

# Norlington School and 6<sup>th</sup> Form



## Careers

# Norlington Careers Aims & Objectives

- Careers Education at Norlington is a progressive journey
- The programme is planned so that students receive the relevant careers information and education that is suitable to their age.
- The programme allows for impartial advice and guidance.
- The careers curriculum is designed to help the pupils plan and take control of their future.
- Meet minimum statutory requirements
- Deliver a High Quality and extensive careers programme
- Working towards the Gatsby Benchmarks (2020)

# High quality and effective engagement for all

Norlington School aims to engage effectively with -

- **Students**

- Learning Outside the Box days
- Work Experience
- East London Business Alliance
- Visits
- Careers fairs
- Planned programme of Careers Education
- Open Days
- Information Notice Board
- Options/Information/Assemblies
- Post 16 Preparation
- University visits
- UCAS Preparation
- Impartial Advice and Guidance
- Delivery of PSHE lessons focusing on Careers Education
- Inspirational speakers from industry/Community/Training providers etc.
- **Careers Education Week (Career focused lessons within all subjects, where subjects and careers are linked)**
- Norlington web site information

- **Parents**

- Careers Fairs
- Parents Evening
- Work Experience
- 6<sup>th</sup> Form Open Evening
- Parents Careers Booklet
- Norlington web site information

- **Staff**

- FT/HOY Work Experience training
- Year 11 Tutors/HOY Application Form Preparation/CV/Personal Statements
- Delivery of Careers Programme
- STEM careers
- Debate/Presentation Training to be provided to key staff
- **Norlington web site information**

- **Governors**

- Cycle dashboard
- Governor Meetings/Feedback/Publications
- **Norlington web site information**

- **Wider / Local Community**
  - Links with local/national businesses and companies
  - ELBA
  - **Norlington web site information**
  - Inspirational Speakers from industry (Speakers for Schools)

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## Detail of Activities

### Year 7:

Activity	Detail	Timing	Who is responsible?	Others involved	Internal or External
<b>Form Time Resources</b>	Form Time resource. <ul style="list-style-type: none"> <li>• Getting to know you</li> <li>• Working with others</li> </ul> Aimed at Key Stage 3.	Form Tutors to deliver.	MMcP	RM, FT's	<b>Internal</b>
<b>PSHE Lessons</b>	KS3 Careers Programme Booklet. (Introduction to Self development and Employability skills) <ul style="list-style-type: none"> <li>• Personal Skills</li> <li>• Personal Qualities</li> <li>• Interests</li> <li>• Key Skills Checklist</li> </ul>	Cycle 1	PSHE Staff	AE/MMcP	<b>Internal</b>
<b>PSHE Lessons</b>	The Real Game: <ul style="list-style-type: none"> <li>• Interview skills</li> <li>• Employability Skills &amp; Qualities</li> </ul>	Cycle 5/6	MMcP/AE	Key Staff	<b>Internal</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal/External</b>
<b>STEM Visit</b>	Science Museum Visit including Work shops and Talks on: <ul style="list-style-type: none"> <li>• Scientific research</li> <li>• Career Pathways through Science</li> <li>• Jobs within a Museum</li> <li>• Career Insights into Scientific study and jobs within Science.</li> </ul>	Cycle 1	HOD/IS	Key Staff	<b>External</b>

<b>Horticultural Business Enterprise</b>	The “Know Your Onions” Project. Introduction to Careers, Skills and Options within the Horticulture/Business and Entrepreneurship.	Cycle 4	HOD/HI	Key Staff	<b>Internal &amp; External</b>
<b>Insight into Media and television careers</b>	Trip to the Sky Studio, looking into the range of jobs available within the media and television industry.	Cycle 5	JMcD	Key Staff	<b>External</b>
<b>Police Force (Cadets)</b>	Recruitment/Enrollment opportunities. Police and Emergency services career insight.	Cycle 2	RM	Key Staff	<b>External</b>

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## Year 8:

<b>Activity</b>	<b>Detail</b>	<b>Timing</b>	<b>Who is responsible?</b>	<b>Others involved</b>	<b>Internal or External</b>
<b>Form Time Resources</b>	A Scheme of Work and booklet with the skills, qualities and personal attributes in a Careers based Form Time resource. Aimed at Key Stage 3.	Form Tutors to deliver.	MMcP	RM, FT's	<b>Internal</b>
<b>Options Assemblies</b>	The Options system explained and HOD's to deliver assemblies.	Cycle 3 2/3 weeks every morning at registration	RM	HOD's/HOY	<b>Internal</b>
<b>Options LOTB Day</b>	Looking at Decision Making and Career pathways. Long Term and Short Term Career Planning.	Cycle 3	MMcP	RM, HOY, FT's and key other staff	<b>Internal</b>
<b>Parents Eve</b>	Strategic calendared events to discuss students' progress, set targets and address concerns, focusing at this stage on Option choices.	As overview	RM/HOY	HOD's and key staff	<b>Internal</b>
<b>Nissan Innovations Day</b>	Careers insight into Auto-Production, Design and Engineering.	As Overview	RS/HOY	FT's and key other staff	<b>External</b>
<b>Careers Interview</b>	Small Groups of students with Careers Advisor focusing on Options and GCSE pathways.	Cycle 2/3	Gwen Tackney	MMcP, GB	<b>External</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal &amp; External</b>

<b>Horticultural Business Enterprise</b>	The "Know Your Onions" Project. Introduction to Careers Skills and Options within the Horticulture/Business and Entrepreneurship.	Cycle 4	HOD/Hi	Key Staff	<b>Internal &amp; External</b>
<b>STEM</b>	Connect Physics at Queen Mary University: <ul style="list-style-type: none"> <li>• Student Life</li> <li>• University insight</li> <li>• Career Pathways within Science.</li> <li>• The roles of a Scientific Researcher/Lecturer</li> </ul>	Cycle 2/3/5	HOD/IS	Key Staff	<b>External</b>
<b>Architecture Project</b>	Working with an Architect gathering insight into what the job entails, marketing and advertising strategies. Project management, Including developing University Links to UEL.	Cycle 5/6	HOD	Key Staff	<b>External</b>
<b>Insight into Media and television careers</b>	Trip to the Sky Studio, looking into the range of jobs available within the media and television industry.	Cycle 5	JMcD	Key Staff	<b>External</b>
<b>Police Force (Cadets)</b>	Recruitment/Enrollment opportunities. Police and Emergency services career insight.	Cycle 2	RM	Key Staff	<b>External</b>
<b>PSHE Careers</b>	A series of PSHE lessons focusing on: <ul style="list-style-type: none"> <li>• Rights &amp; Responsibilities at Work</li> <li>• Legal working Age/Minimum Wage</li> <li>• Salaries &amp; Wages</li> <li>• Tax/NI</li> <li>• Budgeting</li> <li>• Loans</li> <li>• Financial management</li> </ul>	Cycle 2/3/6	MMcP/AE	Key Staff	<b>Internal</b>



## Year 9:

<b>Activity</b>	<b>Detail</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Others involved</b>	<b>Internal or External</b>
<b>Careers Interview</b>	Small Groups of students with Independent Careers Advisor focusing on Career pathways/Next Steps	Cycle 5/6	MMcP/GT	GB	<b>External</b>
<b>Form Time Careers Resources</b>	Preparation for the World of Work.	Cycle 4/5/6	MMcP	HOY/FT's	<b>Internal</b>
<b>First Aid training</b>	All students to receive a First Aid qualification, with a careers Insight into the work of the Emergency services.	Cycle 5/6	RM	HOY/FT's and key staff	<b>External</b>
<b>Work Experience Assembly &amp; Launch</b>	Processes explained about the Own Placement procedure with deadline set. Appendix 1	Cycle 6	MMcP/BEP Group	HOY/FT's	<b>Internal/External</b>
<b>Todays Children Tomorrows Lawyers</b>	Insight and introduction to Law, involving visits, projects, competitions and work experience.	Cycle 5/6 and Summer Holidays	MMcP/BLD Foundation	HOY	<b>External</b>
<b>Rock Assembly and Careers Fair</b>	A careers fair and concert combined at Wembley Arena.	Cycle 6	JB	Key other staff	<b>External</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal &amp; External</b>
<b>Speakers for Schools</b>	Inspirational and Motivational Speakers for students.	Ongoing	PH	Key Staff	<b>External</b>
<b>FCA (The Financial Conduct Authority)</b>	Goals and Aspirations for a career within the Financial Institutions.	Cycle 4	HOY/MB	Key Staff	<b>External</b>

<b>Science Fair</b>	The “Big Bang” Fair Trip. Science trip to experience different occupations within the Science industry.	Cycle 4	HOD	Key Staff	<b>External</b>
<b>Police Force (Cadets)</b>	Recruitment/Enrollment opportunities. Police and Emergency services career insight.	Cycle 2	RM	Key Staff	<b>External</b>
<b>Form Time Resources</b>	Preparation for Own Placement for Work Experience. <ul style="list-style-type: none"> <li>• Research of Jobs</li> <li>• CV builder</li> <li>• Letter of Introduction</li> <li>• Telephone Enquiries</li> <li>• Interview Preparation</li> </ul>	Cycle 6	MMcP/HOY	FT’s & Key Staff	<b>Internal</b>

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## Year 10:

<b>Activity</b>	<b>Detail</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Others involved</b>	<b>Internal or External</b>
<b>Careers Interview</b>	Individual Careers Meetings with Independent Careers Advisor	As Overview	MMcP/GT	GB	<b>External</b>
<b>Work Experience Preparation</b>	Form Time Resources focusing on organising own placement. Deadlines established.	Cycle 1/2	MMcP	BEP Group/HOY/FT's	<b>Internal &amp; External</b>
<b>Work Experience</b>	1 week/2 weeks work placement	Cycle 2	MMcP/BEP Group	HOY/FT's/Staff	<b>Internal &amp; External</b>
<b>Work Experience Feedback</b>	Student and Employer feedback and evaluation of Work Experience. Publication of Findings to HT/Govs.	Cycle 2/3	MMcP	Key staff	<b>Internal</b>
<b>LOTB Day 1</b>	Careers and University Insight Day	Cycle 2	RM/ELBA	HOY/FT's and key staff	<b>Internal &amp; External</b>
<b>LOTB 2</b>	Careers Interview day	Cycle 5	MM	HOY/FT's/Staff	<b>Internal &amp; External</b>
<b>Today's Children Tomorrow's Lawyers</b>	Insight and introduction to Law, involving visits, projects, competitions and work experience.	Cycle 5/6 and Summer Holidays	MMcP/BLD Foundation	HOY	<b>External</b>
<b>Public Speaking &amp; presentation Skills Training</b>	25 x Students are trained in Public Speaking and Presentation Skills. Interview Preparation skills.	Cycle 1	MMcP/Jack Petchey Trainers	HOY	<b>External &amp; Internal</b>
<b>2 weeks Careers Programme</b>	Interview Preparation/CV/Personal Statement	Cycle 6	MMcP	(ICT Subject T's)	<b>Internal</b>
<b>British Army Work Experience</b>	10 x Students gain a residential week long work experience with the British Army. This is an insight into the many different careers within the British Army.	Cycle 1/4	MMcP	HOY	<b>External</b>
<b>Rock Assembly and Careers Fair</b>	A careers fair and concert combined at Wembley Arena	Cycle 6	JM	RM	<b>External</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal &amp; External</b>

<b>Speakers for Schools</b>	Inspirational and Motivational Speakers for students	Ongoing	PH	Key Staff	<b>External</b>
<b>University Visits</b>	Visits to Universities, preparation for university life, choosing courses, application procedures.	Ongoing	HOY	Key Staff	<b>External</b>
<b>Careers Insight Visits</b>	ELBA Business/Financial and Business. Insight into the types of career available, the tasks involved.	Cycle 2/3	HOY/ELBA	Key Staff	<b>External</b>
<b>STEM in Aviation</b>	ELBA Engineering, ground crew career insight day.	Cycle 2	HOY/ELBA	Key Staff	<b>External</b>
<b>Design &amp; Technology Career Insight</b>	The New Designers Trip, looking at an insight in Careers within the design industry, involving: <ul style="list-style-type: none"> <li>• Looking at the types of different jobs/careers</li> <li>• Marketing</li> <li>• Budgeting</li> <li>• Business Planning</li> <li>• Retail</li> <li>• Profit &amp; Loss</li> <li>• Entrepreneurship</li> </ul>	Cycle 6	HOD/RP	Key Staff	<b>External</b>
<b>Careers Lessons</b>	Focusing on Research Skills and Post 16 opportunities. <ul style="list-style-type: none"> <li>• Colleges/Sixth Form Choices</li> <li>• Educational Choice – A levels/BTECs</li> <li>• CV/Applications</li> <li>• Interviews</li> <li>• Decision Making</li> </ul>	Cycle 6	MMcP	HOY/Key Staff	<b>Internal</b>

## Year 11:

<b>Activity</b>	<b>Detail</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Others involved</b>	<b>Internal or External</b>
<b>Form Time Resources</b>	CV Development, Application procedures, Personal Statements, Decision Making	Cycle 1	MMcP	HOY/FT's	<b>Internal</b>
<b>Careers Interview</b>	Individual Careers Meetings with Independent Careers Advisor	As Overview	MMcP/GT	GB	<b>External</b>
<b>Parents/Open Evening</b>	Careers Advice available on the evening	As overview	MMcP/GT		<b>Internal</b>
<b>Skills London</b>	The UK's biggest Jobs and Careers Event for 15-24 year olds.	Cycle 2	MMcP	HOY/FT's	<b>External</b>
<b>Careers Fair</b>	External Post 16 Providers visit school and talk to students	Cycle 2	MMcP	GT/HOY	<b>External</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal &amp; External</b>
<b>University Visits</b>	Visits to Universities, preparation for university life, choosing courses, application procedures.	Ongoing	HOY/HOD's	Key Staff	<b>External</b>
<b>6<sup>th</sup> Form and College Taster Lessons</b>	Introduction to studying Post 16. Taster lessons in: <ul style="list-style-type: none"> <li>• A levels</li> <li>• BTECs</li> </ul>	Cycle 2	HOY	Key Staff	<b>Internal/External</b>
<b>Careers Assembly</b>	Assembly on Decision-Making and Post 16 Options.	Cycle 2	HOY	Key Staff	<b>External</b>

## Year 12:

<b>Activity</b>	<b>Detail</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Others involved</b>	<b>Internal or External</b>
<b>Russell Group University Visit</b>	Students University Preparation	Cycle 1	CW/FO	Key Staff	<b>External</b>
<b>Data Collection</b>	Year 11 and 13 destination figures to be collated.	Cycle 1	SC/CW	MMcP/FO	<b>Internal</b>
<b>Careers Interview</b>	Individual Careers Meetings with Independent Careers Advisor	As Overview	MMcP/GT	GB	<b>External</b>
<b>Skills London</b>	The UK's biggest Jobs and Careers Event for 15-24 year olds.	Cycle 2	MMcP	CW/FO/JW	<b>External</b>
<b>ULAS</b>	University Preparation	Cycle 3	JW	CW/FO	<b>Internal</b>
<b>Big Ideas Challenge</b>	Entrepreneurship, Development of a Business concept.	Cycle 3	CW	Key Staff	<b>Internal &amp; External</b>
<b>Todays Children Tomorrows Lawyers</b>	Insight and introduction to Law, involving visits, projects, competitions and work experience.	Cycle 5/6 and Summer Holidays	MMcP/BLD Foundation	CW/FO	<b>External</b>
<b>Work Experience</b>	Work experience/work placement	Cycle 2/5/6	CW/FO	MMcP	<b>Internal &amp; External</b>
<b>British Army Work Experience</b>	10 x Students gain a residential week long work experience with the British Army. This is an insight into the many different careers within the British Army.	In students own time.	MMcP	CW/FO	<b>External</b>
<b>Summer Schools and Work Placements</b>	Students attend Summer Schools at successful universities and companies, with links to their career aspirations.	In students own time.	CW/FO	MMcP	<b>External</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal</b>
<b>Speakers for Schools</b>	Inspirational and Motivational Speakers for students	Ongoing	PH	Key Staff	<b>External</b>

<b>University Visits</b>	Visits to Universities, preparation for university life, choosing courses, application procedures.	Ongoing	CW/FO	Key Staff	<b>External</b>
<b>STEM Careers</b>	<p>Insight into Careers within STEM subjects:</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Budgeting</li> <li>• Planning</li> <li>• Apprenticeships</li> <li>• Work Experience opportunities</li> </ul> <p>Master/Taster Classes for Post 18 choices in:</p> <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Physics</li> <li>• Science</li> </ul>	Cycle 1/4/6	HOD's/CW	Key Staff	<b>External</b>
<b>UCAS University Preparation</b>	<p>National UCAS Fair regarding Post 18 opportunities:</p> <ul style="list-style-type: none"> <li>• Courses Available</li> <li>• Course Combinations</li> <li>• UCAS process</li> <li>• Admissions</li> <li>• Decision Making</li> <li>• University life insight</li> </ul>	Cycle 4	JW	Key Staff	<b>External</b>
<b>The World of Work (Spain)</b>	<p>Business and Economics Trip. To gain insight into global business and economic structures and labour markets:</p> <ul style="list-style-type: none"> <li>• Production</li> <li>• Marketing</li> <li>• Economic exchange</li> </ul>	Cycle 6	AQ	Key Staff	<b>External</b>

## Year 13:

<b>Activity</b>	<b>Detail</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Others involved</b>	<b>Internal or External</b>
<b>Russell Group University Visit</b>	Students University Preparation	Cycle 1	CW/FO/JW	Key Staff	<b>External</b>
<b>UCAS</b>	UCAs preparation, Personal Statements.	Cycle 1	JW	CW/FT's	<b>Internal &amp; External</b>
<b>Careers Interview</b>	Individual Careers Meetings with Independent Careers Advisor	As Overview	MMcP/GT	GB	<b>External</b>
<b>Skills London</b>	The UK's biggest Jobs and Careers Event for 15-24 year olds.	Cycle 2	MMcP	CW/FO/JW	<b>External</b>
<b>Interview Practice</b>	Students to be guided and prepared through the interview process.	Cycle 1	JW	CW/FO/MMcP	<b>Internal</b>
<b>Todays Children Tomorrows Lawyers</b>	Insight and introduction to Law, involving visits, projects, competitions and work experience.	Cycle 5/6 and Summer Holidays	MMcP/BLD Foundation	CW/FO	<b>External</b>
<b>Career Tracker</b>	Individual Careers Tracker monitoring progress throughout career pathway.	Ongoing	MMcP	Key Staff	<b>Internal</b>
<b>University Visits</b>	Visits to Universities, preparation for university life, choosing courses, application procedures.	Ongoing	CW/FO	Key Staff	<b>External</b>
<b>STEM Careers</b>	Insight into Careers within STEM subjects: <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Budgeting</li> <li>• Planning</li> <li>• Apprenticeships</li> <li>• Work Experience opportunities</li> </ul> Master/Taster Classes for Post 18 choices in: <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Physics</li> <li>• Science</li> </ul>	Cycle 1	HOD's/CW	Key Staff	<b>External</b>



<p><b>UCAS University Preparation</b></p>	<p>National UCAS Fair regarding Post 18 opportunities:</p> <ul style="list-style-type: none"> <li>• Courses Available</li> <li>• Course Combinations</li> <li>• UCAS process</li> <li>• Admissions</li> <li>• Decision Making</li> <li>• University life insight</li> </ul>	<p>Cycle 1</p>	<p>JW</p>	<p>Key Staff</p>	<p><b>External</b></p>
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**Destination Data for Year 13: Cycle 1**

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