



L.E.A.D. Academy Trust  
Lead • Empower • Achieve • Drive

# CAREERS AND ENTERPRISE PROGRAMME

*The Birley Academy, Sheffield*

<b>Date of last review</b>	August 2023
<b>Date of next review</b>	August 2024
<b>Review period</b>	1 Year
<b>Version</b>	1.0

## Key information

If you would like further information about our careers programme, please contact our Careers Leader.

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## YEAR 7 CAREERS AND ENTERPRISE PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TIMESCALE	INTENDED IMPACT
Transition and Induction in tutor time and PSHE	Transition to Secondary School	<ul style="list-style-type: none"> <li>Exploring aspirations, personal strengths and interests</li> </ul>	3	September	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>be able to explore and reflect on personal strengths, interests and aspirations.</li> </ul>
Employer and FE encounters	Inspiration Week	<ul style="list-style-type: none"> <li>Seminars from a variety of employers, employees and Further Education providers including opportunities for pupils to ask questions</li> </ul>	5, 2	March	<ul style="list-style-type: none"> <li>gain a basic understanding of a variety careers and progression routes through a <i>meaningful encounter</i> with a range of providers of learning and training.</li> </ul>
Careers focus in lessons	Careers Week	<ul style="list-style-type: none"> <li>Making links in all subject areas to careers and pathways</li> </ul>	4	March	<ul style="list-style-type: none"> <li>Have the opportunity to experience how each subject they study helps people gain entry to (and be more effective workers within) a wide range of occupations.</li> </ul>
Higher Education (HE) Assembly	What about University?	<ul style="list-style-type: none"> <li>Introduction to Higher Education</li> </ul>	7	April	<ul style="list-style-type: none"> <li>gain a basic understanding of what Higher Education involves through both University and Apprenticeships</li> </ul>
Exploring different careers in tutor time	Online Research	<ul style="list-style-type: none"> <li>Using various websites including the National Careers Service to explore a variety of careers, including required qualifications, salaries and progression opportunities</li> </ul>	2, 3, 4	May	<ul style="list-style-type: none"> <li>gain an understanding of different types of career to inform their choices as they progress through school.</li> </ul>

## YEAR 8 CAREERS AND ENTERPRISE PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TIMESCALE	INTENDED IMPACT
Employer and FE encounters	Inspiration Week	<ul style="list-style-type: none"> <li>Seminars from a variety of employers, employees and Further Education providers, including opportunities for pupils to ask questions</li> </ul>	5, 2	January	<p><b>Pupils will:</b></p> <ul style="list-style-type: none"> <li>gain a greater understanding of a variety of careers and progression routes, through a <i>meaningful encounter</i> with a range of providers of learning and training, that may form the next stage of their career.</li> </ul>
Careers Assembly and Tutor Time	Careers	<ul style="list-style-type: none"> <li>Reflecting on interests and aspirations. An opportunity to research careers using resources from The Careers and Enterprise Company</li> </ul>	3, 2	February	<ul style="list-style-type: none"> <li>learn how to access careers information online and use this to explore different career paths</li> </ul>
Careers focus in lessons	Careers Week	<ul style="list-style-type: none"> <li>Making links in all subject areas to careers and pathways</li> </ul>	4	March	<ul style="list-style-type: none"> <li>Have the opportunity to experience how every subject they study helps people gain entry to (and be more effective workers within) a wide range of occupations.</li> </ul>
Higher Education (HE) Assembly	University and Apprenticeships	<ul style="list-style-type: none"> <li>Higher Education pathways</li> </ul>	7	April	<ul style="list-style-type: none"> <li>have a <i>meaningful encounter</i> with a range of providers of learning and training that may form the next stage of their career.</li> </ul>
Higher Education Progression Partnership (HEPP) Workshops	HEPP workshops	<ul style="list-style-type: none"> <li>Staff from HEPP at Sheffield Hallam University deliver workshops to pupils</li> </ul>	7	Throughout the year	<ul style="list-style-type: none"> <li>have a <i>meaningful encounter</i> with a range of providers of learning and training that may form the next stage of their career. This includes higher education and the opportunity to meet both staff and learners.</li> </ul>
Exploring different careers in tutor time	Online Research	<ul style="list-style-type: none"> <li>Using various websites including the National Careers Service to explore a variety of careers, including</li> </ul>	2, 3, 4	June	<ul style="list-style-type: none"> <li>gain further knowledge of different types of career to support their choices as they progress through their</li> </ul>

		required qualifications, salaries and progression opportunities			studies.
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ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TIMESCALE	INTENDED IMPACT
Employer and FE encounters	Inspiration Week	<ul style="list-style-type: none"> <li>Seminars from a variety of employers, employees and Further Education providers, including opportunities for pupils to ask questions</li> </ul>	5, 2	November	<p><b>Pupils will:</b></p> <ul style="list-style-type: none"> <li>gain a greater understanding of a variety of careers and routes through a <i>meaningful encounter</i> with a range of providers of learning and training that may form the next stage of their career.</li> </ul>
PSHE lessons	Careers Unit	<ul style="list-style-type: none"> <li>Routes into work</li> <li>Skills &amp; attributes</li> <li>Employment rights</li> <li>Further &amp; Higher Education</li> <li>Financial management</li> <li>Stereotyping in the workplace</li> <li>Links between Lessons and careers</li> </ul>	1, 2, 3, 4	January February	<ul style="list-style-type: none"> <li>Access and use information about career paths and the labour market to inform their own decisions on study options.</li> <li>Explore stereotypical thinking and raise aspirations.</li> </ul>
STEM tutor time	STEM	<ul style="list-style-type: none"> <li>Tutor time focus on STEM careers</li> </ul>	3, 4	January	<ul style="list-style-type: none"> <li>learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</li> </ul>
KS4 Options Programme	Options Assemblies	<ul style="list-style-type: none"> <li>CLs and HOY deliver information about KS4 curriculum including links to careers, further and higher education</li> </ul>	4	January	<ul style="list-style-type: none"> <li>Gain a detailed understanding of KS4 option subjects, course requirements, curriculum and assessment.</li> <li>Learn how their chosen subjects help people gain entry to (and be more effective workers within) a wide range of occupations.</li> </ul>
Lessons	Employment Sectors	Learning about Employment Sectors in Geography lessons	2	January	<ul style="list-style-type: none"> <li>Learn about the labour market and employment sectors both nationally</li> </ul>

					and internationally.
KS4 Options	Options appointments	An opportunity to meet with parents, carers and pupils to discuss KS4 curriculum including careers, further and higher education	4	February	<ul style="list-style-type: none"> <li>Gain a detailed understanding of KS4 option subjects, course requirements, curriculum, and assessment. Reflect on this with regard to individual interests and aspirations.</li> </ul>
Careers focus in lessons	Careers Week	Making links in all subject areas to careers and pathways with a focus on STEM	4	March	<ul style="list-style-type: none"> <li>Learn how each subject they study helps people gain entry to (and be more effective workers within) a wide range of occupations, with a focus on STEM.</li> </ul>
Higher Education Progression Partnership Workshops	HEPP workshops	Staff from HEPP at Sheffield Hallam University deliver workshops to pupils about what to expect in university	7	Throughout the year	<ul style="list-style-type: none"> <li>have a <i>meaningful encounter</i> with a range of providers of learning and training that may form the next stage of their career. This includes higher education and the opportunity to meet both staff and learners.</li> </ul>
Access to Higher Education	Brilliant Club	A number of students will work with the support of a mentor on a degree style project to gain an understanding of university	7	March	<ul style="list-style-type: none"> <li>The opportunity to have a meaningful encounter with a Higher Education Provider.</li> </ul>

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TIMESCALE	INTENDED IMPACT
PSHE lessons	World of Work	<ul style="list-style-type: none"> <li>• The labour market</li> <li>• Apprenticeships</li> <li>• Employment sectors</li> <li>• Teen employment</li> <li>• Employability</li> <li>• Creating a Curriculum Vitae</li> </ul>	1, 2, 3	September October	<b>Pupils will:</b> <ul style="list-style-type: none"> <li>• Gain detailed knowledge about career paths and the labour market to inform their own decisions on study options.</li> <li>• Explore stereotypical thinking and raise aspirations.</li> <li>• Reflect on their own skills and experience to create a C.V.</li> </ul>
Tutor Time	Careers focus	Exploring aspirations, interests and opportunities	2,3	September October	<ul style="list-style-type: none"> <li>• Explore a wide range of careers and routes through</li> </ul>
HEPP/ FE assemblies	Further and Higher Education Opportunities	Providers deliver information about P16 options including A levels, T levels, BTECs and Apprenticeships and the route through to HE	7	Throughout the year	<ul style="list-style-type: none"> <li>• have a meaningful encounter with a range of providers of learning and training that may form the next stage of their career. This includes higher education and Further Education, to include the opportunity to meet both staff and learners.</li> </ul>
Work Experience Introduction	Work Experience Planning	Introduction through assembly and tutor time	6	November	<ul style="list-style-type: none"> <li>• gain a clear understanding of the purpose of and process for obtaining a work experience placement.</li> </ul>
Careers focus in lessons	Careers Week	Making links in all subject areas to careers and pathways	4	March	<ul style="list-style-type: none"> <li>• Have the opportunity to experience how each subject they study helps people gain entry to (and be more effective workers within) a wide range of occupations.</li> </ul>
A taster day at FE provider	P16 Taster Day	An opportunity to complete a taster day with a Sheffield College or a 6 <sup>th</sup>	3	June	<ul style="list-style-type: none"> <li>• have a meaningful encounter with a Further Education provider that may</li> </ul>



		Form school, taking part in activities relating to their chosen course			form the next stage of their career. This includes to include the opportunity to meet both staff and learners.
Two-week block placement with an employer	Work Experience	An opportunity to complete a work placement and gain experience of working life	6	July	<ul style="list-style-type: none"> <li>• have first-hand experiences of the workplace work experience to help their exploration of career opportunities and expand their networks.</li> </ul>
Higher Education Progression Partnership Workshops	HEPP workshops	Staff from HEPP at Sheffield Hallam University deliver workshops to pupils	7	Throughout the year	<ul style="list-style-type: none"> <li>• have a <i>meaningful encounter</i> with a range of providers of learning and training that may form the next stage of their career. This includes higher education, to include the opportunity to meet both staff and learners.</li> </ul>
Access to Higher Education	Brilliant Club	A number of students will work with the support of a mentor on a project to gain an understanding of university	7	March	<ul style="list-style-type: none"> <li>• have a <i>meaningful encounter</i> with a Higher Education Provider.</li> </ul>

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TIMESCALE	INTENDED IMPACT
Tutor Time	Post 16 Applications	<ul style="list-style-type: none"> <li>• Writing personal statements and completing Sheffield Progress applications</li> </ul>	3, 8	September October November	<p><b>Pupils will:</b></p> <ul style="list-style-type: none"> <li>• Reflect on personal qualities, skills and experiences to create a detailed Personal Statement that will enable their application to Post 16 provision</li> </ul>
Individual careers appointments	Personal Careers Advice	<ul style="list-style-type: none"> <li>• Individual careers guidance with an independent careers advisor</li> </ul>	8	Throughout the year	<ul style="list-style-type: none"> <li>• have guidance interviews with a careers advisor</li> </ul>
Three Further Education assemblies	Post 16	<ul style="list-style-type: none"> <li>• Delivered by staff and students from: <ul style="list-style-type: none"> <li>○ Sheffield College</li> <li>○ 6<sup>th</sup> Forms</li> <li>○ ASK Apprenticeships</li> </ul> </li> </ul>	7		<ul style="list-style-type: none"> <li>• have a <i>meaningful encounter</i> with a range of providers of learning and training that may form the next stage of their career, to include the opportunity to meet both staff and learners.</li> </ul>
PSHE lessons	Preparing for Post 16	<ul style="list-style-type: none"> <li>• Post 16 options and applications</li> <li>• Rights and responsibilities at work</li> <li>• Salaries, budgeting, pay slips</li> <li>• Preparing for interviews</li> </ul>	2,3,4	September October November	<ul style="list-style-type: none"> <li>• Know about all the Post 16 routes including 'A' levels, 'T' levels, BTECs and apprenticeships.</li> <li>• Explore in more detail the realities of work.</li> <li>• Prepare for interviews</li> </ul>
NCS Introduction through assemblies with follow up lunchtime clubs	National Citizenship Service (NCS)	<ul style="list-style-type: none"> <li>• Pupils get the opportunity to find out about and enroll in NCS which offers a transformative and inclusive experience for young individuals, fostering personal development through a combination of adventurous activities, volunteering, and skill-building workshops.</li> </ul>	3	October	<ul style="list-style-type: none"> <li>• Gain an understanding of the benefits of taking part in the National Citizenship Programme.</li> </ul>
Post 16 marketplace	Post 16 Evening	<ul style="list-style-type: none"> <li>• Pupils and parents are invited in for an information evening that</li> </ul>	7	October	<ul style="list-style-type: none"> <li>• Have the opportunity to discuss details of courses and training with a</li> </ul>

		includes a presentation from Sheffield Progress and an opportunity to meet staff and students from a wide variety of Post 16 provision, including apprenticeships, 6 <sup>th</sup> Forms and colleges.			wide range Post 16 providers
Mock Interviews	Mock interviews	<ul style="list-style-type: none"> <li>Pupils have interviews with local employers to practice interview techniques</li> </ul>	3, 5	December	<ul style="list-style-type: none"> <li>Gain experience of an interview situation and get feedback on their performance to prepare them for the next stage of their progression.</li> </ul>
Further Education Visits	Further Education Visits	Pupils visit 6 <sup>th</sup> Forms and College for an introduction and experience of Post 16	7	December January	<ul style="list-style-type: none"> <li>have first-hand experiences of Post 16 provision through visits, and shadowing to help their exploration of career opportunities, and expand their networks.</li> </ul>