

Wardle Academy - CEIAG Curriculum

Years 7 & 8

The **RESPECT curriculum** contains statutory elements that become important later, in relation to employment. These elements include relationships, skills, strengths and weaknesses and so forth. The RESPECT lessons are under the direction of the Head of RESPECT and include job research using the 'Fast Tomato' programme and decision making skills.

Students also have the opportunity to take part in '**Real Jobs' careers event**. The aim of the event is to give students an insight into a range of careers different people have within society today. This event is run alongside local partners, employers and providers from the community.

Gifted and Talented students are identified and are given an introduction to further and higher education available at post 16 through **the Gateways Programme** in co-ordination with Manchester University.

Year 9

RESPECT lessons are delivered and ensure the statutory requirements for Careers Education are fulfilled, this includes Personal Qualities and Skills for work, under the direction of the Head of RESPECT.

Parents' Evening and "Options Evening". The school's Careers Learning Mentors and Positive Steps Careers Adviser are present at the Year 9 parents' evening to meet any parents who might wish to receive help, guidance and advice for their child. Local further education institutions are also invited to send representatives.

During the spring term the school's Careers Learning Mentors and Positive Steps Careers Adviser offer **evening appointments** to our Year 9 Students parents to discuss further about students options for Year 10 and future pathways.

Gifted and Talented students continue to be identified and progress through **the Gateways Programme** in co-ordination with Manchester University.

'Careers not courses' day. The whole of year 9 participate in this day to explore the range of courses available to them for when they leave school. Pupils also take part in a 'life at university' session which is run by the Widening Participation Team. Providers who take part in this event are 6th Form Colleges, Further Education Colleges, Training Providers and UTC's

Year 10

All Year 10 students will study a Careers module as part of their **RESPECT lessons**. This module covers various topics designed to assist the student's progression to further education, employment or training.

Practice Interviews. All Year 10 students have the chance to attend a "Practice Interview" with a member of the local business community or a further education representative. Before the interview, students complete a "Practice Job Application Form" and afterwards they are given

written feedback by the interviewer covering both their interview and their application form. The SENCO arranges to assist those students who are given additional support and also assists in the feedback to them.

Gifted and Talented students continue to be identified and progress through **the Gateways Programme** in coordination with Manchester University.

Parents' Evening. At the Year 10 parents' evening, the school's Careers Learning Mentors are in attendance. Local further education institutions are invited to send representatives.

Priority Careers Interviews. During the summer term, the Positive Steps Careers Adviser consults with the SENCO and Head of Year 10 to compile a list of those Year 10 students who, through special educational needs, ability, attitude, behaviour or attendance, are deemed to be at greatest risk of falling out of the education and training system. These students so identified are given their first priority careers interviews during the second part of the summer term.

All year 10 will attend **the Skills North West Event** in Manchester, where students are given the opportunity to meet employers, colleges, training providers and advisers in a highly interactive and inspirational environment.

Taster sessions for post 16 providers are offered to all our students during the summer term. These take place at the local further education and 6th form colleges.

Year 11

All Year 11 students will study a Careers module as part of their RESPECT lessons. This module covers various topics designed to assist the student's progression to further education, employment or training.

Careers Interviews. We aim to give every student at least one interview with the school's Careers Learning Mentors or the Positive Steps Careers Adviser during the course of Year 11. The programme of interviews is begun towards the end of Year 10 when a number of students deemed to be "at risk" of under achieving and falling out of the qualifications and education systems are identified and granted early interviews. Students and their teachers can request an interview at any time during the year. During the interview, an action plan is produced for the student and the student may be called to a follow meeting if the adviser thinks this is necessary, or the student requires further help or advice.

During the autumn term the school's Careers Learning Mentors attend **registration time** to discuss further with our Year 11 students about post 16 pathways and the practicalities of each of the options.

During the autumn term, representatives from the local further education colleges and training providers are invited into school during '**Year 11 Careers information morning**' to speak to the students during an extended assembly. Details of all college open days are supplied to the students and they are encouraged to attend. At the end of the event a Careers Fair is held where students can talk on a one-to-one with providers about specific details regarding post 16 options. All Year 11 students attend this event.

From September prospectuses and **application forms** for the most popular local colleges are made available to the students through the school Careers Learning Mentors office and the Learning Resource. After school 'Applications Club' is available weekly for students to attend if they need help or advice with their applications. The Positive Steps Careers Adviser regularly liaises with the special needs department and they work together to ensure that such students have a successful post 16 transition e.g. course taster sessions, application assistance and sorting support for the student with the future post 16 provider. Later in the term, students wishing to apply for apprenticeships or training have group/1-1 sessions with the school Careers Adviser to make their applications. After school 'Applications Club' runs from February to help students with their apprenticeship applications. The careers action plans are checked to ensure that no student has missed submitting an application in line with their stated intentions.

During the autumn term the school's Careers Learning Mentors and Positive Steps Careers Adviser offer **evening appointments** to our Year 11 Students parents to discuss further about post 16 pathways.

Gifted and talented students continue to be identified and progress through **the Gateways Programme** in coordination with Manchester University.

The school's Careers Learning Mentors and Positive Steps Careers Adviser are present at the **Year 11 parents evening** to give help and advice to students and parents. The local colleges, including Hopwood Hall College and Oldham Sixth Form College are invited to send representatives.

All Year 11 students attend a **mock results day** in January. Students are given advice and guidance with regards to their Mock exam results and which courses they can access.

In addition to providing an in house careers advisory and support service, our school's Careers Learning Mentors and Positive Steps Careers Adviser extends their services to **post Wardle Academy students** by:

1. Providing extended support to students during the transition from Year 11 into training, employment or further education in an effort to reduce the number of students falling into the NEET category.
2. Providing a job vacancy matching service.
3. Take intensive support clients to Entry to Employment to commence immediately after Year 11 and bridge the gap to further education.
4. Follow up on all Year 11 and 12 college leavers and collate information on destinations of those students. Carry out home visits to former students not engaged in employment, education or training.
5. On-going and additional support for SEND students.