

# Key Stage 4 Careers Education, Information, Advice and Guidance Programme

Term	Activity	Gatsby Benchmarks	
Year 10			
Autumn	Career and progression tracking	3, 8	
	<u>Tutor activities:</u> CV and application letter writing Workplace Experience launch Interview techniques Post-16 routes	3, 4, 6 6 6	
	Careers Programme and Workplace Experience Launch	1	
	Parents and Students: Key Stage 4 introduction and meet the tutor event	1	
	Parent Communications: Workplace Experience and Careers Programme	1	
	Mental health awareness week	3	
	Career and progression tracking	3, 8	
	Spring	<u>Tutor activities:</u> Labour market information Apprenticeships Health and Safety in the workplace	2 7 5, 6
<u>Visiting speakers:</u> Financial education sessions Business owners Key sector employers (typically police, healthcare, construction, sports, architecture, agriculture, teaching, finance, etc)		3, 4, 5 7	
Tenner Project		4, 5	
Workplace Experience		5, 6	
Career and progression tracking		3, 8	
Summer		<u>Tutor activities:</u> Labour market information Post-16 qualification types Careers research Apprenticeships University education Workplace Experience evaluation	2 4, 7 7 2, 7 4, 7 5, 6
		<u>Visiting speakers:</u> ASK Apprenticeships University of Nottingham/Nottingham Trent University Local Colleges and post-16 providers Oxbridge universities (by invitation)	3, 7 3, 7 3, 7 (3, 7)
		Sixth Form introduction	7
	Year 11		
	Autumn	Career and progression tracking	3, 8
		<u>Tutor activities:</u> CV and application letter writing Interview skills Post-16 routes	3, 4, 6, 8 3 3, 4
		<u>Visiting speakers:</u> Colleges (targeted)	3, 7
		Careers programme launch	1
Workplace Experience evaluation* 2019 only		6	
Parent communication: Careers Programme		1	

	'What Next?' Careers Expo visit	5, 7
	Post-16 Open Evening	4, 7
	Year 11 Mock Interviews	2, 3, 4
	Year 11 Post-16 taster days	3, 4, 7
	Decisionz magazine distribution	2, 3, 4
Spring	Career and progression tracking	3, 8
	<u>Tutor activities:</u>	
	Labour market information	2
	Apprenticeships	7
	<u>Visiting speakers:</u>	
	Key sector employers (typically police, healthcare, construction, sports, architecture, agriculture, teaching, finance, etc) – targeted and by student self-selection	3, 5, 7
	Post-16 interviews (1:1, 15-minutes)	8
	Targeted intervention for potential NEET	3, 8
	Decisionz magazine distribution	2, 3, 4
Summer	<u>Student exit survey:</u>	1, 3
	Destinations	
	Evaluation of tutor activities	
	Evaluation of careers interviews	
	Evaluation of overall programme	
After KS4	Tracking of student destinations	3
	Parent Survey: evaluation of careers provision and its impact	1
	Evaluation of impact of interviews and programme	1