

**Careers Programme 2023-24**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Manchester Secondary PRU. Effective careers support is a vital part of the curriculum and helps to prepare young people for the opportunities, responsibilities and experiences they will encounter as they prepare for transition within the PRU or their transition to a post-16 destination and beyond. As options for young people become more varied and complex, it is vital that we support our students to develop the knowledge and skills they need to make informed choices for their future. Whilst the structured programme is clearly defined, it is incumbent on all members of staff to take the opportunities, when they arise, to support the delivery of CEIAG provision both within and beyond the taught curriculum.

**Aims and objectives**

The Manchester Secondary PRU careers programme aims to:

* encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their time at school
* ensure students’ readiness to take their next step in their learning or career.

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| **The 8 Gatsby Benchmarks for Excellence in Careers Education** |
| 1. A stable careers programme ​ |
| 1. Learning from careers and labour market information ​ |
| 1. Addressing the needs of each student. |
| 1. Linking curriculum learning to careers. |
| 1. Encounters with employers and employees. |
| 1. Experiences of workplaces. |
| 1. Encounters with further and higher education. |
| 1. Personal guidance. |

**Whole School Strategies**

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| **Activity** | **Details** | **Gatsby Benchmarks** |
| Skills for Life embedded in the curriculum | The foundation for Skills For Life is based upon research carried out by UK Youth Employment which reviewed 13 skill-based frameworks and 86 reports regarding young people, skills and employment. This research identified that the top five universal skills are:   * Communication * Problem solving * Self-belief (Inc: motivation, resilience and positive attitude) * Self-management (Inc: initiative, organisation and accountability) * Teamwork   All curriculum areas ensure there are opportunities in their subject so that our pupils can see the multiple contexts where they are developing their skills. | **3,4** |
| National Careers Week 6-11th March 2023 | Drop down activities within centres  Resources shared with staff  Events and activities celebrated in parental newsletter for March | **1,2,3,4,** |
| Parent/Carer Bulletins | Half termly updates on Careers topics such as, LMI, post 16 pathways and any key dates, such as college application deadlines etc | **2,3** |
| Apprenticeship Week | Examples of apprenticeships available locally shared with pupils during form time  Routes in to apprenticeships - providers  Traineeships (where available) | **1,2,3,4,5** |
| On-line Resources | Use of Xello within PSHE lessons (KS3)/Vocational Carousel (KS4) enables pupils to access up to date LMI and explore a wide range of careers and the pathways in to these. On this site stereotypes are challenged and diverse role models highlighted in job profiles.  Xello can be used by pupils to record their careers activities, develop a CV and complete quizzes to identify their skills and preferences  GMACs and other websites shared with pupils and available as links on the school website. | **1,2,3** |
| Careers in the Curriculum Weeks   * 4-8th Dec 2023 * 6-11th March 2024 (also National Careers Week) * 3-7th June 2024   National Apprenticeship Week:  5-11th Feb 2024 | Opportunity for all teachers to make explicit links in their lessons to the careers that their subjects link to. |  |
| Enrichment Opportunities | Pupils have regular opportunities to take part in a number of visits and trips which will incorporate visits to a wide variety of workplaces and encounters with employers. Opportunities to highlight career pathways will be taken by staff. | **4,5,6,7** |
| Compass + | Compass Plus used to record careers activities which can then be printed off for pupils to have their own records | **1,3** |

**Year 7**

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| **Activity** | **Details** | **Gatsby Benchmarks** |
| PSHE Curriculum | [**Developing skills and aspiration:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/01.%20Year%207-8a/HT5%20-%20Developing%20skills%20and%20aspiration?csf=1&web=1&e=FhwBWf)  Intro to careers and jobs; raising aspirations; different types and patterns of work; managing money.  *Xello lessons*  [**Community and careers:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/02.%20Year%207-8b/HT5%20-%20Community%20and%20careers?csf=1&web=1&e=n66gAG) Equality of opportunity in careers and life choices; teamwork and enterprising skills; Being a critical consumer.  *Xello lessons* | **1,2,3,4** |
| Visits from Training Providers | Opportunities to meet with training providers such as The Growth Company or The Green Skills Academy to learn about the full range of pathways including vocational and technical pathways. | **1,2,3,5,7** |

**Year 8**

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| **Activity** | **Details** | **Gatsby Benchmarks** |
| PSHE Curriculum | [**Developing skills and aspiration:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/01.%20Year%207-8a/HT5%20-%20Developing%20skills%20and%20aspiration?csf=1&web=1&e=FhwBWf)  Intro to careers and jobs; raising aspirations; different types and patterns of work; managing money.  *Xello lessons*  [**Community and careers:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/02.%20Year%207-8b/HT5%20-%20Community%20and%20careers?csf=1&web=1&e=n66gAG) Equality of opportunity in careers and life choices; teamwork and enterprising skills; Being a critical consumer.  *Xello lessons* | **1,2,3,4** |
| Visits from Training Providers | Opportunities to meet with training providers such as The Growth Company or The Green Skills Academy to learn about the full range of pathways including vocational and technical pathways. | **1,2,3,5,7** |
| Visits from Employers | Visits from employers such as the Fire Service, the Army, Great Places Housing (our linked Enterprise Advisor through the GMCA) to inspire pupils to see opportunities available to them locally. | **1,2,3,4,5** |

**Year 9**

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| **Activity** | **Details** | **Gatsby Benchmarks** |
| PSHE Curriculum | [**Employability skills and setting goals:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/03.%20Year%209/HT5%20-%20Employability%20skills%20and%20setting%20goals?csf=1&web=1&e=NN2EQs)  Career options; setting goals for KS4; employability and online presence; managing financial risks.    *Xello Lessons* | **1,2,3,4** |
| Visits from Training Providers | Opportunities to meet with training providers such as The Growth Company or The Green Skills Academy to learn about the full range of pathways including vocational and technical pathways | **1,2,3,5,7** |
| Visits from Employers | Visits from employers such as the Fire Service, the Army, Great Places Housing (our linked Enterprise Advisor through the GMCA) to inspire pupils to see opportunities available to them locally. | **1,2,3,4,5** |

**Year 10**

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| **Activity** | **Details** | **Gatsby Benchmarks** |
| Work related learning Curriculum | [**Financial decision making:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/04.%20Year%2010/HT5%20-%20Financial%20decision%20making?csf=1&web=1&e=VZdCXY)  Saving; borrowing; budgeting; personal finance, public spending and economic citizenship.  **Careers Exploration and Planning**  **Xello**: Week 1 Learning About Me : Matchmake Quiz and results exploring Labour Market Information  Week 2 Exploring my Skills and Preferences – Personality Style, Learning Style and Skills Lab quizzes and results  Week 3 Getting Experience Lesson  Week 4 Personality Styles Lesson  Week 5 Study Skills and Habits Lesson  Week 6 Completing my CV | **1,2,3,4** |
| Visits from Training Providers | Opportunities to meet with training providers such as The Growth Company or The Green Skills Academy to learn about the full range of pathways including vocational and technical pathways | **1,2,3,5,7** |
| Visits from Employers | Visits from employers such as the Fire Service, the Army, Great Places Housing (our linked Enterprise Advisor through the GMCA) to inspire pupils to see opportunities available to them locally. | **1,2,3,4,5** |

**Year 11**

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| **Activity** | **Details** | **Gatsby Benchmarks** |
| Work Related Learning Curriculum | The Manchester College will visit each centre and provide guidance on how to complete application forms, write a CV and advise on interview skills  **Careers Exploration and Planning**  **Xello**: Week 1 Learning About Me: Matchmake Quiz and results- exploring current Labour Market information  Week 2 Work Values/ Workplace Skills and Attitudes Lessons  Week 3 Transitions to Further Education – using GMACs site alongside Xello  Week 4 Goals and Plans completion.  Ext: Updating my CV | **1,2,3,4** |
| One to One Guidance | All students receive at least 1 careers guidance interview from our school careers advisor (Career Connect). Pupils who are LAC or high risk of NEET or with an EHCP have additional guidance. Students with poor attendance will be visited at home. | **1,2,3,8** |
| College Open Days | Centres inform Y10 and 11 pupils about college open events and encourage them to attend.  Pupils who are high risk of NEET or who may face additional challenges with transition to college will be taken on a visit by staff. | **1,3,7** |
| Visits from Training Providers | Opportunities to meet with training providers such as The Growth Company or The Green Skills Academy to learn about the full range of pathways including vocational and technical pathways | **1,2,3,5,7** |
| Visits from Employers | Visits from employers such as the Fire Service, the Army, Great Places Housing (our linked Enterprise Advisor through the GMCA) to inspire pupils to see opportunities available to them locally. | **1,2,3,4,5** |
| Mock Interviews | Volunteers from our linked Enterprise Advisor to conduct mock interviews with guidance for all pupils in centres | **1,3,5,** |
| PSHE | [**Financial decision making:**](https://manchestersecondarypru.sharepoint.com/:f:/r/sites/Curriculum2022/Shared%20Documents/Personal%20Development%20Suite/PSHE/2.%20Schemes%20of%20Work%20Y7-11/05.%20Year%2011/HT5%20-%20Financial%20decision%20making?csf=1&web=1&e=OSs2Wq)  The impact of financial decisions and financial planning; income and deductions; debt; gambling; the impact of advertising on financial choices | **1,2,3,4** |

\*This is a working document and subject to additions and revisions.

Activities will be evaluated through both formal and informal methods, seeking the views of pupils, employers/providers, parents/carers and teachers.