

Appendix - IMPLEMENTATION OF THE POLICY. CURRENT AT 2018/2019.

Curriculum

In order to achieve the aims and objectives of Careers Education Information and Guidance, students experience a range of activities at Kelmscott. These are identified in our schemes of work for Year 7 – Year 12.

Students will have access to a range of experiences as part of their CEIAG entitlement at Kelmscott:

Year	Activity	Outcome	Date/time	Gatsby Benchmark
7	Steps activity booklets	Pupils understand what type of learner they are. Pupils gain an understanding in to the world of work and explore different career roles.	November – December	1, 2, 3, 4
	Working with English department on Dragons’ Den scheme of work and organising workshops to help create young inspiring entrepreneurs.	An effective way to develop business insight through experiential learning or learning by doing.	March	1, 4

Year	Activity	Outcome	Date/time	Gatsby Benchmark
8	Steps activity booklets	Pupils understand why work and school are different. Pupils learn key organisational skills, they learn about challenging perceptions, write an action plan and look in to budgeting.	January – March	1, 2, 3, 4
	Office Receptionist Programme	Pupils gain an insight in to the world of work; they are forced to think about, presentation, attitude, punctuality, communication and behaviour. Pupils are given responsibilities throughout the day to help prepare them for working life.	Ongoing throughout the year	1, 6
	Professional Women’s and Men’s Day	To help raise pupils’ aspirations and demonstrate the various opportunities available to girls to succeed in a variety of diverse industries and roles.	October	1, 2,5,8
	Trips to Queen Mary University	Enabling pupils to get a taste of University life and giving them the opportunity to find out more about higher education	Ongoing throughout the year.	1, 3,7,8
	Master classes at Queen Mary University	The classes offer the chance to sample life at University and to work with pupils from other Waltham Forest Schools.	Ongoing throughout the year.	1, 3,7,8
	Activity day	Pupils work with various organisations, e.g fire brigade to learn about working life and improve team building skills.	July	1, 2 ,3 4, 5, 7, 8

Year	Activity	Outcome	Date/time	Gatsby Benchmark
9	Steps Activity booklets	Various activities to familiarise pupils with the world of work and understanding the year 9 options.	Jan - March	1, 2, 3, 4
	Professional Women's and Men's Day	To help raise pupils' aspirations and demonstrate the various opportunities available to girls to succeed in a variety of diverse industries and roles.	October	1, 2,5,8
	Events with outside agencies e.g. Royal Marines	Allowing pupils to participate in physical activities that require discipline and working on teambuilding activities.	October	1, 2,3 4, 5, 7, 8
	Support with options – GCSE POD	Informing pupils' option choices and carrying out 3 option taster sessions for all students.	Jan – March	1, 2, 3, 4, 7, 8
	Options Evening support	Presentation on Options, information and guidance	Ongoing throughout the year	1, 3,7,8
	Trips to Queen Mary University	Enabling pupils to get a taste of University life and giving them the opportunity to find out more about higher education	Ongoing throughout the year	<u>1, 3,7,8</u>
	Master classes at Queen Mary University	The classes offer the chance to sample life at University and to work with pupils from other Waltham Forest Schools.	Ongoing throughout the year.	<u>1, 3,7,8</u>
	Lifeworks Group Mentoring	One to one or small group mentoring sessions.	Ongoing throughout the year	<u>1, 3, 4, 8</u>

Year	Activity	Outcome	Date/time	Gatsby Benchmark
10	Steps Activity booklets	To help pupils learn more about themselves and the world of work.	Jan – March	<u>1, 2, 3, 4</u>
	Professional Women’s and Men’s Day	To help raise pupils’ aspirations and demonstrate the various opportunities available to girls to succeed in a variety of diverse industries and roles.	October	<u>1, 2,5,8</u>
	Careers Fair	A number of colleges, businesses and trainers will be represented and pupils will have the opportunity to learn about their options after Kelmscott.	October	<u>1, 2, 3, 4, 5, 6, 7, 8</u>
	University trips for years 10 & 11 to Oxford and Cambridge	Enabling pupils to get a taste of University life and giving them the opportunity to find out more about higher education.	Ongoing throughout the year.	<u>1, 3,7,8</u>
	Public Speaking training	Pupils enter the Jack Petchey’s “Speak Out! Challenge! This is a well established and highly regarded public speaking training and competition project for maintained schools in London and Essex.	November	<u>1, 3, 4, 8</u>
	Lifeworks Group Mentoring	One to one or small group mentoring sessions.	Ongoing throughout the year	<u>1, 3, 4, 8</u>
	Working with STEM ambassadors	Small group – focused sessions	March	<u>2, 3, 4, 5</u>

Year	Activity	Outcome	Date/time	Gatsby Benchmark
	Careers interviews with an independent careers advisor	Provide guidance for all students in year 11, where students can discuss their progress and plan their future targets/post 16 pathways and aspirations for their higher education or work life. Pupils with SEN and EAL have individual appointments with support. Students are provided with action plans and advice.	Ongoing throughout the year	<u>1, 2, 3, 4, 8</u>
	CV writing workshop	Pupils gain an understanding of what an effective CV looks like.	September/October	<u>1, 3, 8</u>
	College Assemblies	Year 11 students are provided with information on Further Education/Post 16 Pathways.	Ongoing	<u>1, 3, 4, 7, 8</u>
	Tutor time	Tutors provide assistance in helping students to apply for appropriate courses at sixth forms/colleges of further education	Ongoing	<u>1, 3, 4, 7, 8</u>
	Careers Fair	A number of colleges, businesses and trainers will be represented and pupils will have the opportunity to learn about their options after Kelmscott.	October	<u>1, 2, 3, 4, 5, 6, 7, 8</u>
	Professional Interview Day	To give pupils the experience of being	November	<u>1, 3, 4, 5, 8</u>

		interviewed by a professional employer. This will give them an advantage when it comes to applying, and being interviewed for college courses or jobs.		
	University trips for years 10 & 11 to Oxford and Cambridge	Enabling pupils to get a taste of University life and giving them the opportunity to find out more about higher education.	Ongoing throughout the year.	<u>1, 3, 7, 8</u>
	Lifeworks Group Mentoring	One to one or small group mentoring sessions.	Ongoing throughout the year.	<u>1, 3, 4, 8</u>

Whole School	There are 30 career ambassadors who meet with SMH. The ambassadors support and deliver activities for the Career Drop Down Day.		
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Cross Curricular Careers Education at Kelmscott School

Careers Information, Advice and Guidance (CIAG) at Kelmscott School strives to raise aspirations and make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Kelmscott aims to provide students with the knowledge and experience to make informed choices to ensure a successful transition within Kelmscott and beyond.

CIAG is delivered through a variety of standalone activities as well as tutor time sessions. Examples of activities include careers workshops, college assemblies, personal developmental activities, professional women's day, guidance interviews, careers fairs, University trips, organising work experience.

Careers Education is also seen in the subjects listed below.

Geography

In Geography at KS3, pupils look at features of a dream job in the year 8 industry unit. At KS4 pupils look at different job opportunities in the Economic Development Unit. Work is done through brainstorming, group work and **comparison of case studies**.

Music and Drama

Pupils learn in groups so team work and the skills involved in this e.g. communication skills, problem solving, achieving targets and leadership skills are developed. Pupils use music software called Garageband and Sibelius.

Reading lessons

Pupils develop their discussion talk, something which they can use when attending interviews. During activities pupils have to communicate, elaborate and explain clearly their ideas. These are valuable skills which pupils can use in their college interviews and applications.

Maths

In Maths pupils use problem solving strategies that are related to the real world, i.e. having a certain budget and having to carpet a room...etc..

Pupils also use financial skills for profit and loss, appreciation and depreciation, best buys, even AER and income tax.

MFL

In languages, pupils use lots of skills especially presentation and communication, when pupils have to develop confidence. Group work is very often used, in competitions, role plays, games, research, presentations (using ICT at home or in school when possible). Grammar is important in this subject, students have to know the difference between informal and formal language at times, which is part of a cultural acquisition and also helps prepare pupils for working life outside of Kelmscott.

Pupils also talk in the target language about future projects, in education and careers.

Resistant Materials and Engineering

Pupils work on their self-management and team working skills. At KS4 pupils study business and customer awareness, problem solving, numeracy and communication and literacy within this subject.

Work Skills

Pupils work on the following skills:

Self-management

Team working

Business and customer awareness

Problem solving

Communication and literacy

Application of numeracy

Application of information technology

Money Management

Interviews Skills

Preparing for Interview

Self Assessment

Learning from Workplace KS5

Preparing for Work Placement KS5

Safe Learning in the Workplace KS5

Alternatives to Paid Work

Work Experience and voluntary Work at KS5

Applying for a job

Searching for a job

Planning an Enterprise Project KS4

Running an Enterprise Project KS4

Producing a Product KS5

ICT

Topic	Year Groups	Examples
• Self-management	10,11	Carrying out a project where students must take part in their own planning.

		Development of gannt charts
Team working	All years	Group discussions and starter activities and plenaries
Business and customer awareness	10,11	GCSE Units A452,A453 BTEC Digital Portfolio, BTEC Unit 9,Unit 8 Developing a product that meets the need of a particular customer
Problem solving	10,11 7,8,9	Controlled assessment A452/A453 Debugging programming code in (Programming unit)
Communication and literacy	10,11 7	Controlled assessment A452/A453 , Written questions End of Year tests Presentations Poster on Computational thinking E safety website
Application of numeracy	Year 10/11 7,8,9	Unit 2 GCSE Computing Binary in the unit in Under the Hood Creating a calculator in BYOB
Application of information technology	All years	All Units

Functional Skills and English

Completing application forms for jobs/colleges

Looking at what course we need for certain jobs

Opening a business

Duties and responsibilities at work

Interview skills

Relationships at work

Health and safety at work

Work related areas in science.

- Team working

Year 7 discuss organ transplant we prepare them for medicine

Fitness is a topic preparing them for gym as sports trainers.

Standard units prepare them for all jobs and DIYs.

Using electricity prepares pupils for electrician jobs

- Business and customer awareness

Making ceramics is a building industry topic

Yr 10 limestone quarrying is a business topic stating problems encountered by the community when quarrying begins in their area.

- Problem solving

-probability helps pupils with estimations of quantities. Yr 9 topic.

-DNA forensic science jobs Yr 9

- Communication and literacy

-writing suited to audience and purpose

- Application of numeracy

-All topics for yr 7, 8, 9 10, 11 have numeracy and its application in industry.

- Application of information technology