



# Sixth Form Careers Programme

Term 1 – Focus on Year 12	
September	
<p><b>Information Evening for Year 12 Parents</b></p> <ul style="list-style-type: none"> <li>- Mon 16<sup>th</sup> September</li> </ul>	<ul style="list-style-type: none"> <li>- Permission slips for Professional Placement collected from parents.</li> <li>- Deadline of 21<sup>st</sup> December 2018 given.</li> <li>- Overview of Careers &amp; Professional Placement Programme given.</li> </ul>
<p><b>Year 12 Classroom Based Teaching</b></p> <p>Mon 9<sup>th</sup> &amp; Tues 10<sup>th</sup> Sept.</p> <ul style="list-style-type: none"> <li>- Introduction to Careers Programme: classroom based.</li> </ul> <p>Mon 16<sup>th</sup> / 17<sup>th</sup> Sept.</p> <ul style="list-style-type: none"> <li>- Careers Interest Profile: Fast Tomato – classroom based.</li> </ul> <p>Mon 23<sup>rd</sup> and Tues 24<sup>th</sup> – Intro to Unifrog</p>	<ul style="list-style-type: none"> <li>- Future Options Introduced</li> <li>- Booklets Handed Out</li> <li>- Schedule &amp; Appt. times explained.</li> </ul> <ul style="list-style-type: none"> <li>- Students undertake online self-reflection careers profile in a classroom setting.</li> </ul>
<p><b>Lunchtime Employer Presentations</b></p> <p>– 1:15 – 2:00</p>	<ul style="list-style-type: none"> <li>- Employers ask to come on site to meet you and tell you about their Degree apprenticeship &amp; school leaver programmes.</li> <li>- Emails will be sent out to you inviting you along. A great way to network and find out what sort of skills and experience are valued by employers.</li> </ul>
<p><b>Year 12 Self – Directed Study:</b> Future Options Booklet. To be checked by tutors. To be brought to careers appointment.</p>	<ul style="list-style-type: none"> <li>- Students work through their ‘Future Options’ Booklet during their self-study time.</li> <li>- Tutors will look through these twice a term.</li> </ul>

<p><b>Year 12 1:1 Appointments:</b> Mon/Tues during timetabled 'Future Options Time'.</p>	<ul style="list-style-type: none"> <li>- SSm will email students directly according to their future options frees.</li> </ul>
<p><b>October</b>  <b>Year 12 1:1 Appointments continue</b>  <b>Year 12 YC Hertfordshire – 'Alternatives to Higher Education Talk</b></p>	<p>Carmel Byrne presents within the sixth form tutorial programme to Year 12.</p>
<p><b>November</b>  <b>Year 12 Classroom based teaching</b></p> <ul style="list-style-type: none"> <li>- Mon 4<sup>th</sup> &amp; Tues 5<sup>th</sup> CV session</li> <li>- Mon 18<sup>th</sup> &amp; Tues 19<sup>th</sup> Mock Interview with an Employer</li> </ul> <p><b>Year 12 1:1 Appointments</b></p>	<p>Students undertake a CV in preparation for their mock interview the next week. Students bring a copy of their completed CV to the employer.</p> <p>SSm will email students directly according to their future options frees.</p>
<p><b>December</b>  <b>FRIDAY 20th DECEMBER</b>  <b>Year 12 - Deadline for Professional Placement Private Forms</b></p> <p><b>Year 13 - Deadlines for some Degree Apprenticeship</b></p>	<ul style="list-style-type: none"> <li>- Students must complete and hand in a Private Placement Form.</li> <li>- Parent Permission Slips have been collected.</li> <li>- Database has been created.</li> <li>- <b>Future Options Booklets have been handed to tutors for review. Career Action Plans will be complete.</b></li> <li>- Degree Apprenticeships for some major companies can have closing dates before Christmas.</li> </ul>

<b>Term 2 – Focus on Year 13</b>	
<p><b>January &amp; February</b>  <b>Professional Placement Push / Classroom</b>  Mon 13<sup>th</sup> &amp; Tues 14<sup>th</sup> Jan</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Mon P1 - 12B/Ca1    Tues P1 - 12D/Ca1  Mon P2 - 12B/Ca2    Tues P2 - 12D/Ca2  Mon P3 - 12C/Ca1    Tues P3 - 12A/Ca1  Mon P4 - 12C/Ca2    Tues P4 - 12A/Ca2</p> </div> <p><b>Year 12 Careers Fair Visit</b>  28<sup>th</sup> Feb – UK Universities Emirates Stadium</p> <p><b>Year 13 Mock Exams</b></p> <p><b>Year 12 Assessment Week</b></p> <p><b>IFS Exam</b></p> <p><b>FINAL DEADLINE THURS 28<sup>th</sup> FEB FOR PRIVATE PLACEMENT FORMS</b></p>	<ul style="list-style-type: none"> <li>- Registers to be created for students who have not handed in their Private Placement Forms.</li> <li>- These students MUST attend a classroom based teaching session until they have secured a placement.</li> <li>- All Work Experience to be sorted by <b>Thurs 21<sup>st</sup> Feb.</b></li> </ul>
<p><b>March &amp; April</b></p> <p><b>Wed 11<sup>th</sup> March</b></p> <p><b>Degree Apprenticeship Info Evening</b>  Main Hall – 6:30pm – 8:00pm</p> <p><b>Year 13 1:1 Appointments</b></p>	<ul style="list-style-type: none"> <li>- Parents of Year 12 and Year 13 are invited to find out more about the Higher &amp; Degree Apprenticeship Route</li> <li>- Deadlines for Big ‘blue chip’ employers are end of March.</li> <li>- Year 13 looking at Apprenticeships and Universities choices.</li> </ul>

Term 3	(Professional Placement Week)
<p><b>May</b>  <b>Professional Placement Week</b>  <b>11 -15 May</b></p> <p><b>1:1s appointments with Year 12's thinking about an apprenticeship</b></p> <p><b>Reading Week</b></p> <ul style="list-style-type: none"> <li>- <b>Personal Statements</b></li> </ul>	<ul style="list-style-type: none"> <li>- Teachers visits are coordinated.</li> <li>- Evaluations are undertaken.</li> <li>- Students are asked to complete a work experience diary and hand it in to their tutors.</li> <li>- Tutors discuss in tutor time some reflections on the week they had and the skills most developed.</li> <li>- With a view to beginning the UCAS process.</li> </ul>
<p><b>July</b>  <b>1:1 Appointments – upon request continue.</b></p>	