



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

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

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<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. - Higher Education assembly	- World of Work 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. -National Apprenticeship Week - National Careers week - lecture days -Modern Work Experience - Career spotlight events (by application)

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>	Sessions 1 - Refection on year 9 Session 2 & 3 To create a career journey timeline 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. Session 6 & 7- Exploring paid work and volunteering Session 8, 9 & 10 - To explore real job roles using the I-Could videos	Session 11- Work experience placements, their benefits and importance of researching. Session 12 & 13 – Contacting employers appropriately by phone and email. Session 14 & 15- Exploring the importance of first impressions and how to make a good one. Session 16 & 17 - Importance of planning and preparation in a career journey. Session 18- Exploring different career types.	Session 19 & 20 -Reflecting on careers journey. Session 21- Impact of social media on future employment. Session 22 – Health and safety in the workplace. Session 23 -Behaviour in the workplace. Session 24 - Work experience protocols Sessions 25 & 26 – Well-being in the workplace Session 27- Getting the most out of work experience. Session 28- Using your Mploy work placement Portal	-Careers programme and using targeted Unifrog features assembly. - College and T-Levels assembly (Macclesfield College) -Wex placement sourcing assembly (Mploy). -Wex- pre-placement H&S assembly	- Futures Fair (In-school) - Career spotlight events (by application) - Work Experience week -Parents information evening on supporting their child with work experience. - Macclesfield Careers Fair (evening). -College Taster Day for vocational programmes -National Apprenticeship Week - National Careers week -Subject specific employer events -Supported IT sessions using Unifrog platform. --Oxbridge assemblies and talks -Lecture days - 1 to 1 Careers guidance meeting for KS4 start

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

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>
Year 12	Session 1- Identifying Unifrog tools and content of interest to them. Session 2- Importance of Wider reading Session 3- Exploring Unifrog Read, Watch listen feature Session 4- Using the Unifrog MOOC tool Session 5- Using the Unifrog Geeking out feature. Session 6- Signing up to Unifrog Webinars Session 7- Exploring the Unifrog subjects library. Session 8- Exploring the Unifrog careers library. Session 9- Adding to your Unifrog locker. Session 10- Wellbeing. Balancing life, learning and work	Topic 1- Arranging a work experience placement. Topic 2- Setting career goals.* Topic 3- Post-18 Choices* Topic 4- Preparing for guidance interview Topic 5- Using Unifrog Universities tool to research next steps.* Topic 6- How to use the Unifrog Personal Statement tool. * * These topics span more than 1 tutor time session	Topic 1- Using the Unifrog features to support research into post-18 options and making applications. Topic 2- Choosing Universities and courses Topic 3 - University Open Days Topic 4- Apprenticeships V Higher Education* Topic 5 – Planning an effective Gap Year. Topic 6- Choosing the right University Course * Topic 7- Drafting your personal statement.* Topic 8- preparing for work experience. * * These topics span more than 1 tutor time session	-Apprenticeships assembly - Careers assembly -Gap Year Company assembly	Career spotlight events (by application) - 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 -Lecture days - 1 to 1 careers guidance KS5 meetings start

	<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>	Session 1- Finalising your personal statement Session 2- Using the Universities search Unifrog tool Session 3- Using the Unifrog apprenticeship tool Session 4- UCAS references Session 5- Apprenticeships v Higher Education Session 6- Using the Unifrog MOOC tool Session 7- Accessing special opportunities and bursaries. Session 8- Personal bringing, your CV & online profile Session 9- Gap years Session 10- Wellbeing. Balancing life, learning and work	Session 1- UCAS next steps, Firm and insurance offers. Session 2- Apprenticeships, finding the best fit. Session 3- Preparing for an employer assessment centre Session 4- Introduction to student finance England. Session 5- Getting started on LinkedIn. Session 6- debate of the 4-day week trial. Session 7- working freelance, being self-employed or an entrepreneur. Session 8- Managing transitions. Session 9- What makes and employer good to work for? Session 10- Preparation for results day and clearing.	Checks and support to secure post-18 destination. <u>Finish for Study Leave</u>	-Careers programme and Unifrog assembly. - Apprenticeships assembly - Careers assembly -Gap Year Company assembly	Career spotlight events (by application) -University & Apprenticeship Careers Fair (Old Trafford). - Macclesfield Pledge Employment Readiness programme (ERP) - Mock assessment centre day -CV workshop - Macclesfield Careers Fair (evening) -Cheshire & Warrington Apprenticeship & Employment Fair. - National Apprenticeship Week. - National Careers week. -Oxbridge assemblies and talks - Lecture days - 1 to 1 careers guidance KS5 meetings