

Careers Programme of activities Year 9 to 11

Kettlebrook Short Stay School offers each student the opportunity to participate in a wide range of career related activities across their time with us and this programme is fully supported by our whole staff team, SLT and our management committee. The activities can vary for each student and are directly related to their personal journey and interests. Given that each student's length of time with us varies, not all students will complete all aspects of the passport. Instead specific strands of this are chosen to reflect their journey and requirements from the point they arrive with us. Our careers curriculum is delivered by our whole school team. Focused ongoing 1:1 guidance is offered by our Careers Adviser, but other aspects are delivered through subject specific lessons, PHSE, targeted small group work and personal tutor support. Students are offered multiple opportunities to work closely with employers via ongoing work with local employers like Eurocarparts, attendance at local and national careers events, visits to local FE providers and training providers as required. As our students needs are so diverse that a 'one strategy fits all' approach isn't effective and as such our guidance team work to tailor what is offered to support each student's individual needs and planned journey.

Year Group	Activity	Time of delivery within academic year
9	Make a choice	April - July
9	I am good at	April - July
9	What I like least and best	April - July
9	ICould Quiz online	April - July
10	Self-assessment questionnaire	April - July
10	Skill or Personal Quality Challenge	April - July
10	What are my interests and preferences	April - July
10	What is my personality?	April - July
10	How to use labour market information – why is this important?	April - July
10	Interview preparation documents and targetted planning	June - July
10	Mock interview by Local Employer	June - July
11	Baseline guidance interview and questionnaire	Autumn Term
11	Work readiness questionnaire	Autumn Term
11	When I leave year 11 ladder	Autumn Term
11	Long and short-term goals	Autumn Term
	SMART Targets – ensuring your plans are always SMART	Autumn term

11	Preparation for interview assessment	Jan - April
11	Typical job interview questions and potential answers	Jan - April
11	<ul style="list-style-type: none"> • Typical job interview questions • Questions you could ask an employer at interview • What not to ask! 	Jan - April
11	Benefits of researching a company	Jan - April
11	Preparation documents for mock interviews	Jan - April
11	Interview preparation documents and targeted planning	March – April
11	Mock interview by Local Employer	March - April
11	1:1 Career action planning and reviewing across year 11 and summer term	Whole Year
11	Exit Review with each year 11 to explore offer, back up plans and next steps.	April – May
11	CA to discuss transition with new providers and ensure support needs are discussed and ideally mirrored in new provider. Entrust Passover discussions for those students requiring continued support to become EET.	June - July
11	Performance Review days and Exam results	Across the year and August

Careers Events:

This year our students have been offered visits to the Tamworth Career Event at Landau Forte Sixth (October), Skills Show at the NEC (November) and the Big Bang (March).

Keeping everyone informed

Our progress database alongside action plans and reviews are shared with our staff team half termly to ensure we offer a consistent and holistic approach to meeting our students career journeys.