



THE PRIORY
LEARNING TRUST

Careers activities, events and promotion at The Priory Learning Trust.

James Wilmot- Director of Careers Education, Advice and Guidance.

Next review and publish date – September 2024.

This review includes all schools within TPLT. The trust primary schools are involved in light activities however the majority of careers related events and activities are run within the trust secondary schools and 6th Form.

Full details of each TPLT secondary school's career calendar and school specific careers information can be seen via each website-

<https://pcsa.org.uk/careers-3>

<https://worle-school.org.uk/careers-parents>

<https://www.tkasa.org.uk/careers>



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Our career programmes

- Are written down
- Are approved by the board of governors
- Have the explicit backing of senior leadership
- Have resources allocated to them
- Have systematic monitoring in place
- Have both strategic and operational elements
- Are published on our school websites
- Are evaluated for effectiveness at least every 3 years
- Have an identified lead individual with strategic responsibility for overseeing the programme



Our students progress to a wide variety of 6th forms, colleges and apprenticeships...

WCSA 2022 Year 11 Progression:

- 85% progressed to a college for A Levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, Winterstoke Hundred Academy and Bristol Robins Foundation)
- 9% went on to study A Levels at a Sixth Form (The King Alfred School, Churchill and Backwell)
- 2% began an apprenticeship / work based learning
- 2% furthered their education through the Army, traineeships or approved volunteering
- 1% went into employment without training
- 1% NEET

PCSA 2022 Year 11 Progression:

- 91% progressed to a college for A Levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, Winterstoke Hundred Academy and Bristol Robins Foundation)
- 3% went on to study A Levels at a Sixth Form (The King Alfred School, Churchill and Backwell)
- 4% began an apprenticeship / work based learning
- 1.5% furthered their education through traineeships or approved volunteering
- Less than 1% NEET and support has been offered
- Less than 1% moved into employment without training and support has been offered

TKASA 2022 Year 11 progression:

- 62% progressed to a college for A levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, WHA, Bristol Robins Foundation, etc)
- 30% went on to study at a school 6th form
- 2% began an apprenticeship
- 1.5% furthered their education through employment or training but not an apprenticeship



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- 2% NEET
- 2.5% of previous students could not be reached

PCSA 2021 Year 11 progression:

- 82% progressed to a college for A levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, WHA, Bristol Robins Foundation, etc)
- 13% progressed to a school 6th form (TKASA, Churchill, Backwell, etc)
- 3% progressed to apprenticeships
- >1% went to armed forces or approved volunteering
- >1% went into employment without training or are NEET

WCSA 2021 Year 11 progression:

- 86% progressed to a college for A levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, WHA, Bristol Robins Foundation, etc)
- 5% progressed to a school 6th form (TKASA, Churchill, Backwell, etc)
- 5% progressed to apprenticeships
- 2% furthered their education through Employment & Training but not an Apprenticeship
- 2% NEET

TKASA 2021 Year 11 progression:

- 53% progressed to a college for A levels or vocational diplomas (Weston, Bridgwater & Taunton, SGS, Boomsatsuma, Access Creative, WHA, Bristol Robins Foundation, etc)
- 34% progressed to a school 6th form (TKASA, Churchill, Backwell, etc)
- 7% progressed to apprenticeships
- 2% furthered their education through Employment & Training but not an Apprenticeship
- 4% NEET



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Priority groups-

All students are welcome and encouraged to engage with The Careers Team but specific groups of students are considered a priority:

RONI (Risk of NEET) – All Year 11 students. Risk of NEET Students are met early in the year for 121 meetings. A clear vision of the student's career awareness is obtained (family situation, parents in employment, own career aspirations, etc). Information is passed to Tutors and further actions agreed. Referrals come from families, teachers, tutors or pastoral staff.

Progression plans – Year 11. All Year 11 Students are met and tracked through their final year to ensure that post 16 applications are complete and the student has a clear vision of their progression route and the appropriate level. A report is sent to local Councils annually to track progress and ensure that full support is provided beyond school.

Children Looked After – All Year Groups. Additional 121 appointments are in place to support with work experience, college applications and general careers support.

Pupil premium – All Year Groups. Additional time is allocated to engage with pupil premium students to ensure that they have additional support with activities in the potential absence of support at home (packed lunches for trips, help with transport for work experience, early October progression appointments for year 11s etc).

SEND – All Year groups. The team works closely with The SEN Teams to provide additional support for students during their time in school, participation in careers events and to facilitate transition to post 16 study. Students needing additional support with college transition are given support with applications, interviews and exclusive taster days.

Students with academic promise – Year 10 & 11. Curriculum staff identify students showing academic promise. The Careers Team meet these students to explore preferred pathways and facilitate University visits including Oxford, employer guidance, apprenticeship information etc as well as their membership of 'The Brilliant Club'.

Does it work? Yes! Historically, RONI and PP Students were hard to engage with, but are now strong supporters of the careers offer. TPLT's NEET figure for last academic year (2022) was significantly lower than the national average of 7.8%. Staff capacity now allows for further focus and support for these priority groups, specifically CLA, PP students and students with SEND.



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121 interventions-

- All students are welcome to meet The Careers Team at any time.
- All priority group students have multiple 121s.
- All year 7 students have a 121 as part of their interview challenge.
- Year 9 students are encouraged to have a 121 to discuss their options. This offer is also open to families.
- All year 10 students have 121s on a weekly basis during the work experience planning period until their placement is confirmed.
- All Year 11 students have progression 121s on their own and/or with their family until progression plans have been agreed.

Does it work? Yes! The careers offices have great footfall. Pre-booked appointments are well attended as students are generally taken out of class for appointments. Work experience participation was at 100% in 2022. Student progression is 100% robust and all students have at least one post 16 destination available to them. A central spreadsheet of IAG interactions is kept to give an accurate picture of the service provided. All PP year 11 students are seen in term 1 to assist with focus and drive in the lead up to exams. Information from these was passed to year heads to ensure a collaborative approach.

Case study: Amelia was seen for an initial 121. Throughout year 10 and term 1 of year 11 she had taken part in two taster days, work experience and continued with extended work experience. All of these experiences have assisted in her ambitions to own her own hair salon and she now has a clear idea on the progression route needed to achieve this.

Referrals-

- The Careers Team welcomes referrals from **anyone** within the school including Tutors, Teachers, Leadership Team, Student Services, parents and self-referral from students.
- The Careers Team can request attendance from students at any point during the day and teaching staff will agree to students leaving class. Assessment weeks are avoided!

Does it work? Yes! Student attendance for 121 appointments is very high. Staff are happy to allow students to visit the careers office during teaching time as they are confident that it is time well spent.



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Venue-

- The Careers Team is fortunate to have dedicated meeting spaces full of resources, inspirational quotes, free of clutter and an open door policy. Students must never knock!
- The careers offices are largely paperless and an events and activities calendar is kept up to date allowing plenty of time for prior planning to achieve successful outcomes. We record and maintain records of 121 attendance and participation in our events and activities.
- TPLT have employed dedicated careers staff to provide the best possible service to its students. The Careers Team shares resources and best practice across the trust as well as informal support and mentoring to other Careers Leads and Advisors across the country.

Does it work? Yes! The careers offices are a popular venue for students, with some using them as a safe space to spend breaks occasionally and many have commented on its positive environment. The paperless systems that have been implemented reduces waste, supports data protection and the risk of mislaying information. Dedicated staff can focus on student engagement, activities and events and deliver successful outcomes without distraction or split responsibilities.

Student engagement-

- The majority of student engagement is on a 121 basis. Appointments with parents are also available face to face or via zoom.
- The Careers Team also passes on important information and can field enquiries in assemblies, via social media, the school websites, a monthly careers bulletin, as well as parent text and emails and the new dedicated careers Youtube channel. Other engagement is on a group basis, for example attendance at careers events, guest speaker drop ins, workshops, trips etc.
- Thursday careers tutor time – a dedicated 20 minute session every week to deliver messages, engage students with alumni, employers and post 16 providers in person and via zoom as well as compete dedicated careers exploration activities while educating students with correct and up to date labour market information.

Does it work? Yes! Students feel comfortable engaging with The Careers Team. Staff also appreciate our short and snappy interventions in assemblies. Out of hours appointments are gratefully received by parents who work longer hours than traditional school opening times and would like to meet with The Careers Team directly face to face or online. Parents also access the service.



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Early intervention-

- As part of our commitment to engage with students as early as possible to help them make the most from school, our Year 7 students are encouraged to participate in both on and offsite careers events and activities.
- Prior to this, year 5 students from our primary schools within TPLT are mock interviewed and year 6 students are invited in to school during careers fairs to meet visiting employers, colleges and universities. These activities aid transition to PCSA and raise aspirations from an early age.
- Year 7 participate in the annual 'Interview Challenge' where they produce a CV, practice interview skills and apply for their dream job. The Director of Careers interviews each student by helping them explore their existing skills, identify skills to develop and reinforcing the message of kindness, bravery and curiosity as winning attributes for life.

Does it work? Yes! Attendance at careers events is very high and feedback is very positive. The interview challenge was a great success and the students thoroughly enjoyed the experience. Parent feedback was outstanding. Case Study: Year 8 student Grace attended the Careers Fair at PCSA. She spoke to every exhibitor there and developed her confidence, curiosity and bravery along the way.





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TRAINING SKILL ENDURANCE
PERFORMANCE KNOWLEDGE COMPETENCE

CAREER

Explore different careers and plan your next steps beyond school during Thursday afternoon tutor time."

WESTON COLLEGE
Nailsea School SIXTH FORM

Attend online assemblies in year 10 & 11 tutor time to learn about all of your further education options."

Create a CV and be interviewed for your dream job in the year 7 interview challenge."

Visit the annual careers convention to learn about life after school."

National Careers Week
NCW
IN PARTNERSHIP WITH
THE HIGH PERFORMANCE PODCAST

Listen to inspirational speakers & take part in careers related tutor time activities all through National Careers Week 2022."

Join Junior & previous PCSA student Clayton in a resilience & positivity assembly on Monday morning to kick off National Careers Week."

I am a future Chef."
I am a future Pro
I am a future Foster Carer."
Year 5 Interview Challenge 2021
I am a future Make-up Artist."

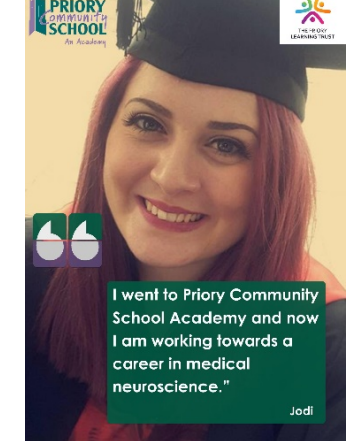
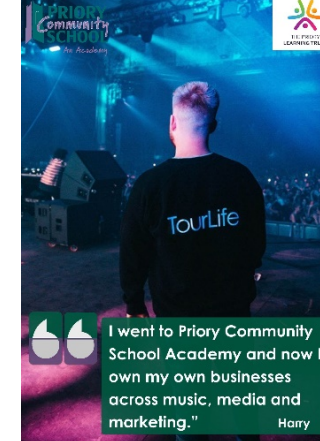
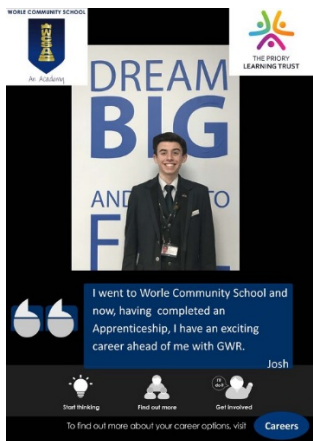


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Employer engagement-

- The Careers Team are very connected and proactive with creating and growing a team of employers covering as many industry sectors as possible to provide our students with a real insight into working life in the real world.
- Recruitment of employers includes attendance at networking events, utilising the school's Enterprise Advisor and LinkedIn.
- Employer participation with students includes employer visits to school and their own premises, engagement with subject area classes, tutor time drop-ins, work experience opportunities, assemblies and support with mock interviews as well as guest speakers on zoom, online careers conventions and more. Their first-hand experience is vital to raise awareness of labour market information in a real world context.

Does it work? Yes! Employer engagement is at an all-time high. 300+ employers supported the Year 10 WEX programme in 2023. All Year 10 students have at least 1 week of WEX. 100+ employers supported the Year 10 mock interview day. In 2023 all Year 10 students participated. 100+ employers visited our schools last academic year. Students from all year groups meet at least 3 employers in through assemblies during National Careers Week. Alumni also visit the students to talk about their own education and career choices. 20+ alumni engage with the school to speak to students in assemblies, subject specific classes or Tutor Time drop-ins. Feedback from students, staff and parents is extremely positive regarding the contributions that our local employers make.



Further Education-



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- We now have a completely impartial relationship with all local colleges with no favour or obligation.
- All Year 10 students attend college taster days to explore study options and learn more about labour market information led career pathways.
- All students receive at least 3 FE focussed assemblies per year promoting A levels, T levels, Diplomas and Apprenticeships. An parent information evening is also held covering these topics and any changes in qualifications to be aware of.
- College summer school and half term activities are promoted to students and their families through various means.
- College and 6th Form open evenings are promoted to students and their families through various means.
- We communicate with colleges on a regular basis to review and develop the range of activities and events.
- We host an Apprenticeship Academy with support of local independent training providers and employers to support student considering apprenticeships following year 11.
- TKASA 6th Form students interested in apprenticeships are welcome to meet with TPLT's Director of Careers on Fridays for information sessions and guidance.

Does it work? Yes! Student attendance at offsite college events is higher than our neighbouring schools.





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- University outreach has a strong presence at our annual careers convention.
- All Students receive 2 university focussed assemblies per year online or face to face.
- Guest speakers from Russell Group Universities visit the schools. Talks are held in the early evening to encourage parent attendance.
- Online or face to face visits to a local University are encouraged for all students and their families. Open days and events are promoted in the monthly careers bulletin.
- Student visits to universities are also arranged for specific students in specific faculties.
- TKASA 6th Form runs a robust calendar of HE focused events and activities, including UCAS fairs, guest speakers, open day trips and returning student talks.

Does it work? Yes! During a recent visit to a leading University, 2 of 14 students voiced an intention to apply. On the return trip all 14 had raised their aspirations sufficiently to want to apply. We are fortunate to also have a number of local Universities who are happy to engage with our students and promote degree level education not just from 18 years but later in life too. 30% of A level students at TKASA 6th Form progressed to a Russell Group University in 2021.



Not just 'jobs, jobs, jobs...'



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- A happy and healthy life is not solely down to career choice and education pathway. The Careers Team offers a wide range of activities and opportunities for students to participate in to build confidence, self-esteem and friendships.
- Students are encouraged to engage with local youth councils and local charity organisations.
- The Youth Employment Service make themselves available to provide further support to students at risk of NEET.
- The National Careers Service offer is also included in the monthly bulletin.
- Students with social anxiety and at risk of bullying are welcome to spend time in the careers office as a safe space.
- Students have the opportunity to write and publish their own books with the support of published author and a US based publisher.
- Biannual Hero Awards and prizes in conjunction with The Grand Pier are awarded to students for acts of kindness at school, home and the community. Parents are invited to an evening event showcasing their child's kindness.
- The National Citizenship Service engaged with all Year 11 students and provided a full 2 week programme in June 2020.
- TPLT links with the BigWorle community centre to promote its events and activities.

Does it work? Yes! Our Students have a strong reputation in the town for their community mindedness. The Careers Offices are a frequent space for students to visit for quiet time. The hero awards run annually with great nominations. The students have now published their 12th bestselling eBook.



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Build your confidence, communication and leadership skills with The National Citizen Service."

Join the Youth Council, Weston Eagles and Big Worle to make your town a better place."

Join The Jill Dando News Team to build your journalism & writing skills."

Do you know a hero?

Prizes are available for students from PCSA, TRASA and WCSA who make a positive difference at home, their school or community.

To nominate a hero, email: hero@pcsa.org.uk, hero@worle-school.org.uk or hero@trasa.org.uk with the student's name, school year group and the reason why you think they are a hero.

www.grandpier.co.uk

Join The Duke Of Edinburgh's Award to build your skills & confidence."

Publish your own book and become a best selling author."

"Enter Enterprise4U business and invention competitions"

To find out more about your career options, visit [Careers](#)

Become a lifeguard and save lives at Hutton Moor Leisure Centre."

To find out more about your career options, visit [Careers](#)

Learn Construction and Engineering skills with the Challenge for Women programme."

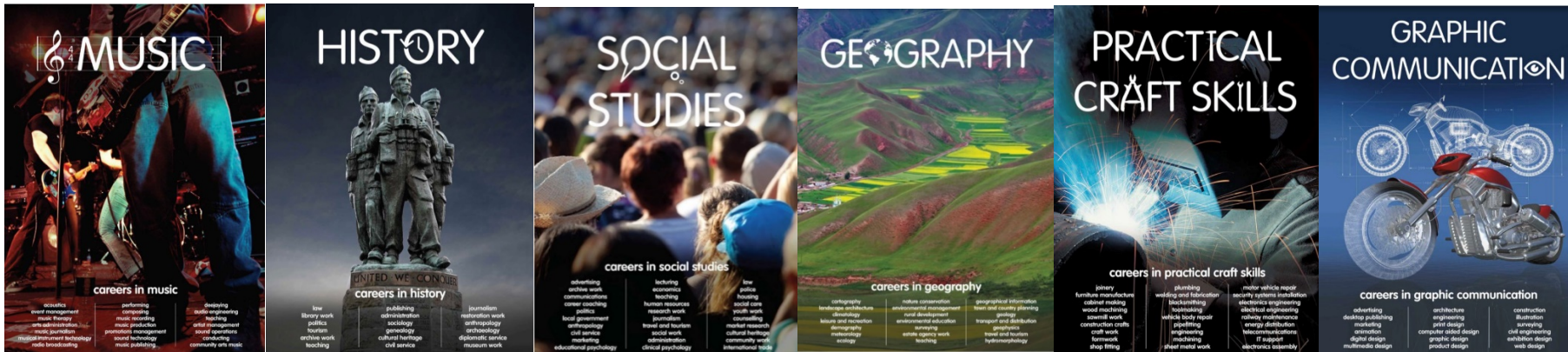
To find out more about your career options, visit [Careers](#)

Join the Youth Council to make positive change to your home town."

To find out more about your career options, visit [Careers](#)

- Weekly brief to all staff includes a careers page with daily updates for all staff to pass on to students during the school day and a weekly newsletter sent to parents as well as Thursday afternoon tutor time which specifically focusses on the school's career offer.
- Financial awareness and money management is also built into curriculum with a full day of activities for Year 10 students.
- Curriculum careers posters and relevant alumni posters are present in all departments.
- Central Leaders have access to a suite of careers in curriculum resources created by the Careers Team to link curriculum to real world career paths.
- Weekly tutor time careers activities run by tutors to link careers to curriculum.
- Pre-recorded interviews with alumni and employers for teachers to play in relevant curriculum areas.
- Annual training for teaching staff and trainee teachers to emphasise the importance of careers in the curriculum.
- During collapsed curriculum days the Careers Team are given time to put on whole year group, or even school events such as the Tyre Challenge, a whole day of entrepreneurial tasks.

Does it work? Yes! During day 1 of the new year, several students from different year groups visited the careers office looking for more resources and information.





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Employability-

- Mock interviews by employers are held for Year 10 students annually. Year 7 students are also mock interviewed by The Careers Team and more recently, year 5s!
- Full day CV and interview skills workshops are held for Year 10 students annually.
- 1 week block work experience for Year 10 students is held annually.
- Student Priority Groups are given additional time and support to prepare for these key activities.
- All of these events and activities are in place to build employability skills and to help students learn to use labour market information to help guide their aspirations and plans.

Does it work? Yes! Many students leaving TPLT schools had identified year 10 mock interview day as the most important day of their school life. Employer numbers supporting the event have increased significantly over the last 3 years with an increase year on year. Feedback from employers and students was outstanding. Year 5 and 7 mock interviews ensure early engagement with the careers team and buy in for later activities. 100% of year 10 students participated in work experience week in 2017, 2018, 2019, 2022 & 2023. The range of work experience placements has increased significantly and students and parents fully understand it's importance. Many have progressed to part time work with the same employers and even Apprenticeships. Each year an award is given to the 'Work Experience Student of the Year'.



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Work for an employer and try out different careers during work experience week."



Meet amazing employers and learn about the world of work with regular zooms with TKASA 6th Form."



Get your dream job on year 10 mock interview day."



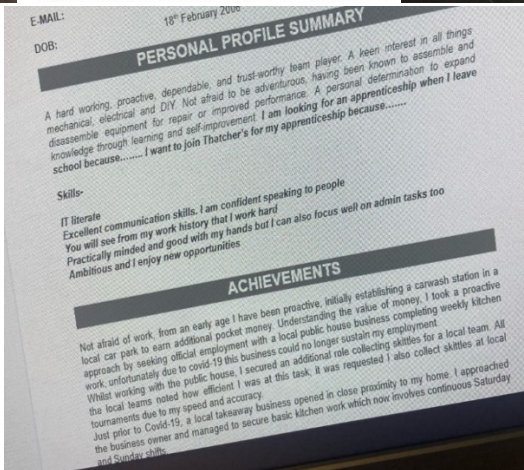
Work for an employer and try out different careers during work experience week."



Get your dream job on mock interview day."



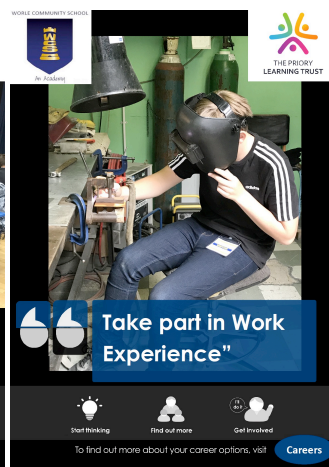
Zoom with 'The Batman' & 'Chernobyl' actor Con O'Neill to learn about his career on stage & screen."



Take part in Mock Interview day"

Start thinking Find out more Get involved

To find out more about your career options, visit [Careers](#)



Take part in Work Experience"

Start thinking Find out more Get involved

To find out more about your career options, visit [Careers](#)



Be brave; learning skills for life on Mock Interview Day"

Start thinking Find out more Get involved

To find out more about your career options, visit [Careers](#)



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Parents-

- A monthly careers activity bulletin is created, emailed to parents & tutors and uploaded onto the school websites and Facebook pages. This bulletin highlights relevant activities at school, colleges and the community suitable for all year groups and families.
- Following 121 appointments, action plans are created and agreed with students.
- Online parent progression information evenings for Year 10 & 11 students annually. All progression routes are explained.
- Website resources are updated on a regular basis and a dedicated careers page has been created with links and useful information for students and their families.
- Social media is used professionally and is used to promote specific events, activities and successes.
- Careers information is also passed to parents in regular newsletters and press releases.
- The careers offer is also open to parents to help develop their own career.

Does it work? Yes! Parental 'buy in' to the careers offer is at an all-time high and the feedback indicates that they value the information that is being sent home to them. Parents often contact the Careers Team for further guidance or to arrange a chat.

Feedback-

- Feedback is recorded and acted upon with improvements in place. Complaints are dealt with immediately.
- First and foremost, the students must enjoy engaging with The Careers Team and find our activities and events relevant, interesting and productive. Feedback is vital to help us achieve this.
- We use a google form to collect feedback from all students regarding the careers activities they take part in during tutor time and their careers based experiences while in school. Parent feedback is also hugely insightful.

Does it work? Yes! Student feedback has helped us provide a more relevant service to our students' needs. Employer and stakeholder feedback has helped us run more effective activities and events. Feedback helps the service move forward to make improvements and also positively re-inforce the existing activities which have been praised.



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Last night the children had parents evening. So many of them were buzzing about the day. Parents were incredibly supportive too.

Thanks for the work you both did - the value they got from the experience was wonderful!

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... (future Primary School Teacher) found the whole process great. The job choice is down to [@PMoorStAnnes](#) and his influence on Charlie this year, but the interview process was a big success in our house. Thank you.



April Careers Events & Activities Bulletin

Activity	What is it?	When?	Where?	Who?	What do I do next?
Hero Awards	A celebration of PCSA student acts of kindness	All through the year	Assembly hall	All PCSA students & families	Email hero@pcsa.org.uk with the name of the student & why they are a hero to you
National Careers Service	An online phone & face to face careers support service	7 days a week all year	Online, phone & in person	For students & families	Access the service here- https://nationalcareers.service.gov.uk/
Access College Creative taster day	Taster day for students interested in esports, IT, animation or VFX	13 th April	Access Bristol campus	Year 10 & 11	https://www.accesscreative.ac.uk/open-events/acc-new-for-22/ to sign up
Bridgwater & Taunton College sport development	Netball and Football development days for prospective BTC students	11 th and 12 th April	Bridgwater & Taunton College	Year 10 & 11	Sign up- https://www.btc.ac.uk/events/
Bridgwater & Taunton College open event	Students interested in studying land-based, animal care, equine or nuclear courses	27 th April 5.30-7pm	Cannington Bridgwater & Taunton College	Year 10 & 11	Sign up- https://www.btc.ac.uk/events/april-open-event-cannington-campus/
SGS College all subjects open event	Visit SGS College to find out about what courses they offer	28 th April	SGS College campuses	Open to all	Sign up- https://www.sgscol.ac.uk/events/open-events
Free 1-1 computer tuition	Build your computer skills	Mon & Tues 10.30am-12.00pm	Tamar Court Care Building BS22 6BU	Families, parents and carers	Call for further information- 01173774756 or 07776278388



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The Careers Team-

- The Careers Team is impartial at all times. A balanced relationship with local colleges is assured. They are non-disciplinary and encourage students to speak openly without fear of judgement.
- The Careers Team market themselves to students and their families as providers of opportunities and choices.
- The careers office door is always open and students should never knock...it is their space.
- Parents are always welcome to contact us with questions and this is promoted in the monthly bulletin.
- The Careers Team remain trained, level 6 qualified, expert, impartial, enthusiastic and participate in reflective practice.

Does it work? Yes! The quality and effectiveness of our career activities and events is of a higher level of quality than many of our neighbouring schools who do not have the same staff resources or level of experience. Feedback from students, staff and parents has been extremely positive. Employers and stakeholders also value the fact that a central point of contact is always available without split responsibilities and the events that they participate in will be well organised, effective and a good use of their time.

Policy and best practice-

- Our activities are Gatsby compliant and we have been externally moderated with 100% compliance.
- Risk assessments are produced for activities on and offsite.
- Staff are appropriately trained.
- Visiting staff are DBS checked or supervised by staff at all times.
- The Director of Careers liaises with the Careers and Enterprise Company on a regular basis to access policy updates.
- The provider policy access document is visible on all Priory Learning Trust websites.
- The Director of Careers and school Careers Advisor work closely with an allocated Enterprise Advisor.
- TPLT is considered to be a centre of excellence and best practice is shared with visiting staff from other schools.
- TPLT is a key contributor to the Somerset and North Somerset Careers Advisor Network to ensure activities and events are shared as appropriate.



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Conclusion-

All Students leave TPLT with -

- Work experience.
- A CV and interview practice.
- A successful application for a relevant progression route.
- A clear vision of their career plan and the confidence to make good career choices.
- An awareness of soft skills and their importance in the world of work.
- A strong sense of self-worth and opportunity.
- A knowledge of where they can find further support and guidance beyond school.

Further plans-

- We will continue to review events and activities and make ongoing improvements.
- We will continue to recruit a wider range of Employers to work in partnership with.
- We will continue to maintain stakeholder relationships.
- We will continue to reach out and engage with parents to ensure that the careers message is also promoted at home.
- We will continue to ensure that careers and curriculum are linked whenever possible to highlight the importance of school work and how it impacts in future studies and working life.
- We will continue to do everything we can to ensure that our students progress to relevant and appropriate further education options and minimise NEET figures.
- We will continue to increase student participation at on and offsite careers events and activities.
- We will continue to work with The Careers And Enterprise Company to ensure that our careers offer exceeds required stands and meets government policy.
- We will continue to provide TPLT Careers Advisors with appropriate training and CPD to ensure that they deliver best practice.



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Our pledge to students-

When you complete your time with a TPLT Primary School, you will have-

Created your first CV and attended your mock interview challenge with The Careers Team.

When you complete Year 7, you will have:

- Met your Careers Advisor, created a CV and attended your mock interview challenge with the Careers Team
- Had at least 4 encounters to learn about college, apprenticeships and university
- Met multiple employers and previous students
- Had the opportunity to visit a college or 6th form for an open evening
- Had the opportunity to visit our careers fair in person and our online careers convention
- Worked through careers activities in tutor time
- Had the opportunity to call into the careers office any time

When you complete Year 8, you will have:

- Had at least 4 encounters to learn about college, apprenticeships and university
- Met multiple encounters with employers and previous students
- Had the opportunity to visit a college or 6th form for an open evening
- Had the opportunity to visit our careers fair in person and our online careers convention
- Worked through careers activities in tutor time
- Had the opportunity to take part in careers related trips to college, university or an employer
- Had the opportunity to call into the careers office any time

When you complete Year 9, you will have:

- Had at least 4 encounters to learn about college, apprenticeships and university
- Met multiple encounters with employers and previous students
- Had the opportunity to visit a college or 6th form for an open evening
- Had the opportunity to visit our careers fair in person and our online careers convention
- Worked through careers activities in tutor time
- Had the opportunity to take part in careers related trips to college, university or an employer
- Had the opportunity to call into the careers office any time to discuss your options



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When you complete Year 10, you will have:

- Attended at least two college or sixth form open evenings
- Had at least 4 encounters to learn about college, apprenticeships and university
- Had multiple 1:1s with the Careers Team to discuss work experience and progression beyond school
- Completed a week of work experience
- Finished your CV and attended mock interview day
- Attended a College Taster Day trip with school
- Visited our careers fair in person and our online careers convention
- Worked through careers activities in tutor time
- Had the opportunity to take part in careers related trips to college, university or an employer

When you complete Year 11, you will have:

- Visited the Careers Office for a progression meeting
- Completed college, 6th form and / or apprenticeship applications for your next step beyond school
- Attended application interviews at colleges and/or sixth forms with places offered
- A general plan of your career pathway
- Attended or had the opportunity to attend further college and 6th form taster activities on weekends or half term
- Attended at least two college or sixth form open evenings
- Had at least 4 encounters to learn about college, apprenticeships and university
- Visited our careers fair in person and our online careers convention
- Worked through careers activities in tutor time
- Had the opportunity to call into the careers office any time to discuss your options beyond school
- Had the opportunity to access further help and support with your transition beyond school if you need it

When you complete year 12 at TKASA 6th form, you will have-

- Visited the careers office for a progression meeting for a clearer plan of your career pathway.
- Attended multiple support sessions to help prepare you for independent living.
- The opportunity to visit a careers convention online or in person.
- The opportunity to visit a University online or face to face.
- The opportunity to attend apprenticeship application workshops.



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- The opportunity to meet your Career Advisor on a weekly basis.
- The opportunity to access 121 support with university applications.
- Completed a week of work experience.

When you complete year 13 at TKASA 6th form, you will have-

- Visited the careers office for a progression meeting for a clear plan of your career pathway.
- Attended multiple support sessions to help prepare you for independent living.
- The opportunity to visit a careers convention online or in person.
- The opportunity to visit a University online or face to face.
- The opportunity to attend apprenticeship application workshops.
- The opportunity to meet your Career Advisor on a weekly basis.
- The opportunity to access 121 support with university applications.