers Team and think about the transferable skills they will use throughout their time in secondary school and beyond.	National Careers Week 4th- 9th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.	Stereotype Assembly Interactive assembly thinking about gender stereotypes in job sectors.
Careers Café Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.			
Embedded in the curriculum Careers education is embedded across all subject areas as well as being part of PSHE			
PSHE –			
Year 8	Introduction to Careers Team/Transferable Skills Assembly	Drop Down Day - Energy Sector Careers National Apprenticeship Week	Workshops/Assemblies

	<p>Students will be introduced to the term "Careers" and its meaning. They will meet the Careers Team and think about the transferable skills they will use throughout their time in secondary school and beyond.</p>	<p>5th-11th February Talks/Stand/workshops looking at apprenticeship opportunities & the local labour market.</p> <p>National Careers Week 4th-9th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.</p> <p>Careers Café Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.</p>	<p>Career focused assemblies and workshops delivered by outside speakers and school staff.</p> <p>Careers Café Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.</p>
	<p>Embedded in the curriculum Careers education is embedded across all subject areas as well as being part of PSHE</p> <p>PSHE –</p>		
Year 9	<p>Job Sector & LMI Assemblies Students will meet employers/employees from different job sectors and find out</p>	<p>Job sector & LMI Assemblies Students will meet employers/employees from different job sectors and find out about</p>	<p>Job sector & LMI Assemblies Students will meet employers/employees from different job sectors and find out</p>

	<p>about the opportunities/pathways into different roles.</p>	<p>the opportunities/pathways into different roles</p> <p>National Apprenticeship Week 5th-11th February Talks/stands/workshops looking at apprenticeship opportunities & the local labour market.</p> <p>National Careers Week 4th-9th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.</p> <p>Preferences Assemblies Faculty leads with deliver assemblies giving students more information about the GCSE courses available to them.</p> <p>Preferences Evening Students and parents attend evening to speak with subject teachers and find out more about the Level 2 courses available to student in Years 10 & 11.</p> <p>Careers Adviser Appointments Targeted students will have 1-1 careers appointments with careers adviser -</p>	<p>about the opportunities/pathways into different roles.</p> <p>Workshops Career/skills focused workshops delivered by outside speakers and school staff.</p> <p>Careers Adviser Appointments Targeted students will have 1-1 careers appointments with careers adviser - particular focus on SEND students and those highlighted by House Teams.</p> <p>Careers Café Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.</p> <p>Drop Down Day Reverse Careers Fair</p>
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	<p>Embedded in the curriculum Careers education is embedded across all subject areas as well as being part of PSHE</p> <p>PSHE –</p>		
<p>Year 10</p>	<p>Careers Adviser Appointments 1-1 or small group impartial careers appointments with Careers Adviser.</p> <p>Workshops/Assemblies Career focused assemblies and workshops delivered by outside speakers and school staff.</p> <p>Tutor Time Activities/Presentations Careers related tutor time activities and information.</p> <p>Work Experience Launch, Preparation Assemblies, Activities & Information</p>	<p>National Apprenticeship Week 5th-11th February Talks/stands/workshops looking at apprenticeship opportunities & the local labour market.</p> <p>National Careers Week 4th-9th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.</p> <p>Work Experience Placements 18th-22nd March</p>	<p>Careers Adviser Appointments 1-1 or small group impartial careers appointments with Careers Adviser.</p> <p>Careers Cafes Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.</p> <p>Workshops/Assemblies Career focused assemblies and workshops delivered by outside speakers and school staff.</p>

	<p>Students will find out about work experience and complete activities and tasks for help support them in finding placements and feeling prepared for a week in the world of work.</p>	<p>All students have the opportunity to complete a 1 week self-generated work experience placement.</p> <p>Norfolk Skills & Careers Festival Opportunity to attend festival at Norfolk Showground to meet different education/training/employment providers.</p> <p>Careers Adviser Appointments 1-1 impartial careers appointments with Careers Adviser.</p> <p>Careers Cafes Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.</p> <p>Workshops/Assemblies Career focused assemblies and workshops delivered by outside speakers and school staff.</p> <p>Tutor Time Activities/Presentations Careers related tutor time activities and information.</p>	<p>Tutor Time Activities/Presentations Careers related tutor time activities and information.</p>
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	PSHE –		
Year 11	<p>Careers Adviser Interviews 1-1 impartial careers appointments with Careers Adviser</p> <p>Help You Choose Parent Information Evening Parental engagement session sharing information about the post-16 application process with parents to enable them to support their young people in applying for college or sixth form.</p> <p>Help You Choose Assembly Assembly sharing information about the post-16 application process with students and explaining where they can go for help and support with this.</p> <p>Application Support Sessions Lunchtime drop-in sessions for support with applications. Small groups of students identified by house teams may also have more targeted support with completing applications via HYC.</p> <p>Careers Drop Down Day Pathways & Employability</p>	<p>National Apprenticeship Week 5th-11th February Talks/stands/workshops looking at apprenticeship opportunities & the local labour market.</p> <p>National Careers Week 4th-9th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.</p> <p>Careers Adviser Appointments 1-1 impartial careers appointments with Careers Adviser.</p> <p>Workshops/Assemblies Career focused assemblies and workshops delivered by outside speakers and school staff.</p> <p>Tutor Time Activities/Presentations Careers related tutor time activities and information.</p> <p>Careers Cafes Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with</p>	<p>Careers Adviser Appointments 1-1 impartial careers appointments with Careers Adviser.</p> <p>Workshops/Assemblies Career focused assemblies and workshops delivered by outside speakers and school staff.</p> <p>Tutor Time Activities/Presentations Careers related tutor time activities and information.</p> <p>Careers Cafes Informal lunchtime chat with people working in different job sectors. Guest speaker information will be shared with students in advance and students asked to sign up to attend.</p>

	<p>Students will have the opportunity to attend workshops supporting post 16 applications and pathways.</p> <p>Post 16 Application Support Sessions (Form Time/Lunchtime) Lunchtime drop-in sessions for students needing additional support with applications or somewhere to sit and complete applications. Mrs Pentney & careers advisers will also pop into form rooms to answer any questions and support with the application process.</p> <p>Workshops/Assemblies Career focused assemblies and workshops delivered by outside speakers and school staff.</p> <p>Tutor Time Activities/Presentations Careers related tutor time activities and information.</p>	<p>students in advance and students asked to sign up to attend.</p>	
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Year 12	Careers Adviser Interviews	National Apprenticeship Week	Careers Adviser Interviews

	<p>1-1 impartial careers appointments with Careers Adviser. Students can contact careers lead to book appointment or be referred by sixth form team.</p> <p>Workshops/Assemblies/Morning Programme Career focused assemblies and workshops delivered by outside speakers and school staff. Pathways and careers activities and information are also included in the morning programme.</p> <p>Work Experience/Volunteering Students are encouraged to find work experience or volunteer within the local community or in school at any time during the school year.</p>	<p>7th-13th February Talks/stands/Workshops looking at apprenticeship opportunities & how to apply.</p> <p>National Careers Week 7th-12th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.</p> <p>Careers Adviser Interviews 1-1 impartial careers appointments with Careers Adviser. Students can contact careers lead to book appointment or be referred by sixth form team.</p> <p>Workshops/Assemblies/Morning Programme Career focused assemblies and workshops delivered by outside speakers and school staff. Pathways and careers activities and information are also included in the morning programme.</p> <p>Work Experience/Volunteering Students are encouraged to find work experience or volunteer within the local community or in school at any time during the school year.</p>	<p>1-1 impartial careers appointments with Careers Adviser. Students can contact careers lead to book appointment or be referred by sixth form team.</p> <p>Workshops/Assemblies/Morning Programme Career focused assemblies and workshops delivered by outside speakers and school staff. Pathways and careers activities and information are also included in the morning programme.</p> <p>Careers Month - June Guest speakers from the world or work are invited in to deliver presentations and workshops to Year 12 students.</p> <p>Work Experience/Volunteering Students are encouraged to find work experience or volunteer within the local community or in school at any time during the school year.</p> <p>UCAS Discovery Day June Norfolk Showground Students will have the opportunity to meet over 100 unis, colleges, and apprenticeship employers face-to-face, find out about different options and pathways, listen to live expert talks & get the latest advice and information on different career choices.</p>
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Year 13	<p>Careers Adviser Interviews 1-1 impartial careers appointments with Careers Adviser. Students can contact careers lead to book appointment or be referred by sixth form team.</p> <p>Workshops/Assemblies/Morning Programme Career focused assemblies and workshops delivered by outside speakers and school staff. Pathways and careers activities and information are also included in the morning programme.</p> <p>Work Experience/Volunteering Students are encouraged to find work experience or volunteer within the local community or in school at any time during the school year.</p> <p>Application Support/Mentoring</p>	<p>National Apprenticeship Week 7th-13th February Talks/stands/Workshops looking at apprenticeship opportunities & how to apply.</p> <p>National Careers Week 7th-12th March Whole school careers focus week. Workshops/guest speakers/pathways information/careers & job information/lunchtime drop-in sessions/class activities.</p> <p>Careers Adviser Interviews 1-1 impartial careers appointments with Careers Adviser. Students can contact careers lead to book appointment or be referred by sixth form team.</p> <p>Workshops/Assemblies/Morning Programme</p>	<p>Careers Adviser Interviews 1-1 impartial careers appointments with Careers Adviser. Students can contact careers lead to book appointment or be referred by sixth form team.</p>

	UCAS and Apprenticeship support sessions - CVs, Personal Statements, Applications.	Career focused assemblies and workshops delivered by outside speakers and school staff. Pathways and careers activities and information are also included in the morning programme.	
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