

PlumeCareers – Careers Education and Guidance (CEG) Programme

The following programme embraces the DfE Statutory Requirements and is in line with the Gatsby Benchmarks. Our programme is regularly evaluated with feedback from students, parents/carers, teachers, external organisations and employers as part of the evaluation process.

Year Group	Activities
Year 7	<p>In the main, Careers Education is delivered via the Personal Development (PD) programme – this includes</p> <ul style="list-style-type: none">Self-AwarenessStrengths and Areas for DevelopmentTeam BuildingCommunication <p>Students are introduced to the Independent and Impartial Careers Adviser via drop in sessions in the Mill Road Campus Learning and Information Centre (LAIC).</p> <p>Students can be referred or self-refer for individual careers guidance with the Independent and Impartial Careers Adviser</p> <p>Students will participate in at least one meaningful encounter with an employer; this will be an opportunity to learn about what work is like and what it takes to be successful in the workplace</p> <p>Visiting Speakers come into the academy to share career experiences with relevant students/classes – e.g. Lunchtime in the LAIC</p> <p>Mentoring Programming in place with external and internal mentors</p>
Year 8	<p>Careers Education continues to be delivered as part of the PD programme</p> <p>Students are introduced to KUDOS an on line careers programme</p> <p>Students are introduced to the Independent and Impartial Careers Adviser via drop in sessions in the Mill Road Campus Learning and Information Centre (LAIC)</p> <p>Visiting Speakers come into the academy to share career experiences with relevant students/classes –e.g. Lunchtime in the LAIC</p> <p>Students will participate in at least one meaningful encounter with an employer; this will be an opportunity to learn about what work is like and what it takes to be successful in the workplace</p> <p>Mentoring Programming in place with external and internal mentors</p>

Year 9	<p>Careers Education continues to be delivered as part of the PD and tutorial programmes – this will include</p> <ul style="list-style-type: none"> Option choice Decision making Students are introduced to Careers via Options Assembly Students can be referred or self-refer for individual careers guidance with the Independent and Impartial Careers Adviser Careers Lead and Independent and Impartial Careers Adviser in attendance at Options Evening Visiting Speakers come into the academy to share career experiences with relevant students/classes – e.g. Lunchtime in the LAIC Students will participate in at least one meaningful encounter with an employer; this will be an opportunity to learn about what work is like and what it takes to be successful in the workplace Mentoring Programming in place with external and internal mentors Appropriate students are invited to take part in local and national initiatives e.g. Make Happen and Big Bang
Year 10	<p>Careers Education continues to be delivered as part of the tutorial programme – this will include Work Experience Preparation, Strengths and Areas for Development, CV writing, presentation and interview skills. Students will also revisit KUDOS.</p> <ul style="list-style-type: none"> Work Experience Placement – 2 weeks in Summer Term Students can be referred or self-refer for individual careers guidance with the Independent and Impartial Careers Adviser Visiting Speakers come into the academy to share career experiences with relevant students/classes – e.g. Lunchtime in the LAIC Mentoring Programming in place with external and internal mentors Careers Lead and Independent and Impartial Careers Adviser attend Parents consultation evenings
Year 11	<p>Careers Education continues to be delivered as part of the tutorial programme – this includes CV writing, interview techniques, Personal Statements etc.</p> <ul style="list-style-type: none"> Assemblies – to introduce PlumeCareers and to remind students of options/choice and advice available. External learning and training providers’ presentations to year group e.g. Further Education Colleges, Universities and Apprenticeship organisations. All Year 11 students are offered individual careers guidance with the Independent and Impartial Careers Adviser Year 11 students can self-refer or be referred for careers guidance appointments Apprenticeship Week and National Careers Week – various activities including workshops, visiting speakers and drop ins

	<p>Visiting Speakers come into the academy to share career experiences with relevant students/classes – e.g. Lunchtime in the LAIC</p> <p>Mentoring Programming in place with external and internal mentors</p> <p>Regular emails sent to students outlining post 16 options e.g. apprenticeships available and careers information</p> <p>Careers Lead and Independent and Impartial Careers Adviser in attendance at Parents Consultation Evenings and College Open Evening.</p> <p>Careers Drop in offered for after results help – August</p>
Year 12 and 13	<p>Post 18 options and Careers Education is delivered via the College tutorial programme</p> <p>Preparation for UCAS and Personal Statement guidance</p> <p>External learning and training providers' presentations to year group e.g. Universities and Apprenticeship organisations.</p> <p>All students are offered an individual careers guidance appointment with the Independent and Impartial Careers Adviser. Many self-refer and many are referred by Parents and Carers, Head of College, Pastoral Managers and Tutors.</p> <p>Drop-ins for general information advice and guidance are offered through the year</p> <p>CV workshops, interview skills, job-hunting workshops and apprenticeship workshops are offered.</p> <p>Apprenticeship Event organised in the summer term in conjunction with Maldon District Council, local Colleges, apprenticeship providers and local businesses.</p> <p>Work shadowing programme for Year 12 in the summer term</p> <p>Three-day employability skills conference including mock interviews, guest speakers and Dragon's Den competition.</p> <p>iFuture programme in place for Year 12 and 13 students looking for alternative routes to higher education and training.</p> <p>Students visit the Annual University Higher Education Fair and National Apprenticeship Fair</p> <p>Speakers are invited in from universities, apprenticeships and industry</p> <p>The Careers Lead and the Independent and Impartial Careers Adviser attend Parents Consultation Evenings</p> <p>Coaching/mentoring is offered to the appropriate students</p> <p>Assistance with gaining work placements</p> <p>Assistance with gaining part time employment</p> <p>Provide information on current apprenticeships/job vacancies/conferences etc. via email, Plume iFuture and Careers Blog.</p> <p>Careers Drop in offered for after results help – August</p>

Whole Academy	<p>All students and parents/carers are invited to the Careers Fair</p> <p>Careers and Labour Market information on Academy's website for students, parents, carers and staff</p> <p>Social Media presence – e.g. Twitter Feed and Blog</p> <p>Plume Alumni – former students return to share experiences</p> <p>Essex STEM Group – students advised of STEM opportunities to engage with local businesses.</p> <p>STEM activities are delivered in the appropriate curriculum areas e.g. Green Power</p> <p>Member of Make Happen Initiative for more information please see - www.makehappen.org</p> <p>Working in conjunction with the Careers Enterprise Company and Industry Champions</p> <p>Business Education Partnership – Employer Engagement Forum</p> <p>Introduction to the Careers provision for all staff</p>
Former students	<p>Former students who have recently left the Academy and are not in education, employment or training can request an individual careers appointment with the Independent and Impartial Careers Adviser</p>