

## Our Careers Calendar

Year Group	Date	Time	
Y7, Y8, Y9, Y10	September to July	In school	<b>Careers Meetings</b> – All year 11 pupils and pupils in Y7, Y8, Y9 and Y10 who are SEN, LAC, FLAC, identified by staff or at parent/pupil request receive a one to one careers meeting with a member of the careers team with follow up meetings as required.
Y7, Y8, Y9, Y10	September to July	In school	<b>Careers Lessons</b> – Pupils receive a dedicated timetabled set of lessons taught throughout the year as part of our CLIVE (citizenship, life, independent, values, ethics) programme. Aided by Kudos and START profile, we focus on career choices, aspirations, pupil voice, employability skills and the labour market.
Y11	September	In school	<b>College Application Process Launch</b> – This is launched to pupils in assembly.
Y11	September to December	In school	<b>College Assemblies</b> – Representatives from our local colleges are invited to present their offering to our pupils, distribute their prospectuses and answer pupil questions.
Y11	September to April	In school	<b>College Application Process</b> – Pupils are guided through the college application process during their timetabled CLIVE lessons. Time is also made available to produce a personal statement and curriculum vitae. Pupils interested in apprenticeships can also make applications at this time with further information and available vacancies found at <a href="http://www.gov.uk/apply-apprenticeship">www.gov.uk/apply-apprenticeship</a> and on our apprenticeship noticeboard.
Y10 and Y11	October	After school	<b>Careers Fair</b> – Our local colleges and training providers will be on hand to speak to pupils and parents about the courses and facilities each of them has to offer - the perfect chance for our pupils to gather information prior to completing college applications.
Y11	October	In school	<b>Mock Interview Day</b> – Pupils are allowed to dress in “business dress” for the day. They will complete a mock job application form and experience a mock interview with representatives from the local business community. Feedback is gathered from pupils and interviewers after each interview.
Y10	January	In school	<b>Work Experience Programme Launch</b> – This is launched to pupils in assembly. They will be advised to start talking to relatives/friends to establish where they can or would like to go for their one week work placement in July.
Y9, Y10 and Y11	January	After school	<b>Careers Convention</b> – Provides an excellent opportunity for Y9 to gather information to assist with their option choices, for Y10 to make useful contacts in preparation for their forthcoming work

			experience and for Y11 to speak to local colleges, training providers, universities and employers and apprenticeships providers about their Post-16 intentions.
Y10	January	In school	<b>Work Experience Deadline</b> – By the end of the month pupils must have spoken to someone at their chosen placement and had their attendance there on work experience agreed.
Y10	February	In school	<b>Work Experience Deadline</b> – paperwork completed by parents and the companies providing work experience placements must be submitted to NYBEP, who administrate the programme on our behalf, by the end of the month. This allows sufficient time for all placements to be risk assessed and checked for appropriate insurance.
Y11	February to June	At home	<b>College Interviews</b> – Colleges contact pupils direct to arrange an interview which usually takes place by telephone. Access can be arranged during the school day if required.
Y9	March	After school	<b>Options Evening</b> – Pupils and parents receive an options booklet and are encouraged to come to our options evening which provides an opportunity attend information sessions, to meet with teaching staff in all subject areas, the careers team and local college representatives to help support them with their options choices.
Y10	June	At home	<b>Contact Work Experience</b> – We ask all pupils to contact their work experience placement provider to confirm the dates they will be attending and ask any pertinent questions.
Y10	June	At home	<b>Work Experience Preparation</b> – Pupils receive a dedicated lesson to prepare them for work experience.
Y10	June/July	In school	<b>Ambition Day</b> – The aim of this event is to involve a large number of representatives from the world of work and the local community, who will speak to pupils about what they do in their job, how they got there, the professional qualifications they have and the personal qualities and skills they possess. Pupils will take part in various employer lead sessions and labour market information lessons.
Y10	July	In school	<b>Work Experience Placement</b> – pupils attend the placements arranged earlier in the year. Feedback is gathered from both pupils and employers at the end of the placement.
Y10	July	In school	<b>College Taster Day</b> – pupils have the opportunity to visit a local college for the day and complete a number of subject taster sessions of their choosing.