



Melland High School

Strategic Careers Plan

2021 – 2024

Approved by governors:	October 2021
Reviewed by governors	July 2022 & July 2023
Next review by governors:	July 2024

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Intent

Vision

All students will achieve their true potential whilst being fully prepared for their transition into the ever-changing world of work.

The intent of our Careers Curriculum at Melland High School is to provide a stable careers programme where all students are provided with the opportunity to prepare for their transition into the evolutionary world of work. We intend to raise their aspirations, improve social mobility, develop eight employability skills and enhance knowledge of labour market information whilst providing them with the access to meaningful and suitable career pathways. Students will experience a range of encounters tailored to their individual needs and circumstances which will include encounter of workplaces, and employers, an insight into further education establishments and opportunities for personal guidance. Melland High School has a statutory duty to adhere to the Careers Strategy and the Statutory Guidance published in January 2018 and is working towards achieving the eight Gatsby Benchmarks.

Our careers programme is an inclusive, broad and balanced programme of careers education and personal development that provides young people of all abilities with the opportunity to 'learn by doing' in class, throughout school, in the local community and by access to a range of specialist professionals e.g. SALT, careers and work contexts.

Careers Team:

Fiona Johnson – MHS Careers Governor
Sue Warner – MHS Principal
Julie Barnett – MHS Careers Lead
Sally Cheshire – Partnership & Quality Lead Inclusion (GMCA)
Sarah Driver – Enterprise Advisor (GMCA)
Caroline Roberts - Careers Co-ordinator
Debbie Mellows – WRL organiser
Kathryn Taylor – Qualified Careers Adviser (Career Connect)
Gheftar Jan-Ahmed – Head of KS3
Daniel Hughes – Head of KS4
Charlotte Johnson – Head of KS5

Strategic Objectives

Objective 1 - A stable careers programme

Whole School written Strategic Careers Plan and associated user-friendly Careers Programme to be further developed at both strategic and operational levels. This should reflect Whole School Improvement Priorities, careers activity and careers education.

Objective 2 - Learning from career and labour market information

Promote & disseminate up-to date LMI with staff, governors, students, parents & carers. Embed careers and LMI into teaching resources, lessons and individual guidance sessions in order to improve knowledge and outcomes for future employment prospects.

Objective 3 - Linking curriculum learning to careers

Ensure careers and enterprise learning opportunities are embedded across all curriculum pathways.

Objective 4 - Encounters with employers and employees & experiences of workplaces

Target work sectors to develop business links both face to face and virtually to positively impact on both employer encounters and work related learning opportunities. Enhance employer engagement in order to raise aspirations and increase knowledge and understanding of the workplace and careers.

Current Position Statement

Compass Results

Benchmark	July 2020 %	Dec 2020 %	March 2021 %	July 2021 %	Dec 2021 %	April 2022 %	May 2023 %	Dec 2023 %
1. Stable careers programme	64	58	64	70	76	88	100	100
2. Learning from career and labour market information	100	100	100	100	100	100	100	100
3. Addressing the needs of each student	100	100	100	100	100	100	100	100
4. Linking curriculum learning to careers	100	100	100	100	100	100	100	100
5. Encounters with employers and employees	100	100	100	100	100	100	100	100
6. Experience of the workplace	100	100	100	100	100	100	100	100
7. Encounters with further and higher education	100	100	100	100	100	100	100	100
8. Personal guidance	100	100	100	100	100	100	100	100

The new Compass Tool for special schools gives a true reflection of the developments in the Careers programme.

Destination Data

Destination	2015	2016	2017	2018	2019	2020	2021	2022	2023
Education	84%	63%	91%	84%	91%	82%	100%	85%	92%
Employment								5%	
Social care		6%	4.5%	11%	4.5%			10%	8%
NEET			4.5%		4.5%				
Training	16%	31%		5%					
Deferred placement						18%			
Total students	19	16	23	19	23	11	13	20	26

Implementation

Action Plan

Strategic Objective 1		
Whole School written Strategic Careers Plan and associated user-friendly Careers Programme to be further developed at both strategic and operational levels. This should reflect Whole School Improvement Priorities, careers activity and careers education.		
	Targets	Actions
Stage One	<p>Evaluate, Revise and Refine current MHS Strategic Careers Plan, to be shared on MHS website</p> <p>Revised Strategic Careers Plan to be approved by Principal and Governors</p> <p>Strategic Careers Plan to be systematically and regularly reviewed and evaluated and impact to be reported to all stakeholders including governors annually.</p>	<p>Strategic careers lead and careers co-ordinator to research, refine and write plan.</p> <p>Curriculum Co-ordinator and key staff including Heads of key stage research relevant SEND Careers Skills frameworks Selected framework to inform MHS progression framework at KS3, 4 & 5.</p> <p>Plan to be moderated and quality assured by Diane Norburn - Enterprise Co-ordinator, Sarah Driver – Enterprise Advisor & Fiona Johnson MHS Careers Governor.</p> <p>Strategic Careers Plan to be shared with staff, students and parents/carers & published on school website.</p> <p>Key staff to present impact to governors annually.</p> <p>Collaborate with Heads of Department and key staff, students & parents/carers in developing, monitoring and evaluating plan.</p>
Stage Two	<p>Evaluate, Revise and Refine current MHS Strategic Careers Programme</p> <p>Revised Strategic Careers Programme to be approved by Principal and Governors</p> <p>Strategic Careers Programme to be systematically and regularly reviewed and evaluated and impact to be reported to all stakeholders including governors annually.</p>	<p>Strategic careers lead and careers co-ordinator to research, refine and write programme.</p> <p>Curriculum Co-ordinator and key staff including Heads of key stage research relevant SEND Careers Skills frameworks Selected framework to inform progression framework at KS3, 4 & 5.</p> <p>Programme to be moderated and quality assured by Diane Norburn - Enterprise Co-ordinator, Sarah Driver – Enterprise Advisor & Fiona Johnson MHS Careers Governor.</p> <p>Strategic Careers Programme to be shared with staff, students and parents/carers & published on school website.</p> <p>Key staff to present impact to governors annually.</p> <p>Collaborate with Heads of Department and key staff, students & parents/carers in developing, monitoring and evaluating programme.</p>

<p align="center">Strategic Objective 2</p> <p align="center">Promote & disseminate up-to date LMI with staff, governors, students, parents & carers. Embed careers and LMI into teaching resources, lessons and individual guidance sessions in order to improve knowledge and outcomes for future employment prospects.</p>		
	Targets	Actions
Stage One	<p>Staff & governors to have an up-to date awareness of local LMI.</p> <p>Students to have an up-to date awareness of local LMI.</p> <p>Parents & carers have an up-to date awareness of local LMI.</p>	<p>Independent careers advisor to deliver LMI training to staff & governors.</p> <p>Independent careers advisor to deliver LMI training to students and share in individual guidance sessions.</p> <p>Parents and Carers encouraged to use career path and LMI to support students increase understanding and improve future career path decision making – through parent/carer meetings and one to one student guidance sessions.</p> <p>Regularly up-date LMI section of website.</p>
Stage Two	<p>Career and labour market information is embedded into teaching resources, lessons and individual guidance sessions.</p>	<p>Careers team to meet with staff to offer guidance and support in planning and evaluating.</p> <p>Moderate & QA planning.</p> <p>Strategic Careers Lead and Careers Co-ordinator to conduct termly learning walks.</p> <p>Student voice activities.</p>

Strategic Objective 3		
Ensure careers and enterprise learning opportunities are embedded across all curriculum pathways.		
	Targets	Actions
Stage One	<p>Develop MHS Careers Progression Framework. Including the introduction of Skills For Life across KS 3, 4 & 5.</p> <p>Increase employer encounters within curriculum areas in collaboration with curriculum coordinators and Heads of Key Stage.</p> <p>Teaching resources to be made available to support the delivery of Careers and Skills for Life.</p> <p>Careers QA cycle to be developed by Careers Team.</p>	<p>Careers team, Heads of Key Stage and PSHCE curriculum co-ordinator to work collaboratively with Greater Manchester Skills for Life lead professional to map skills for life across key stages and curriculum provision to inform the MHS Progression Framework.</p> <p>Deliver CPD to staff to introduce Skills for Life and the MHS Progression Framework into careers lessons, tutor group, PSHCE, Personal development and the wider curriculum.</p> <p>Feedback to governors.</p> <p>Forward planning by Curriculum Leads and teaching staff to integrate careers into lessons.</p> <p>Utilise National Careers Week 2022 as a Launchpad for employer encounters. In collaboration with curriculum co-ordinators and Heads of Key Stage, develop and foster long term relationships by ensuring that teachers include employer encounters with their planning.</p> <p>Curriculum coordinators to plan with individual employers to extend and increase encounters across all key stages.</p> <p>Research a variety of appropriate resources to support teaching of Careers and Skills for Life. For example Skills Builder and Talentino and plan relevant CPD.</p> <p>Careers QA cycle to be developed by Careers Lead, Careers Governor, Careers Co-ordinator and WRL Organiser. To include evaluation of MHS Careers Programme, strategic Careers Plan, planning, learning walks, resources and displays, student and parent / carer voice, employer feedback and governor evaluation.</p>
Stage Two	<p>MHS Careers Progression Framework including the introduction of Skills For Life is embedded across KS 3, 4 & 5.</p> <p>Ensure sustainable employer encounter partnerships are embedded within curriculum areas in collaboration with curriculum coordinators and Heads of Key Stage.</p> <p>Teaching resources to be widely utilised to support the delivery of Careers and Skills for Life.</p> <p>Careers team to QA careers planning and delivery through monitoring and evaluating activities (Careers QA cycle).</p>	<p>Use Careers QA cycle to monitor and evaluate.</p> <p>In collaboration with curriculum co-ordinators and Heads of Key Stage, develop and foster long term relationships by ensuring that teachers include employer encounters with their planning.</p> <p>Curriculum coordinators to plan with individual employers to extend and increase encounters across all key stages.</p> <p>Use Careers QA cycle to monitor and evaluate.</p> <p>Careers team to continue to monitor and evaluate through Careers QA cycle and feedback to governors.</p>

Strategic Objective 4		
Target work sectors to develop business links both face to face and virtually to positively impact on both employer encounters and work related learning opportunities. Enhance employer engagement in order to raise aspirations and increase knowledge and understanding of the workplace and careers.		
	Targets	Actions
Stage One	<p>Maintain links with existing employers.</p> <p>Explore opportunities for virtual encounters with existing employers.</p> <p>Ensure employer encounters are meaningful and evaluated.</p> <p>Continue to explore opportunities for in house and local area work experience with existing and new employers.</p>	<p>WRL organiser to keep in touch via email and phone.</p> <p>Careers team to attend SEND CoP meetings to share good practice, re provision and evaluation.</p> <p>Engage with opportunities presented via SEND CoP e.g. virtual SEND fair.</p> <p>WRL organiser to research new opportunities for work placements via email, phone call and face to face visits.</p>
Stage Two	<p>Ensure sustainable employer encounter partnerships are embedded within curriculum areas in collaboration with curriculum coordinators and Heads of Key Stage.</p> <p>Promote WRL evaluation process and analyse results as part of the Careers QA cycle.</p> <p>Continue to develop the employer encounter evaluation process.</p>	<p>In collaboration with curriculum co-ordinators and Heads of Key Stage, develop and foster long term relationships by ensuring that teachers include employer encounters with their planning.</p> <p>Curriculum coordinators to plan with individual employers to extend and increase encounters across all key stages.</p> <p>Careers team to ensure all key stake holders are aware of and fully engaging with the WRL evaluation process. Analyse results to inform future placements.</p> <p>Careers team to review and refine the employer encounter evaluation process.</p> <p>Careers team to ensure all key stake holders are aware of and fully engaging with the employer encounter evaluation process. Analyse results to inform future encounters.</p>

Impact

Monitoring and Evaluation Systems

The careers programme at Melland High School (MHS) is delivered through a variety of activities including timetabled lessons in Key Stage 5, as part of the tutor group programme, within curriculum areas as well as bespoke opportunities, activities and events ran by external agencies, businesses and employers. Monitoring and evaluation activities are carried out by governors, SLT and the Careers Team.

By having a structured programme of events, monitoring and evaluation allows us to ensure the quality of our provision and this inform our future decision making.

Monitoring activities adopted by MHS are:

- Careers calendar
- Curriculum planning
- Curriculum timetables
- Learning walks
- Lesson observation
- Questionnaires - students, staff, parents & carers, external agencies
- Student and parent/carer voice
- Whole school careers tracking
- Evidence of learning
- Skills for Life monitoring across key stages
- Personal guidance and interviews

Evaluation activities are used to measure the impact of our careers programme and inform planning of future events.

Evaluation activities adopted by MHS are:

- Curriculum co-ordinator power points
- Curriculum co-ordinator subject planning evaluation
- Evaluation of careers events and employer encounters
- Learning walks
- Lesson observations
- Questionnaires - students, staff, parents & carers, external agencies
- Student and parent/carer voice
- Destination data
- Analysis of whole school careers tracking
- Evidence of learning
- Skills for life evaluation and impact
- Feedback from personal guidance interviews

Each academic year the Careers Team will write a Strategic Careers Action Plan which will be reviewed termly in preparation for the Compass Tool review and evaluation.

Monitoring, Evaluation and Evidence of Impact
<p><u>Interim Evaluation: 2022/23</u></p> <ul style="list-style-type: none"> • Continued attendance at SEND CoP network meetings to share good practice. • Compass evaluation updated termly to evaluate careers activity against the eight Gatsby Benchmarks. • Encounters with employers and employees, experiences of workplaces and encounters with further and higher education returning to face to face / in person meetings. • 6th Form curriculum redesign on track. • Strategic careers plan shared with governors and published on school website. • Development of individual 'Pupil Career Plans' for use in careers advisor meetings with QCA, designed of inform options post 19 and inform EHCP reviews. • Research undertaken into a variety of appropriate resources to support teaching of Careers and Skills for Life across each key stage. E.g. Skills Builder and Talentino. Resources acquired and relevant CPD planned and delivered.
<p><u>Outcomes / Recommendations:</u></p> <ul style="list-style-type: none"> • Develop a user-friendly Curriculum Map for Careers to be shared with students, staff and parents. • Implement and embed progression framework for KS3, KS4 & KS5 • Upgrade to Compass+. • Further development of 'Pupil Career Plans' specifically for KS4 and KS3 careers advisor discussions. • Develop an implementation plan. • Further development of QA cycle.
<p><u>Final Evaluation: July 2024</u></p>
<p><u>Outcomes / Recommendations:</u></p>

Appendix 1 – SWOT Analysis

Strengths	Weaknesses
<p>Careers Governor/governors regularly kept up to date.</p> <p>Strategic careers action plan, developed and regularly evaluated alongside Careers professionals from Bridge GM.</p> <p>Continuous improvements in Compass Tool results year on year.</p> <p>Strong and productive relationship with Enterprise Advisor and Enterprise Co-ordinator.</p> <p>Working with SEND CoP to share good practice.</p> <p>Sixth Form work experience placements.</p> <p>Student tracking system for all careers activities including work experience, careers advice and guidance, whole school events and employer encounters.</p> <p>Pre and post evaluations of work placements by students, parents and carers, employers and staff in place and beginning to be embedded.</p> <p>Strong links cultivated and maintained with employers and local agencies.</p> <p>Wider range of work experience placements provided for a wider range of students e.g. Co-op, Northern Rail, local farms, cafes, school nurseries, local schools. In-school roles utilised e.g. receptionist, dog walker, nursing assistant, security, buildings team.</p> <p>Successful Careers Week 2019, 2020, 2021 virtual, in person 2023.</p> <p>Continue to provide high quality WRL and Employer Encounters virtually and face to face where possible</p>	<p>Governor careers link role document to be completed.</p> <p>Strategic Careers Programme, developed, evaluated, refined and shared on the website and with key stakeholders.</p> <p>Evaluation tools to be further developed for whole Careers programme.</p> <p>Research careers leader training.</p> <p>Work alongside curriculum co-ordinators to fully embed Careers into all curriculum areas including Labour Market Information and employer engagement.</p> <p>Under representation of minority groups in careers, media and culture projects.</p>

Opportunities	Threats
<p>Embrace opportunities offered by collaborating with SEND CoP.</p> <p>Induct new Careers and WRL Co-ordinator.</p> <p>Careers Leader Training for new Careers and WRL Co-ordinator.</p> <p>Virtual encounters with employers and employees.</p> <p>Virtual experience of workplaces.</p> <p>Virtual encounters with further and higher education.</p> <p>Utilising opportunities within Gorton Education Village for encounters with employers, employees and experiences of workplaces.</p> <p>Develop progression framework to encompass KS3, 4 & 5.</p> <p>Develop Skills for Life across KS3, 4 & 5.</p> <p>Teachers to celebrate CEIAG in their classrooms.</p> <p>Achieve 100% in all benchmarks.</p>	<p>Limited opportunities for in person encounters with employers and employees due to lock down restrictions and COVID-19 social distancing measures.</p> <p>Limited opportunities for in person experiences of workplaces due to lock down restrictions and COVID-19 social distancing measures.</p> <p>Limited opportunities for in person encounters with further and higher education.</p> <p>Limited face to face opportunities for Careers Week 2021 with employer encounters / whole school collaboration.</p> <p>Protection of time allocation for Careers Team.</p>

Appendix 2 – Current State

Benchmark	%	Areas to be addressed
1. A stable careers programme	100	<p>Progression Framework to be researched, implemented, monitored and evaluated. Careers curriculum coordinator power point, showcasing the strategic careers programme, to be completed, shared with all stakeholders and available on the website.</p> <p>Curriculum Map for careers to be developed and embedded into curriculum across KS3, 4 & 5.</p> <p>New 6th Form curriculum designed around careers and WRL.</p> <p>Complete a careers programme review at the end of the year with teachers to formalise their feedback.</p> <p>Update website to improve signposting of information for parents, students and teachers. Add employer section to website to encourage employers to work with school.</p>
2. Learning from career and labour market information	100	<p>Careers advisor to re-visit with staff during CPD session. Staff to promote with pupils. Up to date LMI shared on website and regularly updated. Careers advisor to run session with students during Careers Week.</p>
3. Addressing the needs of each pupil.	100	<p>Skills For Life introduced to Heads of Department for implementation. Map resources with Progression Framework, embedding employability skills and careers into KS3, 4 & 5. Development of Curriculum Map for careers across KS3, 4 & 5. Opportunities for students from KS3, 4 & 5 to meet with careers advisor at least once per year.</p>
4. Linking curriculum learning to careers	100	<p>Skills For Life introduced to Heads of Department for implementation. Map resources with Progression Framework, embedding employability skills and careers into KS3, 4 & 5. Development of Curriculum Map for careers across KS3, 4 & 5.</p>
5. Encounters with employers and employees	100	<p>Increase meaningful encounters with employers for KS 3 & 4. New 6th Form curriculum designed around careers and WRL. Research and explore a hybrid approach of virtual and face to face encounters with employers and employees. Further develop employer encounter evaluations in line with Skills for Life. Embed employer encounters into the curriculum and ensure that more responsibility is with curriculum areas for managing their own encounters.</p>
6. Experience of workplaces	100	<p>Continue to ensure pupils experience workplaces either virtually or in person. Promote the evaluation process with all stakeholders.</p> <p>Develop a more targeted approach to work experience, through understanding pupil goals and linking experiences specifically for them.</p>
7. Encounters with further and higher education	100	<p>Continue to ensure pupils take part in encounters with further and higher education either virtually or in person.</p>
8. Personal guidance	100	<p>Continue to develop relationships with external Careers Advisors and offer personal guidance to all pupils for whom it is appropriate. Creation of plan for careers advisor meetings. Creation of individual Pupil Career Plans for 6th Form. Pupil Career Plans to be adapted for use in KS3 & 4. Addition of feedback section to the Pupil Careers Plan to capture more opportunity for feedback about careers professional and possible careers programme.</p>

Appendix 3 – Gatsby Benchmark Progress: Melland High School

Benchmark	July 2019 %	Dec 2019 %	April 2020 %	July 2020* %	Dec 2020* %	March 2021* %	July 2021* %	Dec 2021* %	April 2022* %	May 2023* %	Dec 2023 %
1. Stable careers programme	35	41	64	64	58	64	70	76	88	100	100
2. Learning from career and labour market information	80	80	100	100	100	100	100	100	100	100	100
3. Addressing the needs of each student	100	100	45	100	100	100	100	100	100	100	100
4. Linking curriculum learning to careers	75	75	100	100	100	100	100	100	100	100	100
5. Encounters with employers and employees	100	100	100	100	100	100	100	100	100	100	100
6. Experience of the workplace	100	100	100	100	100	100	100	100	100	100	100
7. Encounters with further and higher education	62	66	100	100	100	100	100	100	100	100	100
8. Personal guidance	100	100	100	100	100	100	100	100	100	100	100

* As measured by updated SEND compass tool.

Percentage of schools nationally meeting each benchmark for 2020:

Benchmark 1 = 27%

Benchmark 5 = 58%

Benchmark 2 = 52%

Benchmark 6 = 52%

Benchmark 3 = 25%

Benchmark 7 = 30%

Benchmark 4 = 45%

Benchmark 8 = 61%

Appendix 4 – Progression Framework

This table shows the careers theme/focus for each key stage, the content, the outcomes and how students’ experiences will develop as they progress through school.

KS3			
Objectives	Outcomes	Delivery	Resources
To discover their own skills and qualities.	To identify their own skills and qualities.	Timetabled Careers lessons at KS3 in formal curriculum pathway.	Skills for Life Framework KS3 PSHE curriculum Skills Builder resources Talentino resources Annual Careers Week
To develop their independence skills.	To begin to show independence in a variety of situations.	Opportunities for pupils to develop independence skills across the curriculum.	
	To complete a basic personal statement to inform EHCP annual review.	Prepare students to participate in annual EHCP review.	
To understand how skills and qualities can assist them when considering job choices.	To identify different career sectors and identify different job roles.	1 to 1 and group work sessions delivered by external careers advisor.	
To be aware of all routes and pathways available in KS4 and how they inform career choices.	To gain experience of all subject choices before making decisions.	Explore different career sectors during KS3 tutor group time, subject lessons and careers week.	
To be prepared for making appropriate KS4 option choices.	To understand the routes and pathways available at KS4.	Participate in at least one employer encounter and one subject specific employer encounter every year.	
To make informed KS4 option choices.	To know what their options are at KS4 and select KS4 options relevant to their needs.		
	To identify local LMI trends.	Access up to date information about career paths and the labour market information annually.	

KS4			
Objectives	Outcomes	Delivery	Resources
To further develop their own skills and qualities.	To identify how their own skills and qualities can assist them when considering job choices.	Timetabled Careers lessons at KS4 in formal curriculum pathway.	
To further develop their independence skills.	To show more independence in a variety of situations.	Increased opportunities for pupils to develop independence skills across the curriculum.	Skills for Life Framework KS4 PSHCE curriculum Skills Builder resources
	To complete a detailed personal statement to inform EHCP annual review.	Prepare students to participate in annual EHCP review.	Talentino resources Annual Careers Week
	Successful delivery and evaluation of enterprise projects.	Prepare students to plan and deliver autumn term tutor group and subject enterprise projects to develop enterprise skills.	
To explain how skills and qualities can assist them when considering job choices.	To identify different career sectors and identify different job roles.	1 to 1 and group work sessions delivered by external careers advisor.	
To explore all routes and pathways available in KS5 and how they inform career choices.	To take part in option choice carousel to gain experience of all option choices before making decisions.	Taster sessions delivered by KS5 teachers and supported and followed up by KS4 teachers.	
To be prepared for making appropriate KS5 option choices.	To identify the routes and pathways available at KS5.		
To make informed KS5 option choices.	To select KS5 options relevant to their needs.		

<p>To make informed decisions about post 16 career and college options.</p> <p>To develop skills in applying for post 16 options.</p> <p>To research post 19 options.</p>	<p>To be prepared and confident to take part in work experience placements.</p> <p>To identify local LMI trends.</p> <p>To evaluate work experience placements</p>	<p>Delivery of WRL preparation and evaluation sessions during KS4 tutor group time.</p> <p>Prepare students for job applications and interviews.</p> <p>Explore different career sectors during KS4 tutor group time, subject lessons and careers week.</p> <p>Access up to date information about career paths and the labour market information annually.</p> <p>Participate in at least one employer encounter and one subject specific employer encounter every year.</p> <p>Participate in at least one work experience placement every year.</p>	
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KS5			
Objectives	Outcomes	Delivery	Resources
To identify and further develop their own specific employability skills and qualities.	To identify how their own skills and qualities can assist them when considering job choices.	Timetabled Careers lessons at KS5 in formal curriculum pathway. Prepare students to write a personal statement or CV.	Skills for Life Framework Personal Development curriculum Skills Builder resources
To practise independence skills across the curriculum.	To show greater independence in a variety of situations.	Timetabled independence lessons and increased opportunities for pupils to develop independence skills across the curriculum and in the wider community.	Talentino resources
	To complete a detailed personal statement to inform EHCP annual review.	Prepare students to participate in annual EHCP and transition reviews.	
	To successfully deliver and evaluate enterprise projects.	Prepare students to independently plan and deliver autumn term tutor group and subject enterprise projects to develop enterprise skills.	
To explore all routes and pathways available post 19 and how they inform career choices.	To identify different career sectors and identify different job roles.	1 to 1 and group work sessions delivered by external careers advisor about post 19 transition.	
To be prepared for making appropriate post 19 option choices.	To research and identify the routes and pathways available at post 19.	Prepare students for post 19 college and job applications and interviews.	
To further develop skills in applying for post 19 options.	To feel prepared and attend college visits and open days.	Prepare students to take part in college visits and open days.	

<p>To make informed decisions about post 19 career and college options.</p> <p>To prepare for their transition to education or employment.</p>	<p>To apply for post 19 chosen pathway.</p> <p>To identify local LMI trends.</p> <p>To be prepared and confident to take part in work experience placements.</p> <p>To evaluate work experience placements.</p>	<p>Explore different career sectors during timetabled WRL lessons, KS5 tutor group time, subject lessons and careers week.</p> <p>Access up to date information about career paths and the labour market information annually.</p> <p>Participate in at least one employer encounter and one subject specific employer encounter every year.</p> <p>Participate in at least one work experience placement every year.</p>	
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Appendix 5 - Careers Curriculum Map

Key Stage	Year	Module	Autumn Term	Spring Term	Summer Term
3	1	Talentino Module 1: What is work?	Skills for Life	Unit A: What is a job and what is good about having one?	Unit B: What might affect finding and having a job?
			Skills for Life External Careers Advise Employer / employee encounters / educational visits		
	2	Talentino Module 2: There is a job for me	Unit A: What sort of help do I need to ask for?	Unit B: What sort of jobs are there for me?	Unit C: How can I find out more about jobs?
			Skills for Life External Careers Advise Employer / employee encounters / educational visits		
	3	Talentino Module 3: What should I choose?	Unit A: Who am I?	Unit B: What do I want to do?	Unit C: How do I plan for what I choose?
			Skills for Life External Careers Advise Employer / employee encounters / educational visits		
4	1	Talentino Module 4: I am ready for work.	Unit A: What do I tell employers about myself?	Unit B: Different skills to help me achieve.	Unit C: Knowing different people to help me achieve at work.
			Skills for Life External Careers Advise Employer / employee encounters / educational visits		
	2	Talentino Module 5: How do I get a job?	Unit A: What do I do when I apply for a job?	Unit B: What do I do when I interview for a job?	Bambino Enterprise Project
			Skills for Life External Careers Advise Employer / employee encounters / educational visits		

	Year	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
KS5	1	Creative sector	Retail, Hospitality and Tourism sector	Environmental sector	Manual sector	Sport, Health and Beauty sector	Charity and Voluntary Sector
		Skills for Life Preparation for work External Careers Advise Employer / employee encounters / educational visits					
	2	Public Sector	Mixed sectors	Manual Sector	Sport, Health and Beauty Sector	Creative Sector	Retail, Hospitality and Tourism Sector
		Skills for Life Preparation for work External Careers Advise Employer / employee encounters / educational visits					
	3	IT / Digital Sector	Admin and Support Sector	Creative Sector	Retail, Hospitality and Tourism Sector	Manual Sector	Sport, Health and Beauty Sector
		Skills for Life Preparation for work External Careers Advise Employer / employee encounters / educational visits					

* Mixed sectors includes: Engineering, English & Languages, Enterprise, Finance & Law and Transport & Logistics.

Appendix 6 - Careers Calendar

Overview of careers calendar and main activities.

	Ongoing	Term 1	Term 2	Term 3
KS3	<p>Timetable Careers Lessons</p> <p>Curriculum employer / employee encounters</p> <p>Workplace visits</p> <p>EHCP reviews</p> <p>Enthuse STEM Project</p>	<p>Parent / carer information day</p> <p>Celebration assembly</p> <p>Enterprise projects (Winter Fair)</p>	<p>National Careers Week</p> <p>Alumni panel</p> <p>Speed networking event</p> <p>Celebration assembly</p> <p>Parent / carer coffee morning</p>	<p>1 to 1 and group meetings with Career Connect</p> <p>Transition opportunities</p> <p>Celebration assembly</p> <p>Parent / carer coffee morning</p>
KS4	<p>Timetable Careers Lessons</p> <p>Curriculum employer / employee encounters</p> <p>Workplace visits</p> <p>EHCP reviews</p> <p>Work experience placements</p> <p>Enthuse STEM Project</p>	<p>Parent / carer information day</p> <p>Celebration assembly</p> <p>Enterprise projects (Winter Fair)</p> <p>NCS autumn programme</p>	<p>National Careers Week</p> <p>Alumni panel</p> <p>Speed networking event</p> <p>Celebration assembly</p> <p>Parent / carer coffee morning</p> <p>National Apprenticeship Week</p> <p>1 to 1 and group meetings with Career Connect</p>	<p>Transition opportunities</p> <p>Celebration assembly</p> <p>Parent / carer coffee morning</p> <p>NCS skills booster sessions</p> <p>NCS summer programme</p> <p>Enterprise projects (Summer Festival)</p> <p>Presentation to governors</p>
KS5	<p>Timetable Careers Lessons</p> <p>Employer / employee encounters</p> <p>Workplace visits</p>	<p>Parent / carer information day</p> <p>Celebration assembly</p> <p>Enterprise projects (Winter Fair)</p> <p>NCS autumn programme</p>	<p>National Careers Week</p> <p>Alumni panel</p> <p>Speed networking event</p> <p>Celebration assembly</p>	<p>Transition opportunities</p> <p>Celebration assembly</p> <p>Parent / carer coffee morning</p>

	<p>Encounters with further and higher education</p> <p>EHCP reviews</p> <p>Work experience placements</p> <p>Enthuse STEM Project</p>	<p>1 to 1 and group meetings with Career Connect</p> <p>College open days</p> <p>Year 14 transition parent / carer coffee morning</p> <p>National Apprenticeship Show</p> <p>Equal Engineers Careers Fair</p> <p>North West Tech Insight Day</p> <p>Aerozone educational visit</p>	<p>Parent / carer coffee morning</p> <p>National Apprenticeship Week</p> <p>Career Connect drop-in sessions</p>	<p>NCS skills booster sessions</p> <p>NCS summer programme</p> <p>Enterprise projects (Summer Festival)</p> <p>Presentation to governors</p>
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Appendix 7 – Careers, WRL & Transition Contacts

Access to Sport	HMP Styal	Seddon Construction
Aerozone	HOME theatre	Shortbreaks – The Specialist Resource Team
AFG Law	KIDS	Siemens
Aire Logic	Kloodle	Simply Cycling
Aldermore Banking	Leonard Cheshire	Skills Builder
All FM	Longsight Neighbourhood Policing Team	Skills for Life
Arcadia Leisure	Loreto College	Spike
Balfour Beatty	Manchester City Council	Stagecoach Manchester
Barnados	Manchester City Football Club	STEM
BBC	Manchester Healthy Schools	STEP Project
Breakthrough UK	Manchester International Beauty Academy	Supported internships programme
Bridge College	McLaren	Sutton Rd Nursery
Buzzrocks Caribbean Restaurant	Media City	Talbot House
Career Connect	Mencap	Talentino
Careers and Enterprise Advisor Network	Microsoft	Targeted youth support service
Careers and Enterprise Company	Mind (YASP)	Tesco
Carefoot PLC	Morgan Sindall	The Dance House
Cavendish Nuclear	Mozzington	The Downs Syndrome Society
Challenge 4 Change	National Citizen Service (NCS) Programme	The Factory Youth Zone
Children’s Society	Network Rail	The Garden House Marple
City in the Community	NHS	The Lowry
Contact Theatre	Noah’s Art	The Lowry Art Gallery
Co-op Adventure	North Lancs Training Group (NLTG)	The Lowry Theatre
Cooperative College	Northern Rail	The Manchester College
Costa Coffee	OFR CONsultants	The Skills Company
Crowcroft Cycle Club	Palace Theatre	The Trafford College Group
DBD International	Park Signalling	The W.I.G. Up Podcast
Debdale Park and Eco Centre	ParkLife Festival	Toni & Guy
Department for Work and Pensions	People’s History Museum	Transition Team – Manchester City Council
Digital Advantage	Pets at Home	United Response
Eastlands Homes	Pricewaterhouse Coopers (PwC)	Unity Radio
Education and Semi Professional Football Academy (ESPFA)	Pure Innovations	Universal Service Providers
Engie	Remploy	Warburtons Bakery
Enthusiasm Trust	Rider Levett Bucknall	White Rose Beauty College
Equal Engineers	Rolls Royce SMR	Winners Studio
Equans	Royal Navy	Workfit
Ernst & Young	RSPB	WZKids
Greater Manchester Police	Science and Industry Museum	Zen
HideOut Youth Zone	Seashell Trust	

Appendix 8 - Parental Engagement Plan

Date	Communication	KS	Content Plan	Channel	Responsible
Autumn term	Parent Carer Information Day	Whole school	Stall holders to include college and careers advice. Send information prior to event. Send evaluation post event.	Flyers Website Email	Careers lead Careers Coordinator Careers governor
	Work experience	Targeted parents / carers	Preparatory information. Update during work experience. Evaluate during and post experience.	Phone calls Microsoft Forms evaluations	Careers coordinator WRL organiser
	Careers fair	KS3 KS4	Invite parents and carers to attend with students. Send information prior to event. Send evaluation post event.	Flyers Website Email	Careers team Careers coordinators
Spring Term	Work experience	Targeted parents / carers	Preparatory information. Update during work experience. Evaluate during and post experience.	Phone calls Microsoft Forms evaluations	Careers coordinators WRL organiser
Summer Term	Careers Week	Whole school	Inform parents and carers of upcoming careers activities.	Letter Email Website	Careers team
	Work experience	Targeted parents / carers	Preparatory information. Update during work experience. Evaluate during and post experience.	Phone calls Microsoft Forms evaluations	Careers coordinator WRL organiser
	Parent / carer careers questionnaire	Whole school	Gathering parent / carer views with regards to careers provision.	Email Phone call Letter	Careers team
	Strategic Careers Plan	Whole school	Share Strategic Careers Plan with parents / carers and gather feedback	Paper copy Email Website	Careers lead Careers Coordinator

Appendix 9 – Roles and Responsibilities

Job Title	Name	Responsibility
Governor Responsible for Careers	Fiona Johnson	Responsible for strategic support and challenge of careers strategy at governor level.
MHS Principal	Sue Warner	Responsible for strategic support and challenge of career leader decisions.
Strategic Careers Leader	Julie Barnett	Responsible for planning and setting the strategic direction of careers provision at MHS. Responsible for community engagement.
Careers Co-ordinator	Caroline Roberts	Jointly responsible for planning and setting the strategic direction of careers provision at MHS. Responsible for community engagement. Responsible for the development and delivery of the careers and WRL programme.
Work Related Learning Organiser	Debbie Mellows	Responsible for joint organisation and evaluation of WRL placements.
Careers Guidance Practitioner (Career Connect)	Kathryn Taylor	Responsible for the independent, impartial advice and guidance provided to students in 1-2-1 CEIAG interviews. Responsible for providing support to identified at risk of NEET students.
Partnership & Quality Lead Inclusion (GMCA)	Sally Cheshire	Responsible for strategic development of Careers programmes across GM schools.
Enterprise Adviser (GMCA)	Sarah Driver	Responsible for advising Careers Leader on strategic direction and developing the school's provision to meet all Gatsby Benchmarks.
Careers Champion (KS3)	Gheftar Jan-Ahmed	Responsible for planning and coordination of CEIAG events for KS3.
Careers Champion (KS4)	Daniel Hughes	Responsible for planning and coordination of CEIAG events for KS4.
Careers Champion (KS5)	Charlotte Johnson	Responsible for planning and coordination of CEIAG events for KS5.

Appendix 10 – Resources

- Get your future started

<https://www.onemanchester.co.uk/support-opportunities/employment-help/get-your-future-started#:~:text=What%20is%20Get%20Your%20Future,enter%20the%20world%20of%20work.>

- Skills for Life

<https://hsm.manchester.gov.uk/kb5/manchester/directory/advice.page?id=oOOmtqR948Y>

- Skills Builder

<https://www.skillsbuilder.org/>

- Talentino

<https://www.talentinocareers.co.uk/sen.html>

- Careers and Enterprise Company

<https://www.careersandenterprise.co.uk>