



The Pembroke Careers Programme

Year 7 (the first two items on this list feature at every level, from Year 7, in the Academy)

- Concentration on the development of self-perception and self-confidence;
- Working with others and understanding one's own aptitudes; making use of opportunities to learn and to participate – through the Pastoral programme and the use of student self-organisation tools;
- PHSE lessons looking at self- and opportunity- awareness.
- Dedicated Careers Clinics run through Form time, focussing on topics specific to the year group. For example, self-confidence building around experiencing new environments

Year 8

- Concentration on the development of self-perception and self-confidence;
- Working with others and understanding one's own aptitudes; making use of opportunities to learn and to participate – through the Pastoral programme and the use of student self-organisation tools.
- Dedicated Careers Clinics run through Form time, focussing on topics specific to the year group. For example, choosing options

Year 9

- Concentration on the development of self-perception and self-confidence;
- Working with others and understanding one's own aptitudes; making use of opportunities to learn and to participate – through the Pastoral programme and the use of student self-organisation tools;
- PHSE lessons – Option Choices for GCSE and BTEC Level 2;
- Options Convention – the Careers Leader has an information table to deliver advice and information for progression to KS4/5 and FE as well as apprenticeships and forces employment;
- START programme.
- Dedicated Careers Clinics run through Form time, focussing on topics specific to the year group. For example, developing decision making skills

Year 10

- Concentration on the development of self-perception and self-confidence;
- Working with others and understanding one's own aptitudes; making use of opportunities to learn and to participate – through the PHSE programme and the use of student self-organisation tools;
- Discussing key skills needed for various jobs;
- Working with a small group to discuss a career that they are either interested in or have heard of;
- Careers fair to introduce the students to the variety of careers available;

- Advice on making the best use of the careers fair;
- Writing up what they found out about two careers;
- Interview preparation.
- START programme.
- Dedicated Careers Clinics run through Form time, focussing on topics specific to the year group. For example, preparation for work inspiration.

Year 11

- Advice on how to make the most of the facilities in the Careers Zone;
- Introduction to options at 16+ and 18+;
- Forward planning for the year as a whole, with a view to making 16+ decisions, including an introduction to a sixth form;
- Presentation on 'Post 16 decisions linked to career choices' and apprenticeship options;
- Mock Interview practice
- START programme.
- Dedicated Careers Clinics run through Form time, focussing on topics specific to the year group. For example, CV writing, cover letters and Post-16 Options.

Non-compulsory options for all students

- Use of Careers Zone during school hours;
- Making an appointment with the Careers Leader

Further information about all of the above activity can be obtained by pupils, parents, teachers and employers by contacting the Careers Leader, Mrs Aggi Doughty on: 01522 751040 or via email: adoughty@prioryacademies.co.uk

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Pembroke Academy Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure: A provider wishing to request access should contact:

Mrs Aggi Doughty, Careers Leader, Telephone: 01522751040; Email: adoughty@prioryacademies.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

A indicative programme is detailed below:

	Autumn Modules 1&2	Spring Modules 3&4	Summer Modules 5&6
Year 7	Job of the Module Assemblies with external provider	Careers Fair	Job of the Module Assemblies with external provider
Year 8	Job of the Module Assemblies with external provider	Careers Fair	Job of the Module Assemblies with external provider
Year 9	Job of the Module Assemblies with external provider	Careers Fair	Event for University Technical Colleges
Year 10	Form group sessions: future education, training and employment options	Careers Fair, Apprenticeships presentation	Form group sessions: future education, training and employment options

Year 11	Post-16 evening, Local College visit	Apprenticeships presentation	National Citizenship Service Presentation
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Zone, which is managed by the Careers Leader. The Careers Zone is available to all students at lunch and break times.

This programme was created in September 2018. To be reviewed in September 2019.



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