

Richmond School and Sixth Form College

Careers Plan 2022 - 2024

Context

There has never been a time when career guidance has been as important for young people. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations. Opportunities include further and higher education, technical qualifications, apprenticeships and degree apprenticeships.

Qualifications such as GCSE and A level are changing, and opportunities in higher education extend now beyond the UK to other parts of Europe and further afield. Students need help to make choices and manage transitions: they need good quality careers education, information, advice and guidance.

Our **Careers Plan** sets out how the school intends to provide a fit for purpose careers programme with the available resources which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

The Gatsby Benchmarks

There are a set of eight benchmarks that schools can use as a framework for Good Career Guidance. Richmond School and Sixth Form College have embedded the benchmarks into all our careers work.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Careers Plan from September 2022



Richmond School and Sixth Form College is committed to offering the highest quality careers guidance to all students. We were awarded the **Quality in Careers Standard** in May 2018 and this was further reaccredited in May 2021, and July 2022.

We are committed to giving advice to students about progression choices and ensuring that these choices are realistic and attainable for each student. The provision offered includes the following:

- Personal Guidance and one to one action planning
- How to find and use good quality Labour Market Information
- Promote use of resources selected and developed by the careers team
- Skills development to support students' transitions to their next destination, for example CVs and applications for apprenticeships, degree apprenticeships, higher education and employment
- Engagement with Careers and Enterprise Company - linking to Enterprise Coordinator and identifying the support they can provide
- Work Experience programmes available to students in Year 12
- Monitor and track enrichment activities so all career link activities and skills have been captured on Unifrog
- Ensure that Careers education is embedded into the curriculum through working close with Lead Teachers to deliver careers
- Engage alumni to inspire students in their career choices and pathways
- Ensure students have the opportunity to access specialist guidance when making a complete transformation to their career plan

National Apprenticeship Week February 2023 and National Careers Week: March 2023

Richmond School and Sixth Form College supports National Apprenticeship Week and National Careers Week and invites in a number of employers to speak to students during the week. Examples from previous years include The City Secret, Purple Creative Studio, Morrisons and World Skills talking about apprenticeships. Careers also features as "Theme of the Week" for National Careers Week so that students can discuss their learning with their tutors in smaller groups. The current focus is on apprenticeship providers and technical career paths.

Provision by Year Group

Year 7 (June)

	Focus	Learning outcomes	Gatsby Benchmark	Curriculum Links
Lesson 1	The Changing world of Work	Students have an understanding of the many reasons why jobs will change over time. Understand new roles being created with new emerging technologies.	Learning from career and labour market information (2)	All subjects
Lesson 2	Jobs of the future	Students understand what jobs of the future may look like and begin to link skills and subjects to future jobs.	Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4) Learning from career and labour market information (2)	All subjects
Lesson 3	Achievements / skills for life and work	Students consider their own personal achievements, and explore how their current skills can support and influence future careers decisions.	Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects
Lesson 4	Influences	Students consider their personal influences and how these influences could affect decision making. Students also begin to explore the idea of success and what it means to them.	Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects

Lesson 5	Creativity	Students take part in a creativity task - creating their own product and developing entrepreneurial skills	Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	English, Art, Media, Maths
Additional	National Apprenticeship Week (February)	Students attend assembly with Apprentice Alumni to learn about Apprenticeship pathways as a route to a successful career.	Encounters with employers and employees	Maths, English, Art, DT, Media, Business.
	National Careers Week (March)	Students attend assembly with a local provider of Technical and Vocational Pathways (Darlington College).	Encounters with further and higher education	Maths, English, Science, IT, DT, Engineering, Business.

Year 8 (January - February)

Lesson 1	Role Models – students explore role models and transferable skills	Students will understand the differences and begin to recognise the attributes which good role models have. They will start to realise who their role models are and what are the skills and qualities that these people possess.	A Stable Careers Programme (1) Learning from career and labour market information (2)	
Lesson 2	Jobs of the future / Different jobs in different places	Students begin to explore the wide variety of jobs and careers within different industries and sectors.	A Stable Careers Programme (1) Learning from career and labour market information (2)	

Lesson 3	Linking school to work	Students explore the links between school and work - skills, subjects and personal development and how these link with employability and career decisions.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects
Lesson 4	Patterns of work	Students learn about different types and patterns of work - e.g. self-employment, contract variations, flexible working, home and hybrid working, virtual working and part and full time.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	Business, IT
Lesson 5	Success and Goal setting	Students begin to explore their own ideas of success, and what it means to them and others. Students also begin to look at setting personal goals and the importance of goal setting within their future careers.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects

Lesson 6	National Apprenticeship Week	Students are involved with activities celebrating Apprenticeships including Assembly with Apprenticeship Providers (Darlington College) and exploring Apprenticeship pathways.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	Business, IT, Engineering, Media, Health & Social Care.
Lesson 7	Challenging Stereotypes	Students consider existing stereotypes within workplaces and learn how and why they should challenge these.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects
Additional	National Careers Week	Students attend assembly with Newcastle University STEM (Science, Technology, Engineering and Maths) outreach team, to understand routes into STEM careers.	Encounters with further and higher education	STEM subjects

Year 9 (November to December)

Lesson 1 and 2	Enterprise Project	Students work on an enterprise project and develop entrepreneurial skills, creating and marketing their own product or service. This links directly to employability skills.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	Business, Media, Maths
Lesson 3	Employability Skills	Students learn about the key employability skills and explore how their personal qualities and skills will help to shape their future careers.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects
Lesson 4	Decision-making skills and Programmes of Study	Students learn about the stages involved in making a decision and apply this process to a hypothetical example. Students will start to recognise the relevance to making decisions about their GCSE Programmes of Study.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects

Lesson 5	Networks	Students identify their own networks and learn about how to use these networks to support their future decisions.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3)	
Lesson 6	Equality At Work	Students learn about the importance of equality at work by exploring different situations and understanding their own and others' interpretations of equality.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3)	
Lesson 7	Careers Pathways and Post 16 options	Students are introduced to the different post 16 pathways available to them. Students explore the different options, the qualifications and future pathways linked to the options. These include A Levels, Vocational and Technical qualifications and Apprenticeships.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects
Additional	National Apprenticeship Week (February)	Students attend an Assembly by an Apprenticeship provider (Darlington College).	Encounters with further and higher education	DT, IT, Media, Engineering, Business, Health & Social Care

Additional	National Careers Week (March)	Students attend an Assembly with an employer to learn about Apprenticeships and careers within STEM.	Encounters with employers and employees	STEM subjects
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Year 10 (November to February, June to July)

Lesson 1 and 2	Hazards and Health and Safety	Students are able to identify a range of hazards and risks in work-related situations and know what to do to reduce risk or react to hazards. Students gain an understanding of health and safety legislation.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	Business, IT, DT
Lesson 3	Post 16 Options / Next Steps	Students revisit their Post 16 options and begin to consider their own pathways. Students start an action plan to support their goals.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects

Lesson 4	Planning Ahead & overcoming barriers	Students begin to explore their own priorities including considering different types of work, their own barriers and how to overcome these barriers.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects
Lesson 5 & 6	CV Workshop	Students learn how to create a winning CV and begin to write their own. Using Barclays Life Skills CV workshop resources, students have access to professional, up to date advice and guidance.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	Business, English, IT, Media
Lesson 7	Career Variations across industry sectors	Students learn about the variety of different careers across industry and take part in interactive workshops exploring these careers.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	All subjects

Lesson 8	Careers Resources	Students explore online careers resources including icould.com, BBC Bitesize Careers, National Careers Service and Find an Apprenticeship. Students learn about the wide variety of resources available to them to support their personal research into their future pathways and careers.	Linking Curriculum learning to Careers (4) Encounters with employers and employees (5) Experiences of workplaces (6)	Business, Health and Social Care, IT, Technology, Engineering, History, Media, Biology, Chemistry, Dance, Drama.
Lesson 9	Unifrog	Students access their personal Unifrog account and complete the Personality and Interest quiz to better understand careers most suited to them. Students can explore the careers resources on Unifrog, access job profiles and update their personal preferences to enable them to more easily find relevant courses, apprenticeships and University degree options.	A Stable Careers Programme (1) Learning from career and labour market information (2) Addressing the needs of each pupil (3) Linking Curriculum learning to Careers (4)	Business, Health and Social Care, IT, Technology, Engineering, History, Media, Biology, Chemistry, Dance, Drama.
Lesson 10	National Apprenticeship Week	Students take part in National Apprenticeship week activities to understand Apprenticeship pathways. Students attend an Assembly with ASK Apprenticeships.	Encounters with employers and employees	Business, IT, DT, Media, Health & Social Care,
Additional	National Careers Week (March)	Students attend Assembly with local provider of technical and vocational courses (Darlington College)	A Stable Careers Programme (1) Addressing the needs of each pupil (3) Encounters with further and higher education	Business, IT, DT, Media, Health & Social Care,

Lesson 11	Post 16 Action planning	Students understand post-16 options available to them and complete self-assessment questionnaires.	Addressing the needs of each pupil (3)	All subjects
Lesson 12	Raising Aspirations Assembly – Unifrog, Russell Group, vocational courses, NCS	Students understand routes to higher education including advanced and degree apprenticeships. They understand how decisions made post 16 impact on plans for future careers.	Addressing the needs of each pupil (3) Encounters with further and higher education (7)	All subjects
Lesson 13 EVENT	Careers Ideas Careers Fair - July	Students prepare for the event and attend the event where they meet numerous providers including employers, apprenticeships providers, FE colleges and HE providers.	Addressing the needs of each pupil (3) Encounters with employers and employees (5) Encounters with further and higher education (7)	Business, Health and Social Care, IT, Technology, Engineering, History, Media, Biology, Chemistry, Applied Science, Performing Arts,
Y10 into 12 day EVENT	Post-16 Options Event at Richmond Sixth Form College	Opportunity to attend a day of A Level taster lessons. Includes an alternative pathway with apprenticeships, FE college (Darlington College) and a land-based college, Askham Bryan College.	Encounters with further and higher education (7)	Business, Health and Social Care, IT, Technology, Engineering, History, Media, Biology, Chemistry, Applied Science, Performing Arts,

Lesson 14	Post 16 Action planning – including Careers action plan forms and preparation for 121 meetings with SLT representatives.	Students are able to carry out self-assessment and start to plan options for Post-16, linked to PPE results. Students should become familiar with the options available and the pathways available including apprenticeships. Students should have a personal careers plan.	A Stable Careers Programme (1) Addressing the needs of each pupil (3)	All academic subjects
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Year 11

Sept - March	Careers guidance meetings		Addressing the needs of each pupil (3) Personal Guidance (8)	All academic subjects
January	Post 16 Action planning – including Careers action plan forms and preparation for 121 meetings with SLT representatives.	Students are able to carry out self-assessment and start to plan options for Post-16, linked to PPE results. Students should become familiar with the options available and the pathways available including apprenticeships. Students should have a personal careers plan.	A Stable Careers Programme (1) Addressing the needs of each pupil (3)	All academic subjects
February	National Apprenticeship Week	Students attend assembly by local employer and Apprenticeship Provider		Business, IT, DT, Media, Health & Social Care.

March	National Careers Week	Students attend assembly by local HE provider (Teesside University) to understand more about STEM careers and routes into STEM		Business, IT, DT, Media, Health & Social Care.
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Year 12

Focus	Learning outcomes	Gatsby Benchmark	Curriculum links
NEXT STEP YORK	The University of York presents their supported progression scheme. Richmond has a strong partnership with the University of York.	Encounters with further and higher education (7) Encounters with employers and employees (5)	All academic subjects
Northumbria NU programme	Northumbria University presents their supported progression scheme. Richmond has a strong partnership with Northumbria University.	Encounters with further and higher education (7) Encounters with employers and employees (5)	All academic subjects
Amnesty International	A guest speaker from Durham University, Dr Sue Miller talks to students about human rights and the work of Amnesty International	Learning from career and labour market information (2) Encounters with employers and employees (5)	Philosophy, History, Economics.

<p>Summer Schools</p>	<p>Students are made aware of how they can enhance their knowledge and skills in preparation for Post-18 options. This includes summer schools such as UNIQ, Sutton Trust and other university options. It also includes online opportunities, for example Futurelearn.</p>	<p>Addressing the needs of each pupil (3) Encounters with employers and employees (5)</p>	<p>All academic subjects</p>
<p>National Citizen Service NCS is a 3-4 week experience that helps build your confidence and self-belief so that you can take on anything in life.</p>	<p>Makes students aware of the National Citizen Service organisation and how they can become involved. It develops awareness, aspirations and increases motivation. Students understand the 4 phases of NCS: Adventure, Discovery, Social Action, Celebration</p>	<p>Addressing the needs of each pupil (3) Encounters with employers and employees (5)</p>	
<p>Study Skills</p>	<p>The sessions broadens students' understanding of study skills and what they can do to raise their own attainment and be successful in the sixth form environment. Students learn how to make the most of their free and study periods in the sixth form study centre, and how to develop life skills to take them through the sixth form and into higher education. It highlights a range of transferable skills that students can develop and apply.</p>	<p>A Stable Careers Programme (1) Addressing the needs of each pupil (3)</p>	<p>All academic subjects</p>

Work Experience activities	<p>Students understand the skills that are needed for work experience</p> <p>Students will make contact with their work experience providers to highlight their own careers aspirations and how they can make the most of their placements and how they can link this to future careers. Students understand how to use the NYBEP Work Experience booklet which they take with them to placement to log learning and progress.</p>	<p>Learning from career and labour market information (2)</p> <p>Encounters with employers and employees (5)</p>	Business
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Unifrog and UCAS.com	<p>Students learn how to register, log on to and use Unifrog and UCAS.com.</p> <p>Students use these resources to research information about higher education and apprenticeships. Students use the Unifrog tool to log their shortlists for courses and apprenticeships and develop their personal statements.</p>	<p>Linking Curriculum learning to Careers (4)</p> <p>Encounters with further and higher education (7)</p>	IT
Apprenticeships /National Careers Week	<p>Students understand how to identify and find apprenticeships using both the National Apprenticeship website, Not Going to Uni and UCAS resources.</p>	<p>Learning from career and labour market information (2)</p> <p>Encounters with employers and employees (5)</p>	IT, Technology, Business
UCAS Discovery Day	<p>Students receive information to help with decision making for post-18 and develop an understanding of the different pathways available to them post-18 and have the experience of visiting a campus university.</p>	<p>Encounters with further and higher education (7)</p> <p>Encounters with employers and employees (5)</p>	

Personal Statements	Students understand how to use the UCAS resources available and how to use the Unifrog system for personal statements and link to their personal achievements and aspirations.	Linking Curriculum learning to Careers (4) Encounters with further and higher education (7)	All academic subjects
Work Experience Week – July	Students have the opportunity to undertake a week of work experience. A professional placement which is aligned to their career goals.	Encounters with employers and employees (5) Experiences of workplaces (6)	All academic subjects
Review and evaluation of work experience and Post-18 planning	Students review their performance and feedback from teachers and employers and use this to develop action plans for post-18 options.	A Stable Careers Programme (1) Addressing the needs of each pupil (3)	

Year 13

Personal Statements	Students continue with their personal statements and receive feedback from their tutors to be able to finalise their personal statements so that they can use them for UCAS applications. Some students use the information from their personal statements as part of their apprenticeship applications.	Encounters with further and higher education (7)	All academic subjects
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UCAS	Students understand how to use the UCAS system to find degree courses and apprenticeships. Students understand how to upload their personal statements into UCAS.com.	Encounters with further and higher education (7)	IT
Speakers for Schools	Students experience a guest speaker from the Speakers for Schools programme and prepare Q & A. Previous speakers have included the CEO of Sainsburys and COO from the British Library.	Encounters with employers and employees (5) Experiences of workplaces (6)	
Apprenticeships/ National Careers Week	Students understand how to find and apply for apprenticeships at different levels Advanced, Higher and Degree levels. Students apply their learning from Year 12 on CVs and Cover Letters and use this to apply for roles.	Encounters with employers and employees (5)	
Student Finance	Students understand how Student Finance works and how it impacts on them. This includes how to pay back their loan, parental contribution, bursaries etc. Students understand how to apply for Student Finance.	Encounters with further and higher education (7)	IT

Academic Mentoring	Students work with their form tutors to help them to be self-aware of their grades and how they are progressing. Students are made aware of any additional support and mentoring that may help them to realise their potential.	A Stable Careers Programme (1) Addressing the needs of each pupil (3)	
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