

DELIVERY OF CAREERS PROGRAMME

Secondary & Sixth Form Setting

Year 7		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities.	All Year
Step's Series Work booklet	The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future	Nov – May
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring
Vision Board Poster	Students to create a vision board – Careers Competition.	Spring
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
Skinners' Academy Careers Passport	Each year once a student has completed their 'Steps' workbook they will receive a stamp in their careers passport.	Summer

Year 8		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities.	All Year
Step's Series Work booklet	The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future	Nov – May
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring

Studying a language and job opportunities	To focus on how having a second language can support job opportunities.	Summer
Participate in volunteers' week	To raise awareness about the benefits becoming a volunteer and the diverse volunteering roles that is available. Volunteering has been shown to have a positive impact on the lives of those who volunteer, assisting volunteers in gaining new skills and boosting self-esteem.	Summer
Skinners' Academy Careers Passport	Each year, once a student has completed their 'Steps' workbook they will receive a stamp in their careers passport.	Summer

Year 9		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities.	All Year
Step's Series Work booklet	The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future	Nov – May
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year
6th Form Taster Afternoon	Students get to get an insight of Skinners' Academy 6th form. Sixth Form student speak about their journey from Year 9 choosing subject options to why they took the A-level route and what path they intend to take next.	Spring
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
Speed Networking	An effective way of students having encounters with employers. Being able to ask question and get direct answers.	Summer
Work Experience Workshop	Getting the students ready to start thinking about Year 10 Work Experience.	Summer
GCSE Options Evening	To have the opportunity for students and parents to understand the importance of choosing the right GCSE/ BTEC subject and a chance to speak with subject teachers.	Summer

1:1 interview regarding subject choices	Interview with SLT focusing on subject choices for next year.	Summer
Skinners' Academy Careers Passport	Each year once a student has completed their 'Steps' workbook they will receive a stamp in their careers passport.	Summer

Year 10		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities.	All Year
Step's Series Work booklet	The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future	Nov – May
1:1 career interview	To provide information, advice and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year
Career questionnaire	To see what career sector students are interested in post 16. (This information will help plan employer talks for Year 11)	Autumn
University Visit	Students to get a taster at a HE provisions.	Autumn
National Apprenticeship Week (NAW)	Students to get an insight into Apprenticeships. Engaging students in workshops and events celebrating National Apprenticeship Week.	Autumn
Entrepreneur – self-employed day	This workshop is an opportunity to learn about what it takes to be self-employed. Looking at business ideas, case Studies on people who have started successful businesses and understanding the personal and professional requirements of starting your own business.	Autumn
Post 16 Evening	This event provides students with the opportunity to discover post 16 information from local post 16 provisions	Autumn
National Careers Week (NCW)	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring

Apprenticeship vs University Route session	To look at the similarities and difference between Apprenticeships and University degrees. Taking a different route can still fulfil your end goal.	Spring
Work Experience	Students gain two weeks work experience. Skills gained will be added to the student's CV's.	Spring
College Taster Afternoon	Students to get a taster at a post 16 provision	Summer
T-Level Workshop	Workshop based on the newly introduced qualification – T Levels	Summer
Skinners' Academy Careers Passport	Each year once a student has completed their 'Steps' workbook they will receive a stamp in their careers passport.	Summer

Year 11		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities.	All Year
Step's Series Work booklet	The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future	Nov – May
1:1 career Support Sessions	To provide information, advice and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year
Personal Statement Workshop	For students to understand the use of an effective Personal Statement when applying for Post 16 provisions.	Autumn
6th Form Taster Afternoon	Students get to get an insight of Skinners' Academy 6th form. Sixth Form student speak about their journey from Year 9 choosing subject options to why they took the A-level route and what path they intend to take next.	Autumn
National Apprenticeship Week (NAW)	Students to get an insight into Apprenticeships. Engaging students in workshops and events celebrating National Apprenticeship Week.	Autumn
Interview Attire & Professional Clothing Workshop	A workshop for students presented by two charities aimed at male and females. Students receive outfit advice of first-class attire and accessories for their specific job interview. Including tips on high street shops and where to look for the best deals.	Autumn
Mock Interviews	A variety of Employers from different sectors to present what their company is about and what type of employee they are looking for.	Autumn

Post 16 Pathway Parents Evening	For parents to understand the different pathway routes Post 16.	Autumn
Post 16 Evening	This event provides students with the opportunity to discover post 16 information from local post 16 provisions	Autumn
Post 16 Applications Workshop	Post 16 Applications Workshop	Autumn & Spring
Initial Year 11 Destinations Update	Students are tracked by the school regarding their selected sixth form, college or apprenticeship destination. Records are updated to include the start of the cross- agency work for student's who are potentially NEET	Spring
National Careers Week (NCW)	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
NCS	NCS to provide information on how to sign up and what it involves. NCS	Summer
Alumni Afternoon	Students to have an encounter with members of our Alumni network.	Summer
Sustained Year 11 Destination Update	Students are tracked by the school regarding their selected sixth form, college or apprenticeship destination. Records are updated to include the start of the cross- agency work for student's who are potentially NEET	Summer
Skinners' Academy Careers Passport	Each year once a student has completed their 'Steps' workbook they will receive a stamp in their careers passport.	Summer

Year 12		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities. Please CLICK HERE for more information.	All Year
Step's Series Work booklet	The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future	Nov – May
1:1 career Interview	To provide information, advice and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year

Careers Hubs	All students in Y12 to complete an induction programme which will include alignment to a careers hub and bespoke activities. Please see the careers hub working plan	Autumn
National Apprenticeship Week (NAW)	Students to get an insight into Apprenticeships. Engaging students in workshops and events celebrating National Apprenticeship Week.	Autumn
National Careers Week (NCW)	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring
Professional Skills	Students to participate in a programme of study around preparing for the world of work and university applications.	Spring
Y12 Work Experience	All students to participate in a week of work experience activities	Summer
UCAS Process	All students to start the UCAS process which university searches and	Summer

Year 13		
Activity	Outcome	Delivery Time
UNIFROG	Unifrog is a platform that all Secondary students use to log all their career activities. Please CLICK HERE for more information.	All Year
1:1 career support sessions	To provide information, advice and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year
National Apprenticeship Week (NAW)	Students to get an insight into Apprenticeships. Engaging students in workshops and events celebrating National Apprenticeship Week.	Autumn
Apprenticeships talk	All students who are interested in apprenticeships to access support on how to find and apply to opportunities	Autumn
UCAS Process	All students to have applied to university by January of year 13. A programme of advisories and 1:1 session will help students work up to this point	Autumn
National Careers Week (NCW)	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring

International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
Professional Skills for School Leavers workshop	Refresher session on professional standards of emails, communications and expectations before going to university/work	Spring
Destination Update	Students are tracked by the school regarding their year 13 leaver destination. Records are updated to include their firm/ insurance choice	Summer

STEPS CAREERS WORK BOOKLETS

Part of the careers curriculum at Skinners' Academy students will take part in a wide variety of CEIAG activities that will support them in developing the Skinners' Academy Careers Passport.

All students will complete the Step's Series Careers Programme. The workbooks are progressive and are relevant to each year group. They cover a range of issues to help students to understand more about themselves, find out about careers and the world of work, and help them to plan for their future.

Each of the workbook's are in line with the Gatsby Benchmarks. All tasks have been linked to learning-objectives from the New CDI's Framework for Careers, Employability & Enterprise Education. This enhancement is designed to raise awareness of the 6 Areas of Learning for Careers Education.

To access our [Careers Policy](#) and [Careers Portal](#) please click on the link.

COVID 19

Due to Covid-19 we have had to modify the way we deliver some of our career activities. Many activities are now delivered virtually. We have decided that this is the best way to meet the Gatsby Benchmarks at this unpleasant time. We can only hope that by the next academic year we can go back to physical interactions.

Throughout the academic year all students will have the opportunity to take part in a variety of career events, career talks, workshops and fairs. We have recently launched the Skinners' Careers Portal which include the latest CEIAG information and opportunities available.

Please [click here](#) to see a list of our CEIAG Partners

UNIFROG

Unifrog is a platform that all Secondary students use to log all their career activities.

Career information and guidance is available on one single, impartial, user-friendly platform that helps students to make the best choices and submit the strongest applications. The benefits of using Unifrog are based on the following:

- Careers Guidance - Schools have a statutory responsibility to provide independent and impartial information on students' full range of options, including vocational routes such as apprenticeships.
- Raising Attainment - Good careers guidance motivates students to work hard towards their goals – thus raising attainment.
- Preparing for KS5 - Unifrog ensures students make well-informed choices regarding progression routes.
- Gatsby Benchmarks - Unifrog is mapped against the Gatsby Benchmarks to help you deliver Outstanding Careers Guidance in accordance with the new Careers strategy. Please click on the link for more information on [Unifrog and Achieving the Gatsby Benchmarks](#).

LOCAL ENTERPRISE ADVISOR NETWORK

Enterprise Co-ordinators

Karen Pollard, Enterprise Coordinator for the London Enterprise Adviser Network, a programme embedded into the Mayor of London's Skills for Londoners Strategy. Supporting secondary schools and colleges across Central London Boroughs with their Careers provision, including the development of a stable careers programme and building relationships with employers to make it easier for students to engage with the world of work. I am pleased to be supporting the Careers Team at Skinners' Academy, with a focus on promoting independent choice and positive outcomes for young people.

Enterprise Advisors

Pascoe Craig, Account Manager at Capgemini UK. Also, an Enterprise Adviser for the London Enterprise Adviser Network, sharing my knowledge and experience as a business volunteer at Skinners' Academy. My focus is to support the Careers and Senior Leadership Team strategically to develop and evaluate their careers plan, provide an employer's perspective on how to embed labour market information and opportunities into the careers programme, and engage with local businesses and employers to put a wide variety of careers opportunities at the heart of young people's education, positively impacting their future choices and outcomes.

CURRICULUM LEARNING

All subject teachers link curriculum learning with careers. Each subject area produces schemes of work which show how career-relevant learning will be embedded in their teaching.

CAREERS STRATEGY: MAKING THE MOST OF EVERYONE'S SKILLS AND TALENTS: DECEMBER 2017

Gatsby Benchmarks

1. A stable careers programme. Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information. Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student. Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers. All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees. Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces. Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.
7. Encounters with further and higher education. All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance. Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made

Ofsted Requirements

Secondary schools prepare pupils for future success in education, employment or training. They use the Gatsby Benchmarks to develop and improve their careers provision and enable a range of education and training providers to speak to pupils in Years 8 to 13. All pupils receive unbiased information about potential next steps and high-quality careers guidance. The school provides good quality, meaningful opportunities for pupils to encounter the world of work.

Compass Audit Evaluation

[Compass Evaluation results](#)

Careers Provision

The government published a new Careers Strategy in 2017 which sets out a set of standards called the Gatsby Benchmarks. It is a requirement of all schools to work towards meeting these standards. More information about our Careers Provision, Access Statement, Parental Guidance and information for professional partners can be found on the [school's website](#) located in the Careers Portal.

For more information please contact our Careers Leader - Chaitanya Jackson via email - Cjackson@skannersacademy.org.uk

Or by telephone - 0208 800 7411