

## **Trinity School Careers Report 2023/2024**

Trinity School is committed to providing a planned programme of careers education, information and guidance to meet the needs for all students in Years 7-13. It is differentiated to ensure progression through activities that are appropriate to students' stages of learning, planning and development. The aim of the careers programme is to prepare students for their future destination and the world of work.

Our aim is to help the students achieve the following;

1. High aspirations and expectations for the future.
2. Gain a greater knowledge of the opportunities available and an understanding of how the world of work is changing and the skills needed to be successful in the future.
3. Take part in work-related activities both in and out of school.
4. Meet with external and impartial business people to help investigate different jobs and careers pathways.
5. Identify skills and strengths needed to achieve in certain professions.
6. Develop the skills to access and manage careers and labour market information and advice from a range of face-to-face and online sources
7. Be able to make career-enhancing plans, decisions and transitions at the appropriate time.
8. Develop their work-related skills to improve their employability and understand how to prepare for the world of work.

All staff at Trinity School play an active role in delivering the careers programme and preparing students for the future. The careers education programme is delivered through a variety of activities including PSHE days, tutor sessions, guest speakers, assemblies, schemes of work and trips. All students are entitled to impartial and confidential careers advice and guidance.

All students are able to meet with the careers coordinator or our independent careers advisor for individual appointments, with no restrictions on how many appointments students can have throughout their time at school. We also welcome parents to contact us for any advice and guidance required.

Our careers plan is updated annually, however it evolves and is adapted throughout the year to take advantage of local and national opportunities that arise. We use the Careers and Enterprise Company (CEC) to evaluate our provision against the Gatsby Benchmarks and to ensure we are meeting the needs of our students. The eight Gatsby benchmarks below are the measures of good careers and enterprise provision in schools:

1. A stable careers programme

2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

At Trinity School, we adapted our provision during and after the pandemic, as a result, many additional virtual career activities are now shared via Firefly and in regular careers news updates to parents. We work with Miss Crossley, who is an independent external careers advisor, to provide students with a 1-2-1 guidance interview in Year 10/11 as well as in Y12/13. Working with local apprenticeship providers, colleges, the Careers and Enterprise Company (CEC), and other organisations helps ensure that a wide variety of relevant and up-to-date information on careers and future pathways is provided for our students. Tours of universities, volunteering, in person and virtual work experience, job opportunities and seminars as well as careers fairs are also offered.

## 2023-2024 Plan

Year Group	Careers Activity	Gatsby Benchmark
<b>Year 7</b> – Exploring industries and career opportunities.  Setting aspirations	<ul style="list-style-type: none"> <li>• Within PSHE lessons students will look at the following topics               <ul style="list-style-type: none"> <li>- Celebrating diversity and equality</li> <li>- The Equality Act</li> <li>- Setting goals</li> <li>- Financial education</li> <li>- Career and their future</li> <li>- Key transition points in life</li> <li>- Aspirations and goal setting</li> <li>- Managing money</li> <li>- Debt</li> <li>- Entrepreneurship</li> </ul> </li> <li>• Trinity School Careers Fair 6<sup>th</sup> February- interaction with representatives from external businesses and 16+ education providers using Careers Passport as a prompt.</li> </ul>	2, 3, 4, 5, 7, 8

	<ul style="list-style-type: none"> <li>• STEM activities</li> </ul>	
<b>Year 8</b> – Exploring life and option choices	<ul style="list-style-type: none"> <li>• Within PSHE lessons students will look at the following topics               <ul style="list-style-type: none"> <li>- enterprise skills</li> <li>- careers interests and jobs</li> <li>- labour market information</li> <li>- exploring careers</li> <li>- employability and enterprise skills</li> </ul> </li> <li>• Option assemblies</li> <li>• Trinity School Careers Fair 6<sup>th</sup> February- interaction with representatives from external businesses and 16+ education providers using Careers Passport as a prompt.</li> <li>• Options evening - careers support as needed</li> <li>• STEM Activities</li> <li>• Morrisby Careers profiling task</li> <li>• 1-2-1 option appointments</li> </ul>	2, 3, 4, 5,7, 8
<b>Year 9</b> – Promoting skills, strengths and achievements.	<ul style="list-style-type: none"> <li>• Within PSHE lessons students will look at the following topics               <ul style="list-style-type: none"> <li>-dealing with success and failure</li> <li>-employment</li> <li>-Unemployment</li> <li>-financial management</li> <li>-saving and managing money</li> </ul> </li> <li>• First Give Project</li> <li>• External Workshops with industry experts</li> <li>• Trinity School Careers Fair 6<sup>th</sup> February- interaction with representatives from external businesses and 16+ education</li> </ul>	2, 3, 4, 5,7, 8

	<p>providers using Careers Passport as a prompt.</p> <ul style="list-style-type: none"> <li>• STEM Activities</li> <li>• Careers appointments if required.</li> <li>• Morrisby Careers job profiling task</li> <li>• Personalised support for SEN students as appropriate.</li> </ul>	
<b>Year 10</b> – Preparing for work	<ul style="list-style-type: none"> <li>• Within PSHE lessons students will look at the following topics <ul style="list-style-type: none"> <li>- employment rights</li> <li>- understanding a payslip</li> <li>- Failure and success</li> <li>- Morrisby Careers profiling task</li> </ul> </li> <li>• PSHE Day 2 - Work shadow day</li> <li>• Spotlight on careers event</li> <li>• Workplace visits</li> <li>• Work-related skills and interview preparation.</li> <li>• University taster days (subject to availability)</li> <li>• 1-2-1 appointments as required.</li> <li>• Virtual seminars and online work experience events</li> <li>• Assemblies from local colleges and apprenticeship providers</li> </ul>	2,3,4,5,6,8
<b>Year 11</b> – Destination	<ul style="list-style-type: none"> <li>• Within PSHE lessons students will look at the following topics <ul style="list-style-type: none"> <li>- writing a personal statements and CV writing</li> </ul> </li> </ul>	2,3,4,5,7,8

	<ul style="list-style-type: none"> <li>-labour market information</li> <li>-consumer rights</li> <li>-employment rights</li> <li>• 6<sup>th</sup> Form Options Evening</li> <li>• 1-2-1 careers appointment with external independent advisor – held in school. Careers Guidance report shared with student, parent and tutor for ongoing support.</li> <li>• Morrisby Careers profiling task</li> <li>• Talks from local colleges and apprenticeship providers</li> <li>• Dream Job – cover letter task</li> <li>• Interview preparation (application forms)</li> <li>• Mock Interviews (external business people with feedback)</li> <li>• Trinity School Careers Fair 6<sup>th</sup> February- interaction with representatives from external businesses and 16+ education providers using Careers Passport as a prompt.</li> <li>• National Careers Week Events</li> <li>• National Apprenticeship Week Events</li> <li>• Apprenticeship employer visits</li> <li>• University visit</li> <li>• Online work experience events</li> <li>• Ad hoc lunchtime and after school career sessions</li> <li>• Sixth Form Induction</li> </ul>	
<b>6<sup>th</sup> form –</b>	<ul style="list-style-type: none"> <li>• Morrisby Careers programme students -</li> </ul>	2,3,4,5,6,7,8

<b>Enrichment and the future</b>	<p>are encouraged to continuing recording their additional careers related activities</p> <ul style="list-style-type: none"> <li>• 1-2-1 careers appointment with external independent advisor – held in school. Careers Guidance report shared with student, parent and tutor for ongoing support.</li> <li>• West Berkshire Careers Expo Newbury College -18+ options October 2023</li> <li>• Trinity School Careers Fair 6<sup>th</sup> February - interaction with representatives from over external businesses and FE/HE providers</li> <li>• Speaker programme (including university and apprenticeship options, high profile speakers) – sessions extended to other year groups as appropriate.</li> <li>• Work experience week in Year 12</li> <li>• Virtual seminar and work experience events</li> <li>• PSHE Day UCAS and Personal Statement workshop</li> <li>• Oxbridge support programme with Bradfield College</li> <li>• University visits</li> <li>• Apprenticeship events</li> <li>• Mentoring programmes (e.g. Bath, Reading Exeter University and with IT company Visionpath)</li> <li>• Ad hoc lunchtime and after school career sessions</li> </ul>	
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