



Princes Risborough School Annual Careers Programme 2021-22

In working towards the school aims of 'Aspire and Achieve', careers guidance for our students is more important today than ever before. In school we aim to support students by providing information, advice and guidance at key stages of their education; allowing them to make the best possible decisions about the range of options available to them. These options will include academic, vocational and apprenticeship opportunities. Through our careers programme we aim to prepare our students for the world of work whichever option they choose. Our Careers Education, Information, Advice and Guidance Policy (CEIAG) sets out in more detail the aims of Princes Risborough School and outlines how these aims are supported by this Annual Careers Programme.

Any questions, comments or requests for advice should be directed to Rebecca Lyall, Careers Leader and Assistant Head of Sixth Form using the email: careers@prsbucks.com

Year Group	Activity	Gatsby Benchmark
All year groups	Xello Careers planning platform: available to all students from Year 7 to allow research, planning and preparation for life Post 16. Includes Careers, Apprenticeships and HE. See individual year group plans for specific activities	2,3,8
	National Apprentice Week (February) events across whole week: <ul style="list-style-type: none"> live interactive talks with employers and current apprentices during form time, PHSE, assembly – speakers from a diverse range of backgrounds and industry sectors curriculum teachers talk about subject-specific apprenticeship opportunities within lessons parent awareness: Careers Google Classroom, social media 	2, 4, 5, 7
	National Careers Week (March) events across whole week: <ul style="list-style-type: none"> whole-school careers in the curriculum focus in all lessons, linked to current schemes of work programme of motivational speakers during form time/assembly from diverse backgrounds and industry sectors employability skills workshops led by local businesses 	2, 4, 5



Princes Risborough School Annual Careers Programme 2021-22

	<ul style="list-style-type: none"> • Where are they now? – alumni students welcomed back to share their success stories and advice • parent awareness: Annual Careers Survey (see below) Careers Google Classroom bulletin, ‘Understanding the local job market’, social media 	
	Annual careers survey to get feedback from parents and ask them to support future events as employer/employee capacity – during National Careers Week	
	Labour Market Information publish local LMI on school website when updates provided by Bucks Skills Hub	2
	Each Year group to participate in an industry-linked challenge led by HOY or SHOD. [See individual year group sections for details.] Possible examples include: <ul style="list-style-type: none"> • Step into the NHS Competition • Rotary Club Youth Speaks competition to develop communication skills • Energy Quest: The Bright Ideas Challenge • BASE Business and Accounting Competition • Tomorrow’s Engineers EEP Robotics Challenge 	3, 4, 5
	Classroom to Career newsletter (produced by Bucks Skills Hub) sent out to all students, parents and teachers via Careers Google Classroom every month – supplemented by individual careers news from the school.	1 - 8
	Weekly updates on VWEX and Job skills webinars: posted on Careers Google Classroom for all students and parents.	2,3,5
	Careers in the curriculum: Subject leaders embed careers within lessons at regular times throughout the year, using real world-of-work examples to highlight curriculum topics and involving employers to bring subjects to life through talks, projects and challenges. All subjects covered.	4, 5
	PHSE lessons Include careers and planning for the future in PSHE curriculum	2, 4
	Communicating careers: comprehensive range of careers material available to students highlighting events, opportunities and resources, plus links to university and further education prospectuses and information on apprenticeships: <ul style="list-style-type: none"> • online in a designated Google Classroom 	1, 2, 4, 7



Princes Risborough School Annual Careers Programme 2021-22

	<ul style="list-style-type: none"> classroom careers noticeboards school website 	
	<p>All school trips planned to involve references to the workplace where possible. For example:</p> <ul style="list-style-type: none"> theatre trip – link to performing arts, events management geography field study trip – linked to land-based industry opportunities, green energy careers 	6
Year 7	<p>Careers activities linked to aspirational transition programme to inspire and motivate:</p> <ul style="list-style-type: none"> careers leader speaks to all year group at start of year to outline the students' career programme journey as they move through the school parents introduced to the careers programme by letter and overview provided at parents introduction evening all subject teachers start the academic year with a careers in the curriculum focus, linking how skills/knowledge of their subject can lead to different jobs and industries students log on to CareerPilot to create an account and start exploring the free platform: an early introduction to labour market information students create Xello account and begin to explore career opportunities. Xello lessons in form time, PSHE and selected off timetable lessons as well as independently at home. 'School subjects at work' 'Interests' 'Time management' 	2, 3, 4, 5
	<p>YEAR GROUP EMPLOYER ENCOUNTER: Talk to people in different job roles Employer speed networking</p>	5, 7
Year 8	<p>YEAR GROUP EMPLOYER ENCOUNTER:</p> <ul style="list-style-type: none"> Discover the World of Work: in preparation for the day of work experience, employers set their personal career journey within the context of their industry sectors, relating what they do to wider opportunities and outlining different entry routes eg radio journalist/ TV producer (creative industry), physiotherapist (health), clinical trials manager (life sciences). 	5, 7
	<p>KS3 EXPERIENCE OF THE WORKPLACE:</p> <ul style="list-style-type: none"> Take your child to work day: students have one day of work experience with a family member, friend or other contact – with emphasis on the broad world of work and employability skills. 	5, 6



Princes Risborough School Annual Careers Programme 2021-22

	Industry Linked Challenge: Future Careers Enterprise event, 'Dragons' Den'	3,4,5, 7
	Xello in form time and dedicated careers lessons: 'Discover Learning Pathways', 'Explore Learning Styles', 'Biases and Career Choices.'	3,8
	Careers leader provides support at parents evening.	2, 3, 7
Year 9	GCSE options preparation: PSHE/Form time/assemblies to encourage students to start thinking about which options they might take and how they might start them down different career pathways.	7
	GCSE Options Evening: support and advice for parents and students including: <ul style="list-style-type: none"> • Keeping your options open - how some career pathways suited to particular choices • an overview of the local labour market (growing economic areas, evergreen employment industries) presented by a local employer/Enterprise Adviser • an overview of universities, colleges and other apprenticeship/training providers in the local area 	2, 5, 7
	YEAR GROUP EMPLOYER ENCOUNTER: <ul style="list-style-type: none"> • Explore Your Options: How might studying a curriculum subject start students down a particular career path? Why are some subjects useful for all jobs? Employers share their experiences of how certain subjects are related to their roles – and why literacy and numeracy are skills everyone needs. A pre-GCSE Options activity to help students choose what to study – and how their choice might influence their future. 	4, 5
	<ul style="list-style-type: none"> • Industry linked challenge Step into the NHS Competition 	2,4,5
	Whole year group visits a university to experience the possibilities of higher education	7
	Xello focus: 'Skills', 'Explore Career Matches', 'Self Advocacy'	3,8
	Amazing Apprenticeships: An introduction to apprenticeships delivered by ASK .	7
	YEAR GROUP EMPLOYER ENCOUNTER:	5



Princes Risborough School Annual Careers Programme 2021-22

Year 10	<ul style="list-style-type: none"> • Get Ready for the World of Work: What are employers looking for in new recruits? How do you go about getting a job? A series of workshops led by real employers to help students prepare for their week of work experience – and the wider world of work: <ol style="list-style-type: none"> 1) Developing soft skills: from teamwork to leadership, negotiation to problem-solving, employability or ‘soft’ skills are something every applicant needs to demonstrate. Employers talk about the skills they use in their everyday job – and how students themselves can develop them. 2) What to expect from the world of work: culture, dress, behaviour, language – how to survive the leap from classroom to career. 3) My first cv: A HR professional helps students understand what makes a good CV and how to log your activities and experiences. 	
	KS4 EXPERIENCE OF THE WORKPLACE:	5, 6
	<ul style="list-style-type: none"> • WOW (World of Work) Week: students given support to arrange a designated week of work experience after summer exams with an employer of their choice. VWEX opportunities explored 	
	Careers leader provides support at parents evening.	2, 3, 7
	Bucks Skills Show in school time for some students, encouraged to visit independently at weekend.	2, 3, 5, 7
	Duke of Edinburgh Bronze Award: students encouraged to learn a career-related skill and use voluntary work to develop employability skills.	3, 5
	Xello Focus: ‘Getting Experience’, ‘Personality Styles’, Study Skills and Habits’	3,8
	Students allocated a one-to-one appointment with trained Careers Advisor offering independent, expert guidance and provided with tailored follow-up action plan.	8
	Industry insights week 24-28th January. 2-3pm daily in Sixth Form or Terrace Café. Live streamed sessions with industry experts covering a wide range of employment sectors. (Years 10-13)	2,3,5
	IAG interviews: 1:1 interviews in school with member of SLT, Head of Year or Careers Leader to discuss career/HE aspirations and subject choices.	
Promote and encourage students to visit the National Apprenticeship Show in Milton Keynes.	7	
YEAR GROUP EMPLOYER ENCOUNTER:	3, 5	



Princes Risborough School Annual Careers Programme 2021-22

Year 11	Interview skills practice: <ul style="list-style-type: none"> • Preparing for interview: a preparatory workshop delivered by HR professional to help students prepare for interview, from what to wear and body language, to researching the role and asking questions. • Who's the real you?: a preparatory workshop to help students discover their unique selling point, aspire to their dream job and develop their personal brand. • Interview practice day: students gain confidence for interviews in the real world during 15-minute, one-to-one practice interviews with employers (10-minute questioning, 5-minute feedback). Students either answer pre-prepared generic questions or bring along a specific job they'd like to 'apply' for. 	
	Post-16 Next Steps evening for students and parents to talk through career pathways and education: sixth form, higher education, further education, apprenticeships. Preparation during Form Time, delivered at Year 11 Parents evening.	2, 7
	Amazing Apprenticeships: Applying for an apprenticeship delivered by ASK (for students going down this route)	7
	Year 11 IAG individual meeting. All students have a one-to-one with SLT to discuss their post-16 choices – plus further opportunity for expert Careers Advisor guidance interview or National Careers Service phone appointment if needed.	3, 8
	Year 11 Sixth Form taster day: one day of Sixth Form lessons to allow students to investigate subjects and career/HE opportunities. Subject teachers to refer to career and HE opportunities as part of each lesson. Organise FE college visits for students not considering Sixth Form.	2,3,4
	National Citizen Service promoted: opportunity to develop employability skills.	5
	Xello Focus: 'Work Values', 'Workplace Skills and Attitudes', 'Transition to FE/Sixth Form'	3,8
	Industry insights week 24-28th January. 2-3pm daily in Sixth Form or Terrace Café. Live streamed sessions with industry experts covering a wide range of employment sectors. (Years 10-13)	2,3,5
	Year 11 leavers complete What Next? questionnaire and consent gained for school to track future destinations over 3 years.	3



Princes Risborough School Annual Careers Programme 2021-22

Year 12	<p>YEAR GROUP EMPLOYER ENCOUNTER Year 12 and Year 13 during Sixth Form induction, September</p> <p>Half day networking activity bringing together local employers and students during Sixth Form induction. Employers introduce themselves with a one-minute elevator pitch, then break out for informal discussions with small groups of students. The employers rotate groups after ten minutes and end with a feedback session. The aim is to develop employability skills and develop confidence through a gentle introduction to the real world of business.</p>	3, 5
	<p>KS5 EXPERIENCE OF THE WORKPLACE:</p> <p>WOW (World of Work) Week: students given support to arrange a designated week of work experience at the beginning of July with an employer of their choice</p>	5, 6
	<p>Trip to the UK University Search Fair in London.</p>	2,3,7
	<p>Post-18 Next Steps evening for parents and students to talk through career pathways and education: higher education, further education, apprenticeships. Includes UCAS information</p>	2, 7
	<p>Programme of talks and events about higher education from university outreach teams for students throughout the year: student finance, personal statements, UCAS application advice, degree apprenticeships.</p>	7
	<p>Students interested in applying to university encouraged to visit up to three independently during school time.</p>	7
	<p>Next Steps in supervised study sessions, one per week. Include programme of talks and events for students exploring alternative pathways: further education, apprenticeships, independent training providers, employment, use of Xello lesson plans</p>	2, 7
	<p>Students allocated a one-to-one appointment with trained Careers Advisor offering independent, expert advice and provided with tailored follow-up action plan.</p>	8
	<p>Industry insights week 24-28th January. 2-3pm daily in Sixth Form or Terrace Café. Live streamed sessions with industry experts covering a wide range of employment sectors. (Years 10-13)</p>	2,3,5
<p>Amazing Apprenticeships: Explore website during Next Steps lessons, engage in webinars and VWEX where available</p>	2,3,5	



Princes Risborough School Annual Careers Programme 2021-22

Year 13	<p>YEAR GROUP EMPLOYER ENCOUNTER:</p> <p>LinkedIn for Sixth Formers: two-part employer-led workshop on how students can develop a LinkedIn profile 1) overview of the benefits the platform offers 2) practical session to get started. Students connect to school page as alumni.</p> <p>All Walks of Life: employers drop in virtually to Sixth Form Next Steps once a week for short, motivational, story-led informal career chats. Enterprise Advisers draw up a rolling programme of speakers from diverse backgrounds and career starting points, taking in different career options students have indicated they are interested in. Aims to enrich students' knowledge and understanding of the world of work, raise aspirations and enthuse them about potential careers.</p>	3, 5
	Guidance on completing UCAS application	7,8
	Xello Focus: Career Backup Plans, Career Path Choices, Defining Success	7,8
	Mock interviews for students not intending to go to university, feedback from employers on interview techniques	3,5,8
	Industry insights week 24-28th January. 2-3pm daily in Sixth Form or Terrace Café. Live streamed sessions with industry experts covering a wide range of employment sectors. (Years 10-13)	2,3,5
	Year 13 leavers complete What Next? questionnaire and consent gained for school to track future destinations over 3 years.	3