



Learners Entitlement to Careers Guidance and Inspiration at Samuel Ward Academy

Samuel Ward Academy view careers guidance and inspiration as integral to the work throughout the school. Our vision is to develop a learning community that broadens horizons and raises aspirations through meaningful and powerful links and contact with employers and local businesses. Learners will develop and apply a range of employability skills throughout their time in school and sixth form and develop knowledge and research skills to ensure future pathways are fully informed and allow a clear sense of direction. Some of the activities listed below will be undertaken by the whole year group others are bespoke for smaller groups of learners dependent on their individual needs.

When	Year	Activity	Aim	ACEG LINK
Termly	All years	All students work with their Learning Coaches and discuss future pathways and ambitions; this is logged on their progress checks each term.	Develops the opportunity for dialogue between the student and their Learning Coach about future careers and options	Exploring careers and career development
Autumn	All years	A wide variety of local and national employers attend a school careers fair . Students get the opportunity to learn about job roles, day to day duties, places of employment, what they wear etc.	Gain a wider understanding of the variety of different careers and job roles, what they entail and a wide knowledge of pathways	Exploring careers and career development Investigating jobs and LMI
On-going	All years	All students have access to an up to date and extensive careers library based in the main school library. This includes specific job role information, college and university prospectuses as well as skills information	Students are able to independently research and develop their knowledge around careers, colleges and universities	Making the most of CIAG Planning and deciding
	All years	The school website hosts a wealth of information and links which is a great online tool that students and their families have access to	This enables research and skill develop at home to enhance what is achieved in school	Exploring careers and career development Investigating work and working life Identifying choices and opportunities
	All years	A range of activities take place during meeting time with learning coaches around careers, skills and employability	Further develop skills in research. Expand aspirations and knowledge of careers and pathways.	Self awareness Understanding business and industry Preparing for employability
	All years	Employers attend selected lessons to give an insight into how the subject they are studying is linked to job roles. In particular within STEM	This enables students to see the link between learning and earning and skills to work.	Understanding business and industry Investigating job and LMI

		subjects.		
Autumn	Year 7	Jo Ager (Careers Lead) makes an initial introduction to new parents at the year 7 induction evening. The new year 7's will then receive a further detailed careers introduction during the Autumn term.	Students and their families begin to understand how careers fits into school and the process that will develop over time	Managing changes and transition
Summer	Year 7	During projects week students take part in some skills sessions and develop and pitch a business idea to the 'Dragons' in the same style as the Dragons Den show	Enterprising activity to encourage entrepreneurs and start getting an understanding of business	Developing personal and financial capability Showing initiative and enterprise Understanding business and industry
Summer	Year 7 and 8	In their tutor groups with support from learning coaches students develop enterprise activities to raise funds for the house charities this includes parents attendance at a picnic and summer fair	Develop key enterprising and business skills as well as working in teams and gaining the 'feel good about giving' attitude	Showing initiative and enterprise Self determination
On-going	Year 7 and 8	Throughout key stage 3 all students work through their MIDBAC this links to future paths and ambitions.	A 'portfolio' of awards and successes is built that encourages a variety of achievements and skills for all	Self improvement as a learner
Spring	Year 9	Each student spends a day with a parent or relative within their work place shadowing their job role	Gives a taste of the world of work and introduction to roles and responsibilities within the work place	Preparing for employability Learning about safe working practices and environments
Spring	Year 9	Students attend 6 different sessions during a work related learning day helping to develop a range of employability skills and career knowledge	A purposeful introduction to employability skills that prepares students for the more intense work carried out in year 10	Exploring career and career development Develop personal financial capability Planning and deciding Handling applications and interviews
Spring-Summer	Year 9	West Suffolk College offer the Fast Forward project which gives students the opportunity to take part in a series of activities to help build confidence and be ready to face post 16 options.	Builds on confidence, teamwork and communication skills to help overcome new challenges.	Preparing for employability Managing changes and transitions
Autumn-	Year 9,	Students will have the opportunity to take part in a	Business skills will be learnt as well as the essence of	Self determination

Spring	10 and 11	Young Enterprise Project where they will set up and run their own business. They will learn about business plans, financial records as well as marketing and selling.	enterprise and taking responsibility. Real successes and real setbacks will all be part of the process all leading to growth in maturity.	Showing initiative and enterprise Developing personal financial capability Identifying choices and opportunities Understanding business and industry
Spring-Summer	Year 10	All students take part in a range of PSHEE lessons to further develop the skills learnt in year 9 such as; CV's, Interview skills, Apprenticeships, career profiles, budgeting and finance	Gain a more in-depth understanding through teacher led sessions on employability and careers	Self awareness Exploring career and career development Valuing equality, diversity and inclusion Preparing for employability
Spring	Year 10	Local employers come in to school and carry out mock interviews with all students including feedback such as presentation, CV's and body language	Experience an interview with an actual employer, to build on confidence and reflect on the feedback received	Preparing for employability Handling applications and interviews
Summer	Year 10	All students are placed on a 2 weeks work experience placement where they undertake a complete job role for this period of time.	Gain the experience of routine, responsibilities, working within teams and tasters of careers areas	Preparing for employability Investigating work and working life Learning about safe working practices and environments
Autumn	Year 10, 11, 12 and 13	All students to receive at least one face to face interview to discuss future options. This is impartial and individual. Further one to one sessions are offered if required	Opportunity to explore ideas and start plans for future pathways, impartial and individual support	Self improvement as a learner Exploring careers and career development Making the most of CIAG Identifying choices and opportunities Planning and deciding
On-going	Year 10 and 11	Students that have extra need for support and are totally unsure of their future paths can have an independent and impartial interview with an external qualified careers advisors	Independent and impartial advice for students that are confused or very unsure of their future	Self improvement as a learner Exploring careers and career development Making the most of CIAG

				Identifying choices and opportunities Planning and deciding
Autumn	Year 11	Students Complete a 'You and Your Futures' form to enable us to track where students intend to go post year 16 and identify further work with any that are still unsure	Monitor destinations and ensure every student receives the support needed	Managing changes and transitions Identifying choices and opportunities
Autumn - Spring	Year 11	Students with an interest in going on to college post 16 will have the option to attend a college open day or arranged tour of local colleges	Gain a clearer understanding and knowledge of colleges to make an informed choice and build confidence in attending	Self awareness Identifying choices and opportunities
Spring-Summer	Year 11	Identified students who are unsure of what to do after year 11 are offered an intense set of workshops around employability skills, work life skills including visits to employers, college, University and careers fairs	Confidence and self esteem is built upon leading to the students feeling positive about their post 16 choices	Preparing for employment Investigating work and working life Exploring careers and career development Valuing equality, diversity and inclusion
Autumn	Year 9, 10 and 11	Visits to Careers Fairs and Skills Shows that are showcasing a wider range of colleges, universities and employers are arranged	Gain a wider range of information that is impartial and varied that will help to widen aspirations	Exploring careers and career development Identifying choices and opportunities Planning and deciding
Autumn	Year 12	Futures Week - weeklong programme looking at Higher Education opportunities including University and apprenticeships as well as developing CV's and research skills.	Raise university aspirations, gain knowledge, develop presentation skills and confidence as well as learning research skills	Self improvement as a learner Planning and deciding Managing changes and transition
Autumn	Year 12	Attend Careers Convention and Aspiration workshops on apprenticeships, UCAS and university finances followed by building a personal 5 year plan presentation	Ensure all year 12's are able to make a fully informed choice about their future after year 13	Exploring careers and career development Exploring jobs and LMI Identifying choices and opportunities
Autumn	Year 12	Attend a residential camp at university and day trips to a variety of Universities	Ensure all students understand that University is an option for them	Planning and deciding Identifying choices and

				opportunities
Autumn	Year 11, 12 and 13	Aspiration and Challenge work is carried out by Dr Warner from Cambridge University for those students aiming for the Russell Group of Universities	This will help students gain the very best opportunity in such a competitive application process	Self awareness Identifying choices and opportunities Managing changes and transitions
On-going	Year 12 and 13	Students wanting to take on a work experience placement to develop a career, future career or university application are able to do so if it doesn't affect studies	The placement will increase the future opportunities for the individual by offering a clearly linked experience in the career field of choice	Preparing for employability Investigating work and working life
Autumn	Year 13	Students applying to University spend time with their tutors developing applications and working on personal statements	The support provided ensures students applying to University get the best possible chance of being accepted	Handling applications and transitions
Spring	Year 13	Mock interviews including a workshop for those needing some extra practice and support in preparation for employment or apprenticeships.	Small group work to help build confidence as well as practical skills in good interview techniques.	Handling applications and interviews