



Key Stage 3 (years 7, 8 and 9)

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 7</u>	<p>Session 1- Reflection on future hopes and dreams</p> <p>Session 2- Reflection on future hopes and dreams</p> <p>Session 3- Characteristics of an aspirational student.</p> <p>Session 4- What it means to be described as 'aspirational student'.</p> <p>Session 5- Exploring terms career and career sectors.</p> <p>Session 6- Exploring 2 jobs sectors (Health, Care & Medical plus Hospitality & Tourism)</p> <p>Session 7- Skills required for different jobs.</p> <p>Session 8- Exploring possible career interests.</p> <p>Session 9- Enterprise skills</p> <p>Session 10- Logging into Unifrog and accessing skills quiz IT session.</p> <p>Session 11 How to log and skills and activities on Unifrog and to access Course 101 (IT session)</p> <p>Session 12 Completing the Future Skills Questionnaire (FSQ) -IT session</p>	<p>Session 1- Exploring job roles assumptions</p> <p>Session 2- Explore career stereotypes</p> <p>Session 3- How career stereotypes can be challenged.</p> <p>Session 4- Concept of a dream job!</p> <p>Session 5- Exploring skills and themes linked dream jobs.</p> <p>Session 6- The values of a dream company.</p> <p>Session 7- Features of the Unifrog Careers library to research dream job.</p> <p>Session 8- Exploring careers interests.</p> <p>Session 9 – Using Unifrog to record employability skills and activities IT session</p> <p>Session 10- Exploring 2 jobs sectors (Green & Sustainable careers plus professional sectors)</p>	<p>Session 1 & 2 – Exploring future careers</p> <p>Session 3 Using Unifrog to explore growing careers using LMI.</p> <p>Session 4 Accessing Unifrog Quiz results preparation for a computer room task.</p> <p>Session 5 & 6- entrepreneurship and entrepreneurial skills.</p> <p>Sessions 7 & 8 - Work-life balance.</p> <p>Session 9- Exploring 2 jobs sectors (Land & construction plus manufacturing & engineering)</p>	<p>- Careers programme and using targeted Unifrog features assembly.</p> <p>-Employer assembly</p>	<p>- PD lesson- Importance of building employability skills.</p> <p>- Future Skills Questionnaire (FSQ).</p> <p>- National Apprenticeship Week</p> <p>- National Careers week</p> <p>- Employer assembly</p> <p>-Supported IT sessions using Unifrog platform</p>

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 8</u>	<p>Session 1- Reflection on Year 7.</p> <p>Session 2- Targets for year 8</p> <p>Session 3- How self-confidence can boost success.</p> <p>Session 4- Boosting confidence & thinking positively about the future.</p> <p>Session 5 & 6- Identifying skills and behaviours important in the world of work.</p> <p>Session 7- Using Unifrog Careers library to explore career interests.</p> <p>Session 8- factors that influence deciding a 'dream job.'</p> <p>Session 9- exploring Unifrog quiz results careers library IT session</p> <p>Session 10- Using the Careers library on Unifrog to link to your favourite subjects</p>	<p>Session 1 & 2- Explore interests for a future career.</p> <p>Session 3 & 4- Challenges of work and school.</p> <p>Session 5- Features of youth employment</p> <p>Session 6- What are 'entrepreneurs'.</p> <p>Session 7- Exploring a successful entrepreneurs.</p> <p>Session 8- Exploring enterprising characteristics.</p> <p>Session 9 – Using Unifrog to record employability skills and activities IT session</p> <p>Session 10- Green Careers</p>	<p>Sessions 1, 2 & 3 - To reflect and create a mood board about the life you want in the future.</p> <p>Session 4- Employability skills- self-management.</p> <p>Session 5- Employability skills- good communication skills.</p> <p>Session 6- Employability skills - teamwork</p> <p>Session 7 & 8- To explore CV's and create one for a Superhero!</p> <p>Session 9 & 10 exploring Career inspiration profiles.</p>	<p>-Careers programme and using targeted Unifrog features assembly.</p> <p>- Higher Education Assembly</p> <p>- Apprenticeship assembly</p> <p>-Employer assembly</p>	<p>- - PD lesson- Importance of building employability skills</p> <p>- Employability fair (in school)</p> <p>-Future Skills Questionnaire</p> <p>-National Apprenticeship Week</p> <p>- National Careers week</p> <p>-Supported IT sessions using Unifrog platform</p>

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 9</u>	Session 1- Reflection on year 8. Session 2- Differences between and job and career and future career trends. Session 3- Completing personality trait test to link to possible career ideas Session 4- Interests linked to possible future career plus learn Unifrog Interests profile. Session 5- Job, apprenticeships and degrees sectors. Session 6- Post 16 and post 18 pathways Session 7- Benefits of going to university, degree types and Russell Group. Session 8- Skills and interests linked to GCSE option subjects Session 9 & 10 - AI and the possible impact on future careers	Session 11- Considerations when choosing GCSE subjects. Sessions 12 & 13 - Key terminology in the guided choices process and features of a good career. Session 14- Subject and careers fields in the jobs market. Session 15 Unifrog Subject library to support research into subject choices. Session 16, 17, 18- STEM Careers and the benefits of a career in STEM. Session 19 & 20- Using Unifrog to support the guided choices process (Inc IT session)	Session 21 & 22- Taking control of careers journey. Session 23 & 24 - Learning about LMI Sessions 25 & 26- Working and managing money. Sessions 27 & 28 - To explore key facts about apprenticeships. Session 29 & 30 exploring career profiles	- Careers programme & using targeted Unifrog features assembly. - Apprenticeships assembly	- Employability Fair (In-school) -Tutor time supported IT sessions using Unifrog -Future Skills Questionnaire (FSQ) -Visit to Macclesfield Careers Fair (targeted groups) -Guided Choices process - Yr 9 Options Evening - Year 9 parent and student guidance meeting day - Year 9 Taster Day with Unifrog sessions. -National Apprenticeship Week - National Careers week

Key Stage 4 (years 10 and 11)

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 10</u>	<p>Sessions 1 - Reflection on year 9</p> <p>Session 2 & 3 To create a career journey timeline</p> <p>Session 4 & 5 - understand what a CV is and how to start building a CV using the Unifrog CV / resume tool. To review an example of a CV.</p> <p>Session 6 & 7- Exploring paid work and volunteering</p> <p>Session 8, 9 & 10 - To explore real job roles using the I-Could videos</p>	<p>Session 11- Work experience placements, their benefits and importance of researching.</p> <p>Session 12 & 13 – Contacting employers appropriately by phone and email.</p> <p>Session 14 & 15- Exploring the importance of first impressions and how to make a good one.</p> <p>Session 16 & 17 - Importance of planning and preparation in a career journey.</p> <p>Session 18- Exploring different career types.</p>	<p>Session 19 & 20 -Reflecting on careers journey.</p> <p>Session 21- Impact of social media on future employment.</p> <p>Session 22 – Health and safety in the workplace.</p> <p>Session 23 -Behaviour in the workplace.</p> <p>Session 24 - Work experience protocols</p> <p>Sessions 25 & 26 – Well-being in the workplace</p> <p>Session 27- Getting the most out of work experience.</p> <p>Session 28- Using your Mploy work placement Portal</p>	<p>-Careers programme and using targeted Unifrog features assembly.</p> <p>- College and T-Levels assembly (Macclesfield College)</p> <p>-Wex placement sourcing assembly (Mploy).</p> <p>-Wex- pre-placement H&S assembly</p>	<p>- Futures Fair (In-school)</p> <p>- Career spotlight events (by application)</p> <p>- Work Experience week</p> <p>-Parents information evening on supporting their child with work experience.</p> <p>- Macclesfield Careers Fair (evening).</p> <p>-College Taster Day for vocational programmes</p> <p>-National Apprenticeship Week</p> <p>- National Careers week</p> <p>-Subject specific employer events</p> <p>-Supported IT sessions using Unifrog platform.</p> <p>--Oxbridge assemblies and talks</p>

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<u>Year 11</u>	<p>Session 1- Exploring the difference between and job and career and considering future career trends.</p> <p>Session 2- Reflection on sources of good information, guidance and support for your post-16 transition.</p> <p>Session 3- Awareness of post 16 and post 18 pathways</p> <p>Session 4- Exploring resources to support making A-Level choices using Unifrog.</p> <p>Session 5- Increasing knowledge and awareness of T-Levels</p> <p>Session 6- Increasing knowledge and awareness of Apprenticeships</p> <p>Session 7- Exploring benefits of going to university, the different degree types and what are the Russell Group of Universities.</p>	<p>Session 8 & 9- Choosing a post-16 pathway.</p> <p>Session 10 & 11- Interview basics (in person & online)</p> <p>Session 12 & 13- Is an apprenticeship right for me? How to apply for apprenticeships.</p> <p>Session 14 & 15 - What does success mean?</p> <p>Session 16 & 17 – Is AI a threat to our jobs?</p>	<p>Checks and support to secure post-16 destination.</p> <p>GCSE exams and study leave</p>	<p>- Careers programme and using targeted Unifrog features assembly.</p> <p>-Macclesfield College assembly (inc T-Levels)</p> <p>-6th Form assembly</p> <p>-ASK Apprenticeships assembly</p>	<p>Career spotlight events (by application)</p> <p>- Post 16 Choices Day (College & A-Level Tasters)</p> <p>- 6th Form open evening</p> <p>- 1 : 1 Careers guidance meetings</p> <p>- Macclesfield Careers Fair (evening).</p> <p>- Apprenticeships fair (evening)</p> <p>- National Apprenticeship Week</p> <p>- National Careers week</p> <p>- NCS Programme</p> <p>- Support with applications.</p> <p>- PD sessions on CV's, applications and post-16 options.</p> <p>-Oxbridge assemblies and talks</p> <p>-Access to Futures Fair (targeted Groups)</p>

Key Stage 5 (year 12 and 13)

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 12</u>	<p>Session 1- Identifying Unifrog tools and content of interest to them.</p> <p>Session 2- Importance of Wider reading</p> <p>Session 3- Exploring Unifrog Read, Watch listen feature</p> <p>Session 4- Using the Unifrog MOOC tool</p> <p>Session 5- Using the Unifrog Geeking out feature.</p> <p>Session 6- Signing up to Unifrog Webinars</p> <p>Session 7- Exploring the Unifrog subjects library.</p> <p>Session 8- Exploring the Unifrog careers library.</p> <p>Session 9- Adding to your Unifrog locker.</p> <p>Session 10- Wellbeing. Balancing life, learning and work</p>	<p>Topic 1- Arranging a work experience placement.</p> <p>Topic 2- Setting career goals.*</p> <p>Topic 3- Post-18 Choices*</p> <p>Topic 4- Preparing for guidance interview</p> <p>Topic 5- Using Unifrog Universities tool to research next steps.*</p> <p>Topic 6- How to use the Unifrog Personal Statement tool. *</p> <p>* These topics span more than 1 tutor time session</p>	<p>Topic 1- Using the Unifrog features to support research into post-18 options and making applications.</p> <p>Topic 2- Choosing Universities and courses</p> <p>Topic 3 - University Open Days</p> <p>Topic 4- Apprenticeships V Higher Education*</p> <p>Topic 5 – Planning an effective Gap Year.</p> <p>Topic 6- Choosing the right University Course *</p> <p>Topic 7- Drafting your personal statement.*</p> <p>Topic 8- preparing for work experience. *</p> <p>* These topics span more than 1 tutor time session</p>	<p>-Apprenticeships assembly</p> <p>-Armed Forces Officer roles</p> <p>- Careers assembly</p> <p>-Gap Year Company assembly</p>	<p>Career spotlight events (by application)</p> <ul style="list-style-type: none"> - University Visit - Post 18 Choices Day. - Post 18 Choices Parents information evening - UCAS Convention (Manchester) - Macclesfield Careers Fair (evening) -Future Skills Questionnaire (FSQ). - National Apprenticeship Week - National Careers week -Subject specific employer events. - Work experience week -Oxbridge assemblies and talks

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 13</u>	<p>Session 1- Finalising your personal statement</p> <p>Session 2- Using the Universities search Unifrog tool</p> <p>Session 3- Using the Unifrog apprenticeship tool</p> <p>Session 4- UCAS references</p> <p>Session 5- Apprenticeships v Higher Education</p> <p>Session 6- Using the Unifrog MOOC tool</p> <p>Session 7- Accessing special opportunities and bursaries.</p> <p>Session 8- Personal bringing, your CV & online profile</p> <p>Session 9- Gap years</p> <p>Session 10- Wellbeing. Balancing life, learning and work</p>	<p>Session 1- UCAS next steps, Firm and insurance offers.</p> <p>Session 2- Apprenticeships, finding the best fit.</p> <p>Session 3- Preparing for an employer assessment centre</p> <p>Session 4- Introduction to student finance England.</p> <p>Session 5- Getting started on LinkedIn.</p> <p>Session 6- debate of the 4-day week trial.</p> <p>Session 7- working freelance, being self-employed or an entrepreneur.</p> <p>Session 8- Managing transitions.</p> <p>Session 9- What makes and employer good to work for?</p> <p>Session 10- Preparation for results day and clearing.</p>	<p>Checks and support to secure post-18 destination.</p> <p><u>Finish for Study Leave</u></p>	<p>-Careers programme and Unifrog assembly.</p> <p>- Apprenticeships assembly</p> <p>-Armed Forces Officer Careers assembly</p> <p>-Gap Year Company assembly</p>	<p>Career spotlight events (by application)</p> <p>-University & Apprenticeship Careers Fair (Old Trafford).</p> <p>- Macclesfield Pledge Employment Readiness programme (ERP)</p> <p>- Mock assessment centre day</p> <p>-CV workshop</p> <p>- Macclesfield Careers Fair (evening)</p> <p>-Cheshire & Warrington Apprenticeship & Employment Fair.</p> <p>- National Apprenticeship Week.</p> <p>- National Careers week.</p> <p>-Oxbridge assemblies and talks</p>