

The Frances Bardsley Academy Careers Programme – Overview 2024 - 25

Stable Careers Programme	All Years	The aim of the careers programme is to ensure all students are ready and well equipped with the relevant skills and knowledge to help them progress onto positive destinations. All students will learn important 'soft skills' and other employability skills such as teamwork, communication, resilience, creativity, numeracy, time management, empathy and problem solving as these skills are embedded across the curriculum in all lessons. During the academic year, there may be additional opportunities for students to take part in ad-hoc activities, which will be organised by the careers manager. This will include planned events and awareness, such as National Apprenticeship Week and National Careers Week, and any other suitable opportunities which may arise. All year groups: • Carefully planned lessons encompassing careers related skills and values across all subjects • Personal Development Days each term • Careers focussed activities • Unifrog access and structured tasks • Personal Development Days • Trips and visits • Awareness events - such as National Apprenticeship Week and National Careers Week • Extra curricular enrichment - available and open to all students
	Year 7	• Transition workshops – to ensure a smooth transition for all Students from Year 6 to Year 7, with support of the Year 7 Progress Manager, Form Tutors and work with parents and carers • Structured Form Time programme
	Year 8	• Structured Form Time programme
	Year 9	• 'Take Your Child To Work Day' launch and preparatory work, evaluation and reflection • GCSE options evening • Structured Form Time programme
	Year 10	• Work experience launch, preparatory work, evaluation and reflection • 16+ day • Structured Form Time programme
	Year 11	• Preparations for post 16 choices, with support from staff (class discussions about pathways and options), in addition to one to one guidance sessions • Year 11 examinations evening • Period 6 programme • Structured Form Time programme
	Sixth Form	• K-RACERS sessions on various topics throughout the year, as well as briefings and assemblies with a careers focus • Work experience launch • Future Ready timetabled lessons • Year 12 induction week, and 18+ options week
Learning from career	All Years	All students will be informed about different career paths, current labour market trends and where skills shortages lie. Using this information, students will be able to make informed choices about the careers they wish to pursue.

and labour market info.		Appropriate websites and sources of information will be shared with students and parents/carers. Parents will be encouraged to support their children and have discussions around careers and current affairs. LMI can be accessed by all students at all times via Unifrog, and other online sources, including the National Careers Service website and LMI for all. All Year groups: • Online access to information • Displays around the school • Career of the month • Careers information and weekly careers tips shared in the student bulletin • Careers assembly focussing on careers of the future • Personal Development Days • Various speakers come into school to run workshops looking at employability and skills/job shortages*
	Year 9	• Information on careers provided at the KS4 options evening
	Year 10	• Guidance on work experience placements and where they may be available • Guidance on post 16 options
	Year 11	• One to one guidance on post 16 options and career pathways
	Sixth Form	• Careers Twitter page @FBA_Careers for the sixth form regularly sends out tweets about current opportunities and where to find more information • Google classroom updates on useful opportunities (in person and virtual), including insights, open events, work experience/volunteering, internships etc.
Addressing the needs of each Student	All Years	The careers programme is in place to raise the aspirations of all students, including SEN students. Intended destinations will be tracked as well as when students take part in careers related learning and activities. Parents' evenings for all year groups to discuss progress and future options. Students can become members of the school council/student voice and discuss and raise important issues. All years: • Pastoral and wellbeing support provided by staff as needed. • Parents evenings • One to one meetings with Miss Woods as needed • Opportunity to join extracurricular clubs and competitions according to interests • Referrals can be made to careers department for any student by any member of staff • Referrals to other members of staff/organisations/agencies may be made as a result of guidance sessions (such as mental health support, SEN support etc.) if agreed as an action resulting from a guidance session • Student voice/School council
	Year 7	• Transition workshops – to ensure a smooth transition for all Students from Year 6 to Year 7, with support of the Year 7 Progress Manager, Form Tutors and work with parents and carers
	Year 9	• Early support for students who may struggle to make a positive post 16 transition
	Year 10	• Early support for students who may struggle to make a positive post 16 transition • Preparations for post 16 choices with support from staff • Additional support offered for those struggling to find work experience
	Year 11	• Early support for students who may struggle to make a positive post 16 transition

		• Preparations for post 16 choices with support from staff • Students identify their intended destinations and additional support is given as necessary • Period 6 programme aligned with student subjects/needs • One to one impartial meeting with Miss Woods for all students to discuss a careers action plan and next steps • Targeted support offered by the Borough • Exam Preparation Evening for students and parents with post 16 options advice • Advice and guidance available with Miss Woods on GCSE results day
	Sixth Form	• Additional support offered for those struggling to find work experience • Students identify their intended destinations and additional support is given as necessary (Year 13) • One to one impartial meeting with Miss Woods for all students to discuss a careers action plan and next steps • Student finance and bursary support • Support with personal statements and UCAS guidance, as well as support for those who wish to go on to complete apprenticeships, jobs with training and gap years • Academic Review Day • Students can sign up to mentor younger students in the school • Opportunity to take on Student Leadership roles
Link to the curriculum	All Years	Students will link their subjects to careers during lesson time and discover how taking different subjects can lead to a wider variety of jobs in their future. Extra-curricular clubs link different subjects and skills to careers. Students will develop key employability 'soft' skills throughout their time at FBA. Teachers will plan meaningful lessons where students are able to use and improve on various key employability skills as appropriate. K-RACERS ethos - these embedded characteristics prepare students for the future. All years: • Subject display boards linking careers to different subjects • Continual building of key employability 'soft skills' progressing from KS3 to KS5, plus development of practical 'hard skills' in certain subjects such as science, geography, art & design etc. • Practical skills which are relevant to different jobs embedded in subjects such as science, computing, drama etc. • Subject specific trips and visits • Subject specific guest speakers coming in to school • Extra-curricular clubs and enrichment cover a wide range of subjects, including PE, STEM, languages etc. • Subject display boards - linking careers to different subjects. • Discussions in class about how different subjects lead onto different careers • Opportunity for students to take on positions of responsibility and leadership in school, working on key employability 'soft' skills.
	Year 7	• Starting KS3 courses, starting to develop basic skills in teamwork, leadership, communication etc
	Year 9	• Options Evening to provide information on how subject choices can lead to different jobs and careers, as well as how core subjects apply to the world of work
	Year 10	• Students begin their GCSE courses, learning how the subjects they have chosen link to their future aspirations
	Year 11	• Sixth Form Open Evening – providing further information on how subjects can lead onto different degrees and careers • Sixth Form taster day
	Sixth Form	• Students hear real-life stories from alumni during 18+ week and see how different subjects lead onto different destinations

		Department subject boards and subject specific Twitter pages. Opportunities for students to take on subject prefect roles
Encounters with employers	All Years	All students will be given the chance to meet and network with different employers at different times during the academic year. Students will also learn about the skills desired by employers when working through the PSHE programme and personal development days. When students are on extra-curricular trips, they will speak with employers and hear from people who are at work, doing a variety of jobs. Work with the London Enterprise Adviser Network will also provide opportunities. All Years: - Opportunities for employers and employees to talk during assembly, and the opportunity to attend various workshops and hear from guest speakers throughout the year, including hearing from former students.* - Encounters with employers highlighted whilst out on extra-curricular trips and visits - Attendance at the school Careers Fair - Certain Personal Development Days will include encounters with employers/employees - Personal Development Days will involve various employers/employees
	Year 9	Students will take part in 'Take Your Daughter to Work Day' where they will shadow a member of their family/family friend. During this day, students will have a workbook to complete and identify employability skills, and will be able to evaluate their experience
	Year 10	- One week of work experience for all students 16+ day – former students come in and talk about their career paths, as well as employers running workshops or talks
	Sixth Form	- One week of work experience for all students - Opportunity to attend various workshops and hear from guest speakers throughout the year, including hearing from former students during 18+ week - K-RACERS sessions with guest speakers
Experiences of workplaces	All Years	By Year 11, all students will have taken part in at least one week of work experience, and by Year 13, students will have completed a further week . Some experiences and opportunities may be virtual. There are other opportunities throughout the school year for students to find out more about the world of work. When students are on extra-curricular trips and visits, they will see different workplaces, as well as meet the people working in them. Work with the London Enterprise Adviser Network will also provide opportunities. All years: - Students will visit different workplaces on extra-curricular trips - Virtual opportunities and activities actively shared with students
	Year 9	Students will take part in 'Take Your Child to Work Day' where they will shadow a member of their family/family friend. During this day, Students will have a workbook to complete and identify employability skills, and will be able to evaluate their experience
	Year 10	- One week of work experience for all students - Form time activities to prepare for work experience, and evaluation after completion - Students are encouraged to research different job roles and routes into jobs, as well as apprenticeships. Virtual experiences actively shared via Show My Homework
	Year 11	Subject specific trips to support GCSE courses

		- Students are encouraged to research different job roles and routes into jobs, as well as apprenticeships. Virtual experiences actively shared via Show My Homework - Virtual work experience is encouraged and shared with students, alongside volunteering opportunities
	Sixth Form	- One week of work experience for all students in Year 12 - Students are encouraged to research different job roles and routes into jobs, as well as apprenticeships. Virtual experiences actively shared via Show My Homework - Virtual work experience is encouraged and shared with students, alongside volunteering opportunities, to support UCAS applications and further employability skills
Encounters with further and higher education	All Years	The school has a provider access policy in place – further and higher education providers are able to approach the school and work together to run workshops, assemblies and other activities. Some experiences and opportunities may be virtual All Years: - Students have access to online and other resources to get them thinking about their future goals (including Unifrog) - Attendance at the annual school Careers Fair - There is a Provider Access Policy in place - providers can liaise with the school to ascertain suitable opportunities to speak with students (such as an assembly) - Some subject specific trips/visits
	Year 10	16+ day and careers fair – students will hear from a University, and alumni who have been to University or followed different pathways, and will speak to further and higher education providers at the careers fair - Havering RPA ‘Moving On’ event including post 16 and post 18 education and training providers
	Year 11	Havering RPA ‘Moving On’ event including post 16 and post 18 education and training providers (Sixth Form Taster Day – students pick subjects and take part in taster lessons and activities, to experience life as a sixth form student)
	Sixth Form	18+ week for those in Year 12 – including University encounters and talks/workshops led by former students who have followed different pathways - Excel Programme in place, providing tailored support for Oxbridge applications - Work with the Elephant Group - K-RACERS and Future Ready sessions focussed on UCAS
Personal Guidance	All Years	All students have access to careers guidance and impartial in-house guidance from Miss Woods. Action plans will be shared with students and followed up as necessary. Form Tutors and Progress Managers also offer support and guidance for students. Targeted support and mentoring provided as necessary. All years: - Careers office in the Sixth Form Centre open Monday - Friday term time, for drop in and pre-arranged appointments. Opening hours shared regularly in the student bulletin. All students in all year groups welcome - Pastoral support available through the Platform - One to one advice and guidance with Miss Woods open to all, and delivered as necessary - Form Tutors and the Progress Manager also offer support as needed - Mentoring opportunities
	Year 7	Progress Manager and Form tutors working together to ensure smooth transitions, with parents and carers as well as students

	Year 9	• GCSE options guidance provided by subject teachers
	Year 10	• Work experience support and guidance in finding placements, Miss Woods working with individual students who require additional support in securing a placement • Early guidance sessions for students who may struggle with the post 16 transition
	Year 11	• One to one impartial meeting with Miss Woods for every student, completion of an action plan and follow-up as necessary • Targeted Prospects advice and guidance sessions available
	Sixth Form	• One to one impartial meeting with Miss Woods to discuss future pathways • Discussions with subject teachers about pathways and careers following on from A-levels and University • Additional support with finding work experience placements and other work shadowing opportunities (including relevant virtual placements) • Student finance evening • Bursary support

* These activities and encounters are dependent on the availability of suitable guests. Virtual encounters and online content will be promoted as an alternative opportunity where appropriate. Not all students will take part in all activities as some of these will be optional and will cover different areas of interest and study.

The Programme may be subject to change throughout the academic year in response to opportunities and other ad-hoc activities. It is also expected that changes to the programme may occur at short notice. Where possible, activities will be rescheduled or delivered virtually. Feedback is sought from students, staff, parents/carers and other stakeholders and providers to continuously improve and evolve the programme. For more information, or if you wish to provide feedback on this programme, please contact Miss Woods at rwoods@fbaok.co.uk