



TOWNLEY  
EST 1937  
GRAMMAR SCHOOL

# CAREERS PROGRAMME 2022

The Townley careers programme aims to provide all pupils with access to a diverse range of information, advice and guidance on the opportunities available to them, alongside activities that will help them to gain the knowledge, understanding and skills to research and evaluate careers information and how to make use of it. Pupils need to acquire factual knowledge, learn from experts, have experiences and be able to reflect upon what they have learned and how this can impact upon their futures.

Year 7		
Autumn	Spring	Summer
<p>Introduction to <b>Unifrog</b> platform. Students create accounts and begin careers activities.</p> <p><b>What are the Skills?</b> Students look at their skills and competencies</p> <p><b>Industry speaker/careers related assembly</b></p>	<p><b>National Apprenticeship Week</b> Students involved in activities to increase their knowledge and awareness of apprenticeships</p> <p><b>National Careers Week</b> Students attend careers fair and engage in careers related classroom activities – linking the curriculum to careers</p> <p><b>Unifrog interests quiz</b> Students complete quiz to find out which jobs may be of interest to them</p>	<p><b>Recording Activities</b> Students complete 'recording activities' mind map on Unifrog and consider why this is important</p> <p><b>Industry speaker/careers related assembly</b></p> <p><b>What's your dream job?</b> Students complete a treasure hunt around the Unifrog careers library</p>

Year 8		
Autumn	Spring	Summer
<p><b>What does success mean to you?</b> Students take part in an auction activity then reflect on what motivates them when considering future careers</p> <p><b>Industry speaker/careers related assembly</b></p> <p><b>Workshop - Jobs that Care</b> Run by Health Education England. This workshop highlights the amount of different careers which exist within healthcare</p>	<p><b>National Apprenticeship Week</b> Students involved in activities to increase their knowledge and awareness of apprenticeships</p> <p><b>National Careers Week</b> Students attend careers fair and engage in careers related classroom activities – linking the curriculum to careers</p> <p><b>Careers Library Treasure Hunt</b> Students complete the Careers library treasure hunt on Unifrog to gain a better understanding of pathways.</p>	<p><b>Industry speaker/careers related assembly</b></p> <p><b>Activities and Competencies Bingo</b> Students take part in a fun game of bingo using Unifrog where they test their knowledge of competencies and apply them to real life situations.</p>

Year 9		
Autumn	Spring	Summer
<p><b>What makes a great leader?</b> Students identify what they think makes a great leader. They watch a TED talk ('Everyday leadership' by Drew Dudley), and record examples of when they have been leaders using the Competencies tool on Unifrog</p> <p><b>Which Way Now?</b> Students introduced to 'Which Way Now' booklet over 6 weeks of CWB lessons. Information provided about GCSE options at TGS. Students to work through booklet week by week completing the tasks as instructed by their tutors</p> <p><b>Critical Thinking</b> Introducing critical thinking as part of the curriculum and encouraging academic reading</p>	<p><b>National Apprenticeship Week</b> Students involved in activities to increase their knowledge and awareness of apprenticeships</p> <p><b>National Careers Week</b> Students attend careers fair and engage in careers related classroom activities – linking the curriculum to careers</p> <p><b>Oxford Explained</b> Talk by Oxford introducing the idea of Oxbridge and explaining about the Universities</p> <p><b>Subjects library treasure hunt</b> Students complete the Subjects library treasure hunt on Unifrog to gain a better understanding of HE options and pathways.</p>	<p><b>Identifying interests</b> Students discover the skills and interests that make them unique before linking these to potential careers. Create mindmap on Unifrog and use the careers library tool.</p> <p><b>Your skills, your team, your future</b> Students identify their strongest skills as a team, and practise putting this into a real-life career scenario</p>

Year 10		
Autumn	Spring	Summer
<p><b>Personality quiz</b> Students complete the 'Personality quiz' Unifrog session and debate potential industries they may want to undertake work experience in.</p> <p><b>How to contact employers and research possible placements</b> Students learn about, and put into practice, the skills they need to feel confident when approaching potential work experience employers.</p> <p><b>Work Experience</b> Introduce work experience. One day at work place of relative/friend. Alternatively, they could complete online work experience as long this took place within one school day, weekends or during school holidays. This can continue throughout year.</p> <p><b>Industry Speaker</b> Assembly style, industry speaker from career sector and/or HE Institution</p>	<p><b>National Apprenticeship Week</b> Students involved in activities to increase their knowledge and awareness of apprenticeships</p> <p><b>National Careers Week</b> Students attend careers fair and engage in careers related classroom activities – linking the curriculum to careers</p> <p><b>Careers library treasure hunt 3</b> Students learn how to navigate their way around the Careers library on Unifrog, answering a series of questions.</p> <p><b>Work experience: CVs and cover letters</b> Students learn the difference between a CV and a cover letter. They will compare two cover letters and then write their own for a fake work experience opportunity.</p>	<p><b>Oxbridge Trip</b> Trip to Oxford/Cambridge physical/virtual</p> <p><b>What makes a great team player</b> Students consider why teamwork is important and take a look at teams found in society and what skills they use to make sure they work well together.</p> <p><b>Careers library: Escape rooms</b> Students take part in a fun escape room activity which will test their teamwork and communication skills.</p>

Year 11		
Autumn	Spring	Summer
<p><b>Post 16 choices</b>            'Wk1 . 'It's your choice' and 'What's next after GCSEs' booklets            Wk 2. Students look at university prospectuses - on loan from the careers dept.            Wk 3. Recognising and developing personal skills, powerpoint and worksheets            Wk 4. The big debate - unifrog lesson – university or not?</p> <p>More information on choosing options for post 16. Links to useful websites included in this document. Incl Russell Group Digital Tool, Prospects Tool. Links to how to choose apprenticeships.</p> <p><b>Work Experience</b>            Year 11 can engage with work experience opportunities. One day off-site or Alternatively, they could complete online work experience as long this took place within one school day, weekends or during school holidays. This can continue throughout year.</p>	<p><b>National Apprenticeship Week</b>            Students involved in activities to increase their knowledge and awareness of apprenticeships</p> <p><b>National Careers Week</b>            Students attend careers fair and engage in careers related classroom activities – linking the curriculum to careers</p> <p><b>Oxbridge Programme</b>            Students to have exposure to Oxbridge process and sessions designed for them entering the process in Year 12. Incl attending Oxbridge Evening event</p> <p><b>Visit to external national careers fair</b></p>	<p><b>Coping with changes</b>            Students gain an awareness of the changes ahead of them and develop coping strategies in preparation for this change.</p>

Year 12		
Autumn	Spring	Summer
<p><b>Post 18 Planning</b> Students learn about the opportunities available to them post-18. Students will take a more in-depth look at their post-18 options and make detailed plans for the future.</p> <p><b>Alumni Videos/presentations</b> Students to view alumni videos/listen to speakers to gain an insight into pathways an career choices former students have pursued</p> <p><b>Pathways - advice from Yr12 and Yr 13 students</b> Senior prefect presentation giving advice on exploring pathways and work experience in these times</p> <p><b>Future Careers presentation</b> by InvestIN Education Presentation about choosing future careers. Introduces idea of careers clusters.</p> <p><b>Degrees, Jobs and Apprenticeships</b> Advice about how to find jobs following degrees and how to find apprenticeships</p> <p><b>Oxbridge programme</b> Mentoring to begin with Oxbridge Mentors - staff and student mentors</p> <p><b>Work Experience</b> Students will be able to attend work experience placements for 1 week during school time and unlimited during school holidays.</p>	<p><b>National Apprenticeship Week</b> Students involved in activities to increase their knowledge and awareness of apprenticeships</p> <p><b>National Careers Week</b> Students attend careers fair and engage in careers related classroom activities – linking the curriculum to careers</p> <p><b>Post 18 Choices presentation</b> Looking in more detail at all the choices post 18.</p> <p><b>Why Bother....how to survive</b> Talk given by external speaker</p> <p><b>Oxbridge Evening</b> Presentations given by delegates from Oxbridge and former and current students discussing their experiences.</p> <p><b>Post 18 choices evening</b> Focussing on HE/FE and apprenticeship choices. Delegates visit school for students and parents to talk to.</p> <p><b>Gap Year talk</b> Presenters from Gap 360</p> <p><b>Studying abroad</b> Presenters from AStar Future</p> <p><b>Geeking out</b> Students use the Subjects library on Unifrog to identify wider and deeper reading to undertake in preparation for future applications.</p>	<p><b>Registering on UCAS and drafting personal statements</b></p> <p>Registering on UCAS and beginning process of applying. Personal statement drafting will begin.</p> <p>Students allocate their UCAS referee to help and guide them to create 2 drafts of their personal statements before the summer break.</p> <p>Students research HE courses in the Unifrog Subjects library, identifying wider reading and skills required for their courses of interest. Students will then use the Activities and Competencies tools to evidence these.</p> <p><b>Finding the right Apprenticeship</b> Students learn about different apprenticeship levels, research apprenticeship opportunities, and start logging key competencies required by employers.</p> <p><b>Students discover MOOCs (Massive Open Online Courses)</b> Students learn more about MOOCs, what they can study, and why it's beneficial to do so. They then research three MOOCs to study over the summer break.</p>

**Year 13**

Autumn

Students will continue to meet with their UCAS referees to craft and finalise their personal statements.

**Applications list**

Students should identify their five course choices and add them to their Applications List, confirming their firm and insurance places as offers come in.

Students submit their UCAS applications, adhering to school deadlines.

Students will begin applications for apprenticeships.

Students to sit special admissions tests for university.

Oxbridge Mentoring will continue through to submission of application, admissions tests and interview support.

**Medicine Interview Workshop**

Spring

**Transition to University/Apprenticeship/World of work**

Presentations from external speakers and advice from alumni

**Assessment centres (apprenticeships)**

Students learn more about what happens at assessment centres as part of the recruitment process.

**Managing stress and anxiety**

Students will learn some techniques to cope with the stress and anxiety that can come with exams and applications towards the end of Year 13.