

### QEHS Careers Progression Programme by Year Group 2018-19

<b>Year 7</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
June	Y7 student tours	300 (Y7)	SLT & CT
June	Y7 parent tours	150 (parents of Y7 students)	SLT & CT

<b>Year 8</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
February	Year 8 taster days x3 for middle school students to pick their Y9 options	300 (Y8)	CT

<b>Year 9</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
January	Year 9 options advice evening & assemblies	300 (Y9) & 300 parents	CT
February/March	Year 9 one-to-one options meetings to choose Y10 option subjects to discuss interests, hobbies, skills and current future plans and academic progress	300 (Y9) & parents	CT
Ongoing	PSHE – Get Real Series 1	All	PSHE CL
July	Life Skills Day	All	PSHE CL
July	Young Enterprise	All	PT

<b>Year 10</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
Weekly	Young Enterprise 2017-19 – Business Challenge: Student set up a small business and have the opportunity to work with a small business owner to develop the business.	Up to 50 students	Pastoral
July	World of Work day Contact with Employers Careers Speed dating activity with up to 15 employers My careers journey activity Linking the curriculum to careers	All - 300+ whole year group	Careers Leader and Elaine McStravick
Ongoing	PSHE – Get real series 2	All - 300+ whole year group	PSHE CL
Ongoing	Business mentoring programme	Targeted	Careers Leader
Ongoing	Young Enterprise - Business challenge	30+ students	Assistant Head Pastoral
Ongoing	Careers related assemblies	All	Careers Leader/ Assistant Head pastoral
Ongoing	Newcastle United Foundation Employability skills	30+	Assistant Head Pastoral

<b>Year 11</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
Whole Year	One to one meetings with independent careers advisor	60 students	Careers leader, careers advisor and PL
September	North East Skills Event	50 Students	PT
January	Year 11 advice panels of Y12 students	300 (Y11)	CT
January	Taster Day – L3 taster lessons, vocational level 2 from external providers plus a session on apprenticeships. Students elect which sessions to go to throughout the day.	300 (Y11 QEHS plus 20 Y11 students)	CT, Careers Advisor & PT

		from other schools)	
January/February	Year 11 one-to-one options meetings to choose post-16 progression with students & parents	300 (Y11) & parents	CT
February/March	Follow up appointments, where needed, with some students to look at career routes and entry requirements to help with making their Sixth Form options	20 (Y11)	Curriculum Advisers
August	Option change interviews for students needing to and choosing to change options including discussions on progression & career plans. Link into Careers Advisor McStravick for students who have not met the entry requirement to return to QEHS and want to investigate apprenticeships & college.	90 (new Y12)	CT

<b>Year 12</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
September	Welcome to Sixth Form including: Work experience – why do it and how to get it Panels of Y13 students talking about what they've done in Sixth Form & their progression plans	200 (Y12)	Careers Advisor
September	Welcome to Sixth Form evening for parents of Y12 – includes why do work experience	200 (parents of Y12)	CT
September	Fresher's Fayre – stalls from employers and local charities looking for volunteers	200 (Y12)	PT
September	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
October	Evening for students & parents considering Oxbridge from QEHS & neighbouring schools	30 (Y12 QEHS)	Oxford University
October	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
November	Y12 student of concern meetings – including future plans, part time jobs, time management	50 (Y12)	CT
November	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
December	Study skills day – making the most of Y12 – why do work experience, volunteering, enhancement, researching what to do next	200 (Y12)	CT
December	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
January	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
February	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
February	Work experience	200	CT, Careers lead
March	Y12 student of concern meetings – including future plans, part time jobs, time management	50 (Y12)	CT

March	Talk from Northumbria University on how to select a university & a course	200 (Y12)	CT
March	Oxbridge Conference in Newcastle	25 (Y12)	CT
March	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
April	UCAS convention – stands of employers and universities to introduce Y12 students to progression	200 (Y12)	CT
April	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
April onwards	One-to-one meetings at students' request to discuss university & progression plans following the UCAS Convention and receipt of UCAS predictions	30 (Y12)	CT
May	Higher Education Evening for Y12 parents: Choosing a university, student finance, how to enhance a personal statement & the alternatives to university	150 (Y12 parents)	CT & Careers Advisor
May	Y12 student of concern meetings – including future plans, part time jobs, time management	40 (Y12) & parents	CT
May	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
June	Next Step Conference – 45 speakers from industry & universities plus panels of ex-students. Every student listens to the benefits of university/supported entry and the alternatives to university. Then students choose their own programme for the day from the 35 sessions available (prior to this the year group have a chance to request additional speakers if enough students are interested in that area). <i>See programme</i>	200 (Y12)	CT
June	Progression Days x3: Students elect their own day to attend and the emphasis will change depending on their needs. Sessions include: Researching what career, which course, which university, how to compare universities & courses, understanding the different options such as sandwich year, years abroad, foundation degrees, art foundation courses, researching higher apprenticeships, applying for jobs, writing CVs	200 (Y12)	CT
June	Project Trust talk on year-long gap years volunteering	10 (Y12)	CT
June	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
June/July	Catch up sessions on how to apply to university & write a personal statement for current Sixth formers and students who have left	30 (Y12 & Y13)	CT
July	Y12 student of concern meetings as a result of resit Y12 exams	10 (Y12)	CT
July	Sixth Form Bulletin x2	400 (Y12 & Y13)	Lauren Campbell
August	Meetings with Y12 students & parents following summer results (where appropriate) for advice and to create a new curriculum. Link into Careers Advisor McStravick for students	10 (Y12)	CT

	who are considering apprenticeships/college.		
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<b>Year 13</b>			
<b>Month</b>	<b>Activity</b>	<b>How many it reaches</b>	<b>Responsibility</b>
August	Meetings with new Y13 students & parents following summer results (where appropriate)	10 (Y13)	CT
September	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
Sept – Jan	Catch up sessions on how to apply through UCAS and how to enhance and write your personal statement	50 (Y13)	Curriculum Advisers
Sept - Jan	UCAS – 120 students allocated to referees to work with them on their UCAS application and plans	120 (Y13)	CT & Referees
Sept - Jan	UCAS one-to-one follow up meeting with Curriculum Advisers to check their application and to talk to the students about researching employment rates etc	120 (Y13)	Curriculum Advisers
October	Sixth Form Bulletin x3	400 (Y12 & Y13)	CT
October	Interview session for Oxbridge candidates from QEHS & neighbouring schools	15 (Y13 from QEHS)	Oxford University
November	Practice interviews for medics, nurses & Oxbridge candidates	30 (Y13)	CT, a local doctor, nurse
November	Medical ethics talk from Newcastle University	15 (Y13)	Newcastle University
November	Interview skills talk from Leeds University	50 (Y13)	Leeds University
November	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
December	Y13 student of concern meetings – including future plans, part time jobs, time management	20 (Y13)	CT
December	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
January	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
February	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
March	Opportunity Ready Conference for Y13 students who haven't applied to university to explore all the alternatives including: employment, higher apprenticeships, foundation degrees, gap years, skill building and a panel of ex-students talking about their experiences since leaving Y13. Students self-refer to Careers Advisor McStravick & the curriculum advisers for one-to-one appointments for more advice and support with applications.	35 (Y13)	CT
March	Y13 student of concern meetings with an emphasis on progression plans	20 (Y13)	CT

March	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
April	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
May	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
June	Y13 students can access Y12 Progression Days: Students elect their own day and the emphasis will change depending on their needs. Sessions include: Researching what career, which course, which university, how to compare universities & courses, understanding the different options such as sandwich year, years abroad, foundation degrees, art foundation courses, researching higher apprenticeships, applying for jobs, writing CVs	40 (Y13 students who are applying after their A level exams)	CT
June	Sixth Form Bulletin x3	400 (Y12 & Y13)	Lauren Campbell
June/July	Follow up meetings with students who have left school and want help with a plan	20 (Y13)	CT
June/Jul	Catch up sessions on how to apply to university & write a personal statement for students who have left school	30 (Y12 & ex-Y13)	CT
July	Sixth Form Bulletin x2	400 (Y12 & Y13)	Lauren Campbell
August	Clearing, adjustment & progression advice following the A level results	15 (Y13)	CT

#### Year 14

Month	Activity	How many it reaches	Responsibility
Sept – Jan	Catch up sessions on how to apply through UCAS and how to enhance and write your personal statement	40 (Y14)	Curriculum Advisers
Sept - Jan	UCAS – students who have left school who are applying to university post results are allocated to referees to work with them on their application and plans	40 (Y14)	CT & Referees
Sept - Jan	UCAS one-to-one follow up meeting with Curriculum Advisers to check their application and to talk to the students about researching employment rates etc.	40 (Y14)	Curriculum Advisers

#### **Sixth Form Bulletin**

This is produced approximately 3 times a month and is sent to all students and parents in Sixth Form. The emphasis of this changes depending on the time of year and includes information on higher apprenticeships, work experience, taster courses, university open days, supported entry schemes, career workshops, employment centre conferences, part time jobs, university summer schools, job shadowing, gap years and opportunities for student voice.