

## CAREERS PROGRAMME 2024-2025

### YEAR 7 to YEAR 13

#### The 8 Gatsby Benchmarks are:

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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

The [updated provider access legislation \(PAL\)](#) specifies schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

- Two encounters for pupils during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (Year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend

These encounters help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications (outside school).

Research has shown that when students have multiple encounters with employers whilst in school, **they have more motivation to study harder, there is an increase in academic attainment, and they are less likely to become NEET (Not in Education, Employment and Training) as young adults.**

Year 7		
Activity	Outcome	Delivery Time
Careers Assembly	Welcome to Careers	All Year
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group.	All Year
STEPS Level 1 booklet	The booklet covers a range of issues including: Stepping up from primary school / Roles that I think are successful / Skills for Life / What is work? Using the Careers Library / Introducing LMI and STEM and Changes in the world of work	?? – ?? June-July
National Careers Week Activities?	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision-making.	Spring
Careers Competition Poster	Students to create either a) their ideal job and explain why it is so or b) create their own family tree of work, focusing on different jobs family or friends do	Spring
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
NHS Careers Competition	Learn about health careers - <a href="https://www.stepintothenhs.nhs.uk/secondary-schools/KS3-competition">https://www.stepintothenhs.nhs.uk/secondary-schools/KS3-competition</a>	April 2025

Year 8		
Activity	Outcome	Delivery Time
Qualifications Landscape Assembly	Students learn about qualification levels	
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group.	All Year
STEPS Level 2 booklet	The booklet covers a range of issues including: What you want from work/ Become a job search expert / Budgeting + Task J: How do you make decision / The Qualifications landscape + writing an effective action plan	Jan – Feb?
Employer Talks	Students to have meaningful encounter with a variety of employers from different sectors.	All Year
Benefits of a second language	Having a second language can support job opportunities - EBacc <a href="https://www.gov.uk/government/publications/english-baccalaureate-ebacc/english-baccalaureate-ebacc">https://www.gov.uk/government/publications/english-baccalaureate-ebacc/english-baccalaureate-ebacc</a>	??
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
Volunteering for a day scheme?	Students are made aware not only about the benefits from becoming a volunteer, but also the diverse volunteering roles that are available. Volunteering can have a positive impact on the lives of those who volunteer, as well as acquiring new skills and boosting self-esteem.	?
Be an Entrepreneur Day	Students to learn about enterprise and entrepreneurial skills – students to form (5 / 6) mini businesses within each tutor form and the best team in each form competes in a grande finale after delivering a sales pitch	?
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision-making.	Spring
NHS Careers Competition	Learn about health careers - <a href="https://www.stepintothens.nhs.uk/secondary-schools/KS3-competition">https://www.stepintothens.nhs.uk/secondary-schools/KS3-competition</a>	April 2025
Weekly Careers Newsletter	All students/parents will have access to a weekly Careers newsletter and opportunities available	All Year

Year 9		
Activity	Outcome	Delivery Time
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group.	All Year
STEPS Level 3 booklet	The booklet covers a range of issues including: Plan your decision year / Personal Qualities, Skills & Jobs / Being Enterprising / Using reliable information / Qualifications + Choosing Options	Nov – Dec?
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.	All Year
GCSE Options Evening	Students and parents to understand the importance of choosing the right GCSE/ BTEC subjects and a chance to speak with subject teachers / HODs.	Spring
1:1 interview regarding KS4 subject Choices	Interview with SLT focusing on subject choices for Y10.	
1:1 careers interviews for all EHCP students identified by HOY	All EHCP students provided with careers guidance	
National Careers Week Activities	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students lead to better decision-making.	Spring
International Women's Day	Students to focus on inclusion and diversity. Challenging gender stereotypes within the workplace. To look at inspiring and empowering women who have made an impact within their career.	Spring
Careers Speed Networking Event	Students have the opportunity to have meaningful encounters with employers, including being able to ask question and get direct answers.	Summer
Work Experience Workshop	Getting the students ready to start thinking about Year 10 Work Experience day shadowing	Summer
Virtual Work experience	All students to have applied to at least two virtual work experience programmes	All Year
6th Form Taster Afternoon	Introductory Information provided by HOSS. Sixth Form students speak about their careers journey from choosing Y9 options to why they chose their A level options and what they plan to do in the future.	Summer
Weekly Careers Newsletter	All students / parents will have access to a weekly Careers newsletter and opportunities available	All Year

Year 10		
Activity	Outcome	Delivery Time
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group.	All Year
Year 10 Careers Education Tutor Programme	This is a 39-week, video led tutor programme mapped also to the CDI and PSHE framework.	All Year
1:1 career interview	Provide EHCP students and any other students identified by HOY with advice and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors. Includes ASK talk on apprenticeship programmes and a GAIN Careers talk. ASK To examine the similarities / differences between Apprenticeships, Degree Apprenticeships and University degrees. Taking a different route can still help students reach their end goal.	All Year
Career questionnaire	To find out what career sector students are interested in post 16 – this will help plan employer talks for Year 11	Spring
University speakers Visit	Students to get a taster of Higher Education.	Autumn ?
National Apprenticeship Week (NAW)	Students to get more information about Apprenticeships.	Spring
Virtual Work experience	All students to have applied to at least two virtual work experience programmes	All Year
Be an Entrepreneur Day	Students to learn about enterprise and entrepreneurial skills. After looking at case studies on successful business start-ups, students to form (5 / 6) mini businesses within each tutor form and the best team in each form competes in a grande finale after delivering a sales pitch	Autumn
National Careers Week (NCW)	Students to take part in a week's celebration of linking education with the world of employment to ensure students get an important insight to the future of work and further learning. Better informed students result in better decision making.	Spring
1 day Shadow work experience?	Shadow parent / guardian / friend and /or find suitable placements for LAC	?
Post 16 Evening	Provides students with the opportunity to acquire post 16 information from local post 16 provisions	Spring?

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College Taster Afternoon?	Students to get a taster at a post 16 provision	Summer
T-Level Workshop	An extended Assembly based on T Levels	Summer
Unifrog Virtual Work Experience	Students acquire more work experience from the annual event (June 30 to July 4)	Summer
Weekly Careers Newsletter	All students / parents will have access to a weekly Careers newsletter and opportunities available	All Year

Year 11		
Activity	Outcome	Delivery Time
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group	All Year
STEPS Level 5 booklet	The booklet covers a range of issues including: Your skills and interests / The changing job market / Money matters / Making applications / Writing a CV + Writing a Covering / Cover Letter / Preparing for Interviews	Nov – May
1:1 career Support Sessions	Interview / Plan - To provide information and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors.who will present what their business is about, and they type of employee they seek	All Year
Personal Statement Workshop	For students to understand the use of an effective Personal Statement when applying for Post 16 provisions.	Autumn
6th Form Taster Afternoon (P5)	Students get to get an insight into our Sixth Form - Sixth Form students speak about their journey from Year 9 choosing subject options to why they took the A-level route and what path they intend to take next.	Autumn
National Apprenticeship Week (NAW)	Students to get an insight into Apprenticeships. Engaging students in workshops and events celebrating National Apprenticeship Week. Also, to learn more about different careers / options	Spring
Post 16 Pathway Parents Evening	Parents to understand the different pathway routes Post 16.	Autumn
Post 16 Evening	Provides students with the opportunity to discover post 16 information from local post 16 provisions	Summer
Post 16 Applications Workshop	Post 16 Applications Workshop	Autumn & Spring

Initial Year 11 Destinations Update	Students are tracked regarding their selected sixth form, college or apprenticeship destination. Records are updated to include the start of the cross- agency work for students who are potentially NEET	Spring
National Careers Week (NCW)	Students get a better insight to the future of work and further learning. Better informed students lead to better decision-making.	Spring
Y12 transition / bridging work	Preparing for tertiary education	Summer
Post GCSE Exam / Results Day Support	To provide information and guidance to help students make realistic choices about their further/higher education, training and work.	Summer
Alumni Afternoon	Students to have an encounter with members of our Alumni network.	Summer?
Final Year 11 Destination Update	Students are tracked regarding their selected sixth form, college or apprenticeship destination. Records are updated to include the start of the cross- agency work for students who are potentially NEET	Summer
Unifrog Virtual Work Experience	Students acquire more work experience from the annual event (June 30 to July 4 <sup>1</sup> )	Summer
Weekly Careers Newsletter	All students / parents will have access to a weekly Careers newsletter and opportunities available	All year



Year 12		
Activity	Outcome	Delivery Time
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group.	All Year
STEPS Level 6 booklet	The booklet covers a range of issues including: What is important at work/Building networks/How much do you know about apprenticeships? /To go to university or not? /Researching Higher education/ Opportunity knocks /Applying online	Nov – May
1:1 career Interview / referrals	Provide information and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Employer Talks	Students to have a meaningful encounter with a variety of employers from different sectors. Includes a talk from GAIN	All Year
London Careers Fair (Nov 15)	Meet local and national employers at the Tottenham Hotspur Stadium	Autumn
London Skills Fair (Nov 22/23)	Students have access to 35,000 live jobs, training and apprenticeship opportunities at Excel event	Autumn
Progression post 18 Assembly	Learn more about post 18 opportunities	
National Apprenticeship Week (NAW)	Students learn more about Apprenticeships. Students participate in NAW workshops and events	Spring
National Careers Week (NCW)	Students get a better insight to the future of work and further learning. Better informed students lead to better decision-making.	Spring
Extended Project Qualification (EPQ)	Students plan and carry out research on a topic they have chosen. The skills learnt (aided by teaching including university lectures) helps to prepare them for university and / or their future career	All year
Oxbridge group and medical / law support	Students are prepared for applying for high grade entry courses	2025
In-house University Fair + non university providers	Students have access to representatives from Universities and other career pathways	Spring
Virtual / Work experience	All students have access to virtual work experience opportunities. They will have the possibility of one week work experience in the summer.	All Year / summer
Unifrog Virtual Work Experience	Students acquire more work experience from the annual event (June 30 to July 4)	Summer
Barclays Life Skills Y7 to Y13	Helps students unlock skills and employment opportunities	All year
Begin UCAS process	Students begin UCAS process after completing their June Mocks	Summer
Weekly Careers Newsletter	All students / parents will have access to a weekly Careers newsletter and opportunities available	All year

Year 13		
Activity	Outcome	Delivery Time
Unifrog	All our students use Unifrog to log their career activities and have careers related lessons using Unifrog SOW for each Year group.	All Year
1:1 career support sessions	Provide information and guidance to help students make realistic choices about their further/higher education, training and work.	All Year
Post 18 Options Assembly	Students learn more about possible pathways	
Employer Talks	Students to have meaningful encounters with employers from different sectors.	All Year
National Apprenticeship Week (NAW)	Students to get an insight into Apprenticeships. Engaging students in workshops and events celebrating National Apprenticeship Week.	Autumn
Apprenticeships Assembly talk	All students who are interested in apprenticeships to access support on how to find and apply to opportunities	Autumn
UCAS Process	All Year 13 students to have applied to university by January 2025. Students are supported by Assembly talks and their tutors on a 1:1 basis.	Autumn
Gap year Assembly and support	Students learn more about gap year opportunities	Autumn
National Careers Week (NCW)	Students get a better insight to the future of work and further learning. Better informed students lead to better decision-making.	Spring
In-house University Fair + non university providers	Students have access to representatives from Universities and other career pathways	Spring
Professional skills for School Leavers Assembly	Learn more about professional standards of emails, communications and expectations before going to university/work	Summer
Post A Level exam support	Provide information and guidance to help students make realistic choices about their further/higher education, training and work	Summer
Prelim / Final Destination Update	Students are tracked regarding their Year 13 leaver destination. Records are updated to include their firm/ insurance choice.	Summer
Weekly Careers Newsletter	All students / parents will have access to a weekly Careers newsletter and opportunities available	All year

## STEPS CAREERS WORK BOOKLETS

As part of the Fortismere careers curriculum, students take part in a wide variety of CEIAG activities

All students from Year 7 to Year 9 will complete the STEPS Series Careers Programme in 2024/2025. These help students to learn more about themselves, find out about careers and the world of work, and help them to plan their future. Year 10 and Year 11 follow an alternative programme provided by The Careers People.

Use of STEPS booklets by tutors in each year group (with powerpoint, tutor notes on activities and students' resources provided) – this is mapped against both the Career Development Institute (CDI) and the Gatsby Benchmarks. The CDI framework consists of 6 career development skills and 36 learning objectives.

**The 6 career development skills are:**

1. **Grow throughout life** by learning and reflecting about yourself, your background and strengths
2. **Explore the full range of opportunities** open to you
3. **Manage your career** actively, making the most of opportunities and learning from setbacks
4. **Create opportunities** by being proactive and building positive relationships with others
5. **Balance life and work** effectively
6. **See the big picture** by paying attention to how the economy, politics and society connect with, and affect your own life and care

Sixth Form students (Year 11 and Year 12) especially use the Unifrog programme – see below.

## UNIFROG

Unifrog is a platform available for all Fortismere students to use, and is referred to in lessons, given by tutors. Career information and guidance is available on the platform, helping students to make the best choices possible for the next stage of their career. Unifrog benefits include:

- Careers Guidance.
- Raising Attainment - Good careers guidance motivates students to work hard towards their goal, thereby increasing attainment.
- Preparing for KS5 - Unifrog ensures students make well-informed choices regarding progression routes.
- Gatsby Benchmarks - Unifrog is mapped against the Gatsby Benchmarks to help deliver Outstanding Careers Guidance

## LOCAL ENTERPRISE ADVISOR NETWORK

### Enterprise Coordinators (EC)

Ms Selvaraj is our Enterprise Coordinator since July 2024. She is the Enterprise Coordinator for the London Enterprise Adviser Network, a programme embedded into the Mayor of London's Skills for Londoners Strategy.

Ms Pollard, our former Enterprise Coordinator, is now the Employer Engagement Enterprise Coordinator for the London Enterprise Adviser Network, a programme embedded into the Mayor of London's Skills for Londoners Strategy. She is working on building relationships with employers to make it easier for students to engage with the world of work

### Enterprise Advisors (EA)

Ms Gaffney works for MACE, a local consultancy and construction firm, headquartered in London.

## CURRICULUM LEARNING

All subject teachers are to link curriculum learning with careers explicitly. Each subject area will highlight in their Curriculum Maps during 2024/ 2025 to show how career-relevant learning will be embedded in their teaching.

### **Summary of the Gatsby Benchmarks**

1. A stable careers programme. Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information. Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student. Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers. All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees. Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces. Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.
7. Encounters with further and higher education. All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance. Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made

For more details – see <https://www.goodcareerguidance.org.uk/benchmarks-and-background>

### **Ofsted Requirements**

Secondary schools prepare pupils for future success in education, employment or training. The Gatsby Benchmarks are used to develop and improve their careers provision and enable a range of education and training providers to speak to pupils in Years 7 to 13. All pupils receive unbiased information about potential next steps and high-quality careers guidance.

