

PRIESTLEY SMITH SECONDARY SCHOOL CAREERS PROGRAMME

Stage /year	Autumn	Spring	Summer	Ongoing throughout year....
Key stage 3	<ul style="list-style-type: none"> • Skills lessons • Habilitation training as required • Independent Careers interviews in year 8 • PSHE – Y7 Careers, teamwork and enterprise skills, and raising aspirations • PSHE – Y8/9 Community and careers. Equality of opportunity in careers and life choices, and different types and patterns of work 	<ul style="list-style-type: none"> • Skills lessons • Habilitation training as required • Circle time discussions and strengths and things to improve and social interaction techniques • Independent Careers interviews in year 8 • PSHE Y8/9 - Employability and online presence 	<ul style="list-style-type: none"> • Skills lessons • Habilitation training as required • Independent Careers interviews in year 8 	<ul style="list-style-type: none"> • Former students talks about their jobs • Aspirational assemblies led by HT and Progress Leaders • Focus on PfA and aspirations in EHCP reviews • VIPS unit to support PfA - Independent Living Skills/ Accessing Information and Technology
Key stage 4	<ul style="list-style-type: none"> • Preparation for work ASDAN PSD Units at level 1 or E3 includes qualities & skills, CVs presentation & interview techniques & mock interviews. • Christmas Fair – planning, implementing • Careers/college fair • Fundraising through cake sales, non- 	<ul style="list-style-type: none"> • Application, CV writing and interview practice with Thomas Pocklington • Business Admin to Year 10/11s. We talk about different office roles and jobs e.g.filing, typing, receptionist. Also we cover using office equipment e.g. fax machines, emailing, 	<ul style="list-style-type: none"> • 1 week work experience or equivalent in year 10 • ASDAN Community Action unit- volunteering, money handling • Habilitation training as required • Skills lessons • Transition/college application support 	<ul style="list-style-type: none"> • Involvement of School Learning Mentor in motivating pupils about realistic and aspirational paid employment. • Listening to parents and former students in assemblies talk about their jobs

	<p>uniform days – planned by students</p> <ul style="list-style-type: none"> • Habilitation training as required • Skills lessons 	<p>telephone, photocopier.</p> <ul style="list-style-type: none"> • Habilitation training as required • Skills lessons • Transition/college application support 		
Key stage 5	<ul style="list-style-type: none"> • Princes Trust in school course looks at money management and budgeting, preparing for the jobs market with CV's and mock interviews for year 12 • 10 week programme with Workpays for year 12 looking at value of work for year 12 • Supported college visits • JED careers job database sessions • One day a week work experience for year 13 • Habilitation training as required • Skills lessons 	<ul style="list-style-type: none"> • Princes Trust in school course looks at money management and budgeting, preparing for the jobs market with CV's and mock interviews for year 12 • 10 week programme with Workpays for year 12 looking at value of work for year 12 • One day a week work experience for year 13 • Habilitation training as required • Skills lessons • Transition/college application support • 	<ul style="list-style-type: none"> • Princes Trust in school course looks at money management and budgeting, preparing for the jobs market with CV's and mock interviews for year 12 • Functional skills - payrolls, salaries, rate of pay, and simple tax calculations • One day a week work experience • Habilitation training as required • Skills lessons • Jobs Fair Transition/college application support 	<ul style="list-style-type: none"> • Regular speakers who are themselves visually impaired talk about their jobs in assemblies and Q/A workshops

	<ul style="list-style-type: none">• Transition/college application support			
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Other Careers activities

- **Future aspirations discussed at EHCP meetings**
- **Review and evaluation of careers programme ongoing and termly.**
- **Signposting to other relevant organisations**
- **Personal Development curriculum (skills for life and next steps)**
- **Curriculum areas linking careers to their subject**
- **Support for parent/carers with option choices/visits**
- **One to one sessions with careers adviser in years 8, 10, 12 with extra interviews if needed**
- **Ongoing interaction with personal mentors about future plans and next steps**