



Your Entitlement to Careers Education & Guidance in Year 11

In Year 11 you will be provided with the following Careers Learning.

A taught programme of Careers Education and Guidance delivered through the PSHCE scheme.

At the end of Year 11 pupils will....

- have made a sustainable decision about what to do post 16
- demonstrate career planning and recording skills
- have achieved transition preparedness including awareness of adaptability and resilience skills related to post-16

opportunities

- have a secure grasp of personal financial capability skills related to apprenticeships and employment
- be able to present themselves well in applications and interviews

SELF DEVELOPMENT: Learning Activity	TERM
Self-improvement as a Learner: Work related learning opportunities, including college tours, university tours, employer site visits, NCS presentation and skills show. Write a personal statement detailing the skills and knowledge you have developed following these activities.	Winter
Self-improvement as a learner: Preparing for interviews: know how best to present themselves at an interview know how to conduct themselves during an interview understand the importance of preparing for an interview.	Winter
CAREER EXPLORATION: Learning Activity	
Understanding Business and Industry: Look at different types of business ownerships and discuss advantages and disadvantages.	Winter
Exploring careers and career development: Post 16 options: have a thorough understanding of the qualifications available to them after Year 11 and which would be best for them. Understand the importance of good grades in their core GCSE subjects, regardless of whether they plan to go straight into employment or pursue further study have completed their own personal action plan. Pupils will be provided with a Get Organised booklet by C&K Careers to help with decision making options such as subject choices and qualification types. Careers Advisers will work with pupils on a 1:1 basis to support them to complete application forms and prepare for interviews. Attending sixth form open evening and interview evening, taking referrals from staff of pupils who may not get offered a place. Liaise with colleges in relation to interview attendance and offers of learning, offering additional support when required.	Winter
Understanding business and industry: 'Earn while you learn.' Recognise the opportunities offered by apprenticeships and know whether they may be interested in an apprenticeship when they leave school Understand how to apply for an apprenticeship. Careers Advisers will identify pupils who are interested in an	Winter

apprenticeship for targeted support. Assisting with searching, applying, preparing for interview and offering the opportunity to participate in a mock interview with an outside agency.	
CAREER MANAGEMENT: Learning Activity	
Making the most of careers information advice and guidance: KS5 Pathways – presentation on pathways available post 16. Referral for guidance interview to give focus where needed 1:1 guidance and small group sessions to all Careers Advisers will identify vulnerable pupils to offer a targeted service and see all other pupils at least once for an interview. Additional support to pupils identified as vulnerable.	Winter
Preparing for Employability: 'Interview skills': Employers from a range of companies show how to get a foot in the door and how to impress at interview with hints and tips to help succeed.	Winter
Developing Personal Financial Capability: 'Finance and Work': Saving versus spending. How to cope on a limited budget. Understanding income and expenditure. The key terms on payslips and fill receipts. What are financial transaction and how do they take place?	Winter
Identifying choice and opportunity: Research pathway options available post 16. Complete application for FE Colleges, sixth form, apprenticeships. Check out job sites to get an idea of the labour market in and around Halifax. Check out company websites for employment opportunities.	Winter
Identifying choices and opportunities: 'Travelling for work and study': understand the reasons why people travel understand that travel can be fun and not necessarily a barrier understand how to plan a route in the UK using public transport.	Winter
Handling applications and selection: Application Form/Cover letter. How to complete application forms and the importance of following instructions carefully. What makes a good covering letter and how to construct one?	Winter
Managing Changes and transition: review and reflection. Complete career action plan for post 16. Making informed choices and decision through strategic planning.	Winter

To support the taught programme also get involved in the following:

- Have time to discuss your own plans, and set targets with your form tutor and parents
- Have open access to a well-stocked current careers resource centre.
- Have access to independent impartial Careers Guidance
- Mock interviews – students practice interview skills with external visitors. Bespoke feedback is given back to each student.
- Attendance at Careers Fair. All Year 11 pupils will visit the Careers Fair providing them with an opportunity to speak to employers, training providers, colleges and HE institutions.

Booklets and online publications for use in school including:

- Year 11 'Get Organised' – information about post 16 opportunities across Calderdale and Kirklees to help with interviews, job hunting and applications (September)
- Year 11 'Get Ahead' – information about post 16 opportunities at entry level and level 1 across Calderdale and Kirklees (September)

Publications are produced for parents/carers:

- Year 11 'Decisions in Year 11' - a guide for parents/carers to support post 16 option choices (September)

