

CEIAG Delivery Plan 2021-2022

Term	Activity	Outline	Resources	Evaluation
	On-going training for CP in CC role	<ul style="list-style-type: none"> • Timetabled meetings with GO • Training as Careers Leaders eg Unifrog, SkillsBuilder • Attendance at other external training events as these become available • Attendance at Uttlesford Consortium Operations Board (see below) 	Allocated time Travel costs Training costs - tbc	
	Embed FtF provision of Independent Careers Adviser	<ul style="list-style-type: none"> • Contract FtF for targeted 1:1 provision within overall package. Year groups prioritised at key points of year • All students 'meet' ICA via assemblies/workshops • Interactions recorded via Unifrog 	Contracted cost of external provision £15,000	
	Continue to develop Unifrog as 'one stop shop' for Y7-13 careers information, guidance and as record of careers interactions 7-13	<ul style="list-style-type: none"> • Ensure that all students have secure access to Unifrog across all year groups, with guided opportunities to develop student use • Promote parental engagement with Unifrog • Use Unifrog to record student attainment within SkillsBuilder skills ladder as developed within curriculum subjects 	£1,150 – cost shared with Sixth Form	
	Continue development and usage of Careers Library in Hartley Learning Centre	<ul style="list-style-type: none"> • Brand with enhanced displays and social media presence (below) 	Little Finance Available	<i>Sixth Form Study Centre in receipt of fund for new books for Book Nook as well as enhancing subscription titles and textbooks</i>
	Extend careers displays across school	<ul style="list-style-type: none"> • Develop consistent branding for CEIAG and SkillsBuilder displays • Develop branded subject-related CEIAG displays in each subject • More frequent refreshing of whole-school displays eg top of D 	Some printing/lamination costs - £300	

		<ul style="list-style-type: none"> • D2 display to more visible location 		
	Develop electronic careers-related information flows to parents via web-site, Parentmail and Twitter	<ul style="list-style-type: none"> • Improve web site profile for CEIAG, including whole-school branding • Enhance content of school web site to include links to Unifrog and key external sites • Develop independent CEIAG Twitter feed • Advertise key events/opportunities to parents in relevant Year groups via TW 	Who will lead on this?	<i>Tracy Wood in main office is the website guru</i>
	Relaunch Uttlesford 14-19 Strategic and Operations Boards, to co-ordinate provision with other local secondary schools. Assumes ongoing employment of Anna Choudry as Co-ordinator.	<ul style="list-style-type: none"> • Attend Strategic and Operations Board meetings (PL/GO/CP) • Participate in planning and organisation of Consortium events for 2022-2023 • Involvement in Education-Employer Roundtable, Dragons' Enterprise Challenge, SAC Working Party, etc.. 	GO time AC funded via Consortium funds	
Term 1a/2	Re-establish programme of lunch time 'Careers Drop-Ins' to encourage meaningful encounters	<ul style="list-style-type: none"> • Initially plan fortnightly drop-ins across range of employers/education providers • Enhance publicity to students and parents • Record student participation 		<i>In Sixth Form, Careers Apps is already doing this with Matt Toogood and Sharon Bertie leading</i>
Term 3	Finalise revised model for Y9/10 work experience	<ul style="list-style-type: none"> • Evaluate options for reinstatement of work experience in Years 9 and 10, with possible mixed model using VWEX for students unable to organise own placements. 	FtF cost £1650 if all students participate	<i>Review model for Y12s at end of June, building on contacts from 2020</i>

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Summary of Planned CEIAG Activities by Year Group

Year Group: 7		
Term	Activity	Outline
See Carousel	Careers Unit: 7/8 lessons within PSHE Carousel	7/8 lesson module to include: <ul style="list-style-type: none"> • Baseline assessment; logging into Unifrog; Unifrog Personality Profile; using Unifrog Careers Library • Exploring Unifrog: 'dream job' and 'treasure hunt' • Unifrog 'Interests' quiz; online salary calculator (finance education) • Work-related skills and Unifrog/SkillsBuilder Competencies • Using Unifrog Competencies Tool to record skill development using CAR approach • Using Unifrog Activities tool • LMI – range of jobs available within one organisation (NHS) • Additional lesson on Phishing (as required) (online safety/finance education)
1b	Enterprise activity – Y7 Charities Fayre input to Charities Week	Tutor groups develop innovative ways to run fund-raising stalls. Record on Unifrog
2b	Assembly on gender bias in wider careers and in SWCHS GCSE and GCE options	Assembly to all year groups, also highlighting subject-based information
3a tbc	Form the Future "What's My Line?"	Carousel for whole year group

Year Group: 8		
Term	Activity	Outline
See Carousel	Careers Unit: 4 lessons within PSHE Carousel	4 lesson module to include: <ul style="list-style-type: none"> • Baseline assessment; Y8 SkillsBuilder Competencies handout; Unifrog 'What Are Skills' Lesson; SkillsBuilder Checklist • Review SkillsBuilder Checklist – identify areas to develop; Unifrog 'Competencies Bingo'; reinforce using Unifrog Competencies Tool with CAR method • Unifrog Careers Library – link to (link to Y8 options); using Locker to record snapshots; explore Unifrog 'Read, Watch, Listen' tool

		<ul style="list-style-type: none"> Introduction to Unifrog CV Tool; students draft CV based on likely/actual choices for Y9; using Unifrog Locker; Baseline Assessment Plenary
Term 1	Form the Future Decision Making Workshops – 2 hour session in forms	Students undertake 2 hour workshop with FtF Careers Adviser as input to Y8 initial options choices. Students complete and retain booklet.
2a	Parental briefing on Y8 options process	Evening event to parents of 2 x half-year groups to provide information on choices available and the options process. To include detailed briefing on 2-stage options process.
2b	Extended student assembly on Y8 options process	Extended assembly to provide information on choices available and the options process. To include detailed briefing on 2 stage options process.
3a	Individual guidance on careers options	SLT guided discussions to review options choices. Additional guidance for SEND students via CP and Team
2a tbc	MAG Stansted Aerozone Event	Science/CEIAG input to 60 girls by 3 female staff from Stansted Airport, including pilot and engineer. Aim to promote science-based careers in aviation sector.
2b	GO assembly on gender bias in wider careers and in SWCHS GCSE and GCE options Possible Lorna Dallas input.	Assembly to all year groups, also highlighting subject-based information
2b	Science Week	Medical Mavericks or other inputs highlighting career options in NHS/Science; poster display
3a tbc	Tbc: possible Form the Future “Enterprise Day”	All students work with employers supplied by FtF

Year Group: 9

Term	Activity	Outline
See Carousel	Careers Unit: 4 lessons within PSHE Carousel	4 lesson module to include: <ul style="list-style-type: none"> Baseline assessment RAG; Y9 Unifrog Careers Library Treasure Hunt to inform Y9 options choices Unifrog ‘Escape Room’ exercise to develop wider use of Unifrog for research Introduction to work experience in Year 9; Writing an application letter highlighting work-related skills achieved; Homework: Barclays LifeSkills virtual work experience Update CV using Unifrog CV Tool based on GCSE options; Retain in Locker; Baseline Assessment Plenary
Term 2	Form the Future Pathways Workshops – 2 hour session	Students undertake 2 hour workshop with FtF Careers Adviser as input to Y9 options choices. Students complete and retain booklet.
Term 2	Student and parent briefings for GCSE options choices	Extended assembly/parental briefing to provide information on choices available and the options process.

2b	GO assembly on gender bias in wider careers and in SWCHS GCSE and GCE options	Assembly to all year groups, also highlighting subject-based information
2b	Go to Work With Parent/Carer Day	Work experience opportunity. Virtual work experience (VWEX) for students unable to arrange. Need active preparation and evaluation via Unifrog OR FtF VWEX for all students

Year Group: 10		
Term	Activity	Outline
3a	Form the Future Employability Skills Workshops – 2 hour sessions	Students undertake 2 hour workshop with FtF Careers Adviser as initial input to Y11 progression process. Students complete and retain booklet.
2b	GO assembly on gender bias in wider careers and in SWCHS GCSE and GCE options.	Assembly to all year groups, also highlighting subject-based information
3b	'World of Work' as part of Activities Week	<ul style="list-style-type: none"> • Inspirational 'enterprise' talk – Junior Ogunyemi • Speakers on careers options • Speakers on progression options • CV preparation using Unifrog
3b	(Virtual) Work Experience	Virtual work experience (VWEX) for students unable to arrange. Need active preparation and evaluation via Unifrog OR FtF VWEX for all students
3b	'Raising Aspirations' as part of Activities Week	SkillsBuilder 'Commit to Confidence' Days (2)
1b-3b	Targeted visits	World Skills day; CRC; Harlow College; SAC

Year Group: 11		
Term	Activity	Outline
1a	Assembly and Tutor inputs on progression options using resources in tutor time	Inputs to highlight post-16 progression opportunities: SWCHS Sixth Form; SAC; other providers; colleges; apprenticeships.

1b 9 Dec	FtF Assembly and Workshop	Assembly to whole year group with subsequent Decision-Making Workshop for all students
1a/1b	Priority appointments with FtF ICA	Guided appointments or on request via SSO
2a 6 Feb	Form the Future 'Mock Interviews'	Individual interviews for selected students using Y10 CVs with employers
1b	FtF Group Inputs and 1:1 guidance to support apprenticeship applications	Up to 5 days support to 5-6 students per day
1b	Tutor-led guidance on applications for Sixth Form, college, etc.	
1a/1b	Sixth Form guidance discussions	All students receive detailed guidance discussion following Sixth Form applications
2b	GO assembly on gender bias in wider careers and in SWCHS GCSE and GCE options	Assembly to all year groups, also highlighting subject-based information
2b	Intended Destinations Survey for ECC	Data capture via bespoke survey developed in house. Aim for 100% identified ID
3b	Sixth Form induction	Students start Sixth Form courses but can sample other subjects
Summer	Staff/ICA available on results day to offer progression guidance as applicable	Use ID as basis to monitor successful applications. ICA available to guide students where progression is an issue.
		TOTAL

Sixth Form

Term	Activity	Outline
1a	Assembly and Tutor inputs on progression options	Inputs to highlight post – 18 progression opportunities: universities, careers & apprenticeships.
1a Sept	Welcome to Year 12 evening: introduce parents to all post -18 options including non-university	Part of presentations on showing post -18 progression options
1a	Launch Unifrog for 6 th Form students	Assembly and tutor time demonstrating and beginning to complete sections on Unifrog
1b	Prepare CVs for Rotary Club evaluation and feedback	Assembly and tutor inputs on CV writing
2a	Launch Work Experience preparation	<ul style="list-style-type: none"> • Assembly and tutor time to start preparation for summer work experience. • Utilise companies used in previous years.
2a	Aspiration: develop options for post-18 progression	Assembly and tutor led prompts to develop an understanding of breadth of options.
2a Feb	National Apprenticeship Week	<ul style="list-style-type: none"> • Assembly and tutor time plus Academic Enrichment lecture. • Breaking stereotypes of apprenticeships. • Encourage students to take part in events during the week.
2b	Reflect on CV (and Interview feedback)	Tutor time and individual student time to review feedback on Rotary assessed CVs (and interview)
2b	Identify support needs for students	Survey all students to help identify their future progression goals and hence the most appropriate tutor groups and ongoing support.
3a	National Careers Week	Focus on possible future careers through teams and tutor time
3b	UCAS Discovery Week (and Day)	<ul style="list-style-type: none"> • Introduced in assembly and tutor time. • Opportunities to visit in person or virtually possible future destinations.
3b	Work Experience	<ul style="list-style-type: none"> • Students complete a one-week work experience.

		<ul style="list-style-type: none"> Followed by reflection on the experience.
3b	Progression	Assembly and tutor time supporting students firm up their choices.
3a/3b	Form the Future interviews	<ul style="list-style-type: none"> 1:1 1 hr interviews for students who are unsure of their progression direction. Preparation for students provided. Report produced and reflected upon.
All year	Inform all students of careers related opportunities	Use of specific teams and channels to inform students of any relevant work-related opportunity such as work experience, visits, apprenticeships, webinars, local employment, etc. Partner school with InvestIn.
All year	Partner school with InvestIn and close working with Speakers for Schools	Regular employment related experience opportunities posted, including special offers for bursary students and limited mentoring.
		TOTAL

Term	Activity	Outline
1a	Assembly and Tutor inputs on progression options	Inputs to highlight post – 18 progression opportunities: universities, careers & apprenticeships.
1a Sept	Year Ahead Year 13 evening: re-stress range of options to parents including non-university	Part of presentations on showing post -18 progression options
1a	Launch Career Apps	<ul style="list-style-type: none"> For students considering routes directly into employment or apprenticeships and those who are unsure and need urgent support in identifying possible routes. This starts fortnightly Drop In for all Career Apps.
All year	Continued support to Career App students	<ul style="list-style-type: none"> Fortnightly Drop-In sessions for Career App students plus targeted skills development sessions such as CV writing, preparing for interviews etc. Staff mentoring for specific sectors
All year	Support Career App students with targeted opportunities	Use of specific teams and channels to tailor information to students of any specific work and apprenticeship-based opportunities

1a/1b	Form the Future Interviews	<ul style="list-style-type: none"> • 1:1 1 hr interviews for students still unsure of progression routes. • Preparation for students provided. • Report produced and reflected upon.
1b	Form the Future lecture on apprenticeships	Timely support to students considering apprenticeships
2a	Life Lessons sessions for all year 13	These will cover a range of topics including workplace, work/life balance and economic wellbeing.
2a Feb	National Apprenticeship Week	Breaking stereotypes of apprenticeships. Encourage students to take part in events.
3a	National Careers Week	Focus on possible future careers through teams and tutor time
All year	Inform all students of careers related opportunities	Use of specific teams and channels to inform students of any relevant work-related opportunity such as work experience, visits, apprenticeships, webinars, local employment, etc.
All year	Partner school with InvestIn and close working with Speakers for Schools	Regular employment related experience opportunities posted, including special offers for bursary students and limited mentoring.
		TOTAL