

## The Highfield School Careers Activity Plan

There is an extensive and high quality careers programme the school has in place.

### Careers Curriculum Map:

All areas of the curriculum support the Careers Education programme, and all subject areas have identified where they can support this.

We deliver a structured Careers and IAG Activity Plan which is reviewed on an annual basis, and involves all Year Groups. Below are some of the key activities which we offer, and all activities are linked to the March 2018 CDI Framework, the link to which can be found here:

<https://www.thecdi.net/write/BP556-CDI-Framework-web.pdf>

Year Group	Activity	Benchmarks	Term
Year 7	<p><b>What do you know about careers questionnaire?</b></p> <p>All students to take part in a careers questionnaire, exploring their prior knowledge and allowing for a tailored programme to be developed.</p>	3	Autumn Term
	<p><b>KS3 Higher Education Explained</b></p> <p>In Tutor Time each group will watch a virtual tour of a University and explore what Higher Education is:</p> <p><a href="https://www.youtube.com/watch?v=GEcAcFrXWII">https://www.youtube.com/watch?v=GEcAcFrXWII</a></p>	7	Autumn Term
	<p><b>What do I want to be?</b></p> <p>A Tutor Time activity where students will write what they 'think' they would like to do in their future career. Students can mindmap why they have chosen this career path. Throughout the week students can look at LMI information for their chosen career path and research it further. Tutors will keep this and it will be revisited at the</p>	2, 4	Autumn Term (National Careers Week)

	beginning of each year to see if anything has changed.		
	<p><b>Student Led Careers Fair</b></p> <p>Students are invited to take part in a student led Careers Fair. Students research careers related to specific subject areas and put on a careers fair for their peers.</p> <p>Students should look at LMI and highlight this information to their peers.</p>	2, 4, 5	Spring Term
	<p><b>Tenner Challenge</b></p> <p>Students can take part in the tenner challenge which supports both good careers guidance and employer encounters. Students need to make as much profit as possible from their idea. They will need to work as a team and plan what they are going to do or sell, promote this and then start making money.</p>	4, 5, 6	Spring Term
	<p><b>An introduction to Start Profiles</b></p> <p>YC Herts to introduce Start Profiles to students, exploring how to use the system and highlighting the benefits.</p>	8	Summer Term
<b>Year 8</b>	<p><b>KS3 Higher Education Explained</b></p> <p>In Tutor Time each group will watch a virtual tour of a University and explore what Higher Education is:</p> <p><a href="https://www.youtube.com/watch?v=GEcAcFrXWII">https://www.youtube.com/watch?v=GEcAcFrXWII</a></p>	7	Autumn Term
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	<p><b>Work Shadowing Day</b></p> <p>Students have the option to take part in a work shadowing day with a member of their family. Students can get an insight into a working environment and start to explore the key skills needed for work.</p>	5	Summer Term
	<p><b>An introduction to Start Profiles</b></p> <p>YC Herts to introduce Start Profiles to students, exploring how to use the system and highlighting the benefits</p>	8	Summer Term
<b>Year 9</b>	<p><b>KS3 Higher Education Explained</b></p> <p>In Tutor Time each group will watch a virtual tour of a University and explore what Higher Education is:  <a href="https://www.youtube.com/watch?v=GEcAcFrXWII">https://www.youtube.com/watch?v=GEcAcFrXWII</a></p>	7	Autumn Term
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	changed.		
	<p><b>University of Hertfordshire Workshops</b></p> <p>The whole year group will attend sessions by the University of Hertfordshire, providing an introduction to University.</p>	7	Spring Term
	<p><b>Careers Carousel</b></p> <p>Employers from a wide range of backgrounds and industries are invited to the school and students are encouraged to meet with and talk to employers to gain a wider understanding of what may be involved in their specific industry, and what entry routes are available.</p> <p>Local FE providers are also in attendance to talk to students about the options available Post 16.</p>	5	Spring Term
<b>Year 10</b>	<p><b>Independent Study</b></p> <p>This workshop is aimed at helping students to develop into independent learners. The strategies discussed will encourage students to take more ownership of their studies with a view to increasing aspirations for achievement in their GCSEs and where this may lead them in the future.</p>		Autumn Term
	<p><b>Hertfordshire Labour Market Advice</b></p> <p>This crucial piece of work happens during Tutor Time to ensure students have the most up to date information about the local Labour Market to inform study decisions</p>	2	Autumn Term
	<p><b>Young Enterprise – Enterprise Day</b></p> <p>Students are off timetable for the full day and will attend sessions run by local business volunteers which will cover a range of essential employability skills.</p>	4, 7	Spring Term

	<p><b>Employability Skills</b></p> <p>This session will give students a chance to assess their current skills and experience, prompting them to consider what employers are looking for and how they can improve their own CV, interview ability and skill set to increase their future employability</p>	4, 7	Spring Term
	<p><b>Work Experience Week</b></p> <p>The year group will take part in a full week of work experience, providing an insight into the world of work and an understanding of the core skills required. They will be able to undertake and learn from staff members who already work in the environment.</p>	6	Spring Term
	<p><b>Apprenticeship Fair</b></p> <p>The Priory School open their doors to Highfield School students to meet apprenticeship providers. Students and their families have the opportunity to talk to 30+ providers and explore the various career paths available to them.</p>	7	Spring Term
	<p><b>CV writing</b></p> <p>Students work to prepare their own CV's and understand how to present them and what information to include, these are then presented at the mock interview day.</p>	4	Summer Term
	<p><b>Mock interview day</b></p> <p>Students come face to face with Employers who put them through a real life interview scenario and then provide them with feedback about how they presented themselves, how they answered the questions and on their CV's</p>	5	Summer Term
	<p><b>Challenge Students – University of Cambridge Talk</b></p> <p>Challenge students from the Year 10 cohort will</p>	7	Summer Term

	attend a talk run by the University of Cambridge.		
	<p><b>Personal Guidance Interviews</b></p> <p>Provided by an Independent Careers Advisor from Youth Connexions, selected Year 10 students will have one guidance interview.</p>	8	Summer Term
<b>Year 11</b>	<p><b>GCSE Exam Skills</b></p> <p>This session focuses primarily on revision techniques. Students will be guided through various revision / study methods and given practical tips on how to manage their time more effectively. The session will also explore coping strategies for dealing with stress and anxiety.</p>	4	Autumn Term
	<p><b>Personal Guidance Interviews</b></p> <p>Provided by an Independent Careers Advisor from Youth Connexions all Year 11 students will have at least one destination interview.</p>	8	Autumn and Spring Term
	<p><b>Sixth Form and College</b></p> <p>Students are given the opportunity to visit both the Sixth Form and College to explore their post 16 options.</p>	7	Autumn Term
	<p><b>Year 11 Options Carousel</b></p> <p>Students have the opportunity to speak to subject teachers about the options in the Sixth Form and have the opportunity to look at the range of subjects needed for their chosen career.</p> <p>YC Herts is also available to talk to students who want to explore alternative Post 16 options.</p>	3, 4, 8	Autumn Term
	<p><b>Apprenticeship Fair</b></p> <p>The Priory School open their doors to Highfield School students to meet apprenticeship providers. Students and their families have the opportunity to talk to 30+ providers and explore</p>	7	Spring Term

	the various career paths available to them.		
	<p><b>Next Steps after Year 11</b></p> <p>This talk explores the different post-16 options available including a discussion on A-Levels, BTECs, vocational qualifications and apprenticeships.</p>	7	Spring Term
<b>Sixth Form</b>	<p><b>Apprenticeships</b></p> <p>Students will attend a session run by ASK Apprenticeships and former student Jack Mead to provide a deeper understanding of apprenticeships and the opportunities available</p>	7	Autumn Term
	<p><b>My Digital Profile</b></p> <p>This workshop will look at online profiles. Students will create LinkedIn accounts and link their education to the school. Students will also look at their digital profiles, will google themselves and look into what potential employers may see.</p>	3	Spring Term
	<p><b>Mentoring Session</b></p> <p>Jack Mead former student and Apprentice from Wilmott Dixon will run a workshop on applying for university and apprenticeships</p>	7	Spring Term
	<p><b>Apprenticeships</b></p> <p>Students will attend a session run by ASK Apprenticeships to provide a deeper understanding of apprenticeships and the opportunities available.</p>	7	Spring Term
	<p><b>CV and Interview Skills Masterclass</b></p> <p>Altro Flooring will provide a session for students looking at perfecting a CV as well as interview skill practice.</p>	6	Spring Term
	<p><b>Apprenticeship Fair</b></p> <p>The Priory School open their doors to Highfield</p>	7	Spring

	School students to meet apprenticeship providers. Students and their families have the opportunity to talk to 30+ providers and explore the various career paths available to them.		Term
	<b>University of Cambridge Open Day</b> Year 12 Oxbridge students will attend the University of Cambridge Open Day	7	Summer Term
	<b>Applying for University</b> Keir Bradwell will run a session on applying for university.	8	Summer Term
	<b>Work Experience</b> Year 12 students will attend work experience. Students source their own placements and will have a session ahead of their placement to prepare them.	6	Summer Term

### Careers activities across all year groups

<b>Lunchtime Careers Talks</b> All students are invited to attend lunchtime careers talks which are provided by local businesses. The talks are designed to give an insight into what the career entails and provides information on how to enter the profession.	5
<b>National Careers Week</b> HOP into employer encounter webinars played during Tutor Time	2, 4, 5
<b>National Apprenticeship Week</b>	2, 4, 5

### Hertfordshire Skills Framework:

[CLICK HERE TO VIEW THE HERTFORDSHIRE SKILLS FRAMEWORK](#)

This is the culmination of a huge research piece carried out by The University of Hertfordshire to identify the predominant skills and qualities that a large range of



Hertfordshire employers have stated are most important for young people to possess and demonstrate in the workplace; it is therefore vital information for students, teachers and parents to be aware of. These skills are going to be embedded throughout the school both within the curriculum and through wider awareness work on CV's and in assemblies.

### **Labour Market Information:**

[CLICK HERE FOR HERTFORDSHIRE LABOUR MARKET INFORMATION](#)

### **Employer Engagement:**

We recognise the importance in working with local employers in order to support our Careers Education and IAG provision. We are very keen to establish links with employers who will be able to open our students' eyes to the world of work.

We currently engage with over 30 different employers through work experience placements for our Year 10 students and our Year 9 Careers Fair. We welcome further support from employers within a range of industries.

Our Provider Access Statement is available to view on the school website. If you would like to support any of the above events or feel you may be offer support in a different way then do please contact our Careers Lead, Jo Garthwaite ([jogarthwaite@highfield.herts.sch.uk](mailto:jogarthwaite@highfield.herts.sch.uk)) or Gillian Jemetta ([gillianjemetta@highfield.herts.sch.uk](mailto:gillianjemetta@highfield.herts.sch.uk))