KS4 Year 11 Careers in the PPD Programme 2019 - 2020

Ongoing:
* Year 11 students will have a range of Careers-based sessions within their PSHE/PPD programme, which is a progression from Year 10
* There will be continuous destinations tracking throughout the year, please keep meeting & talking to students about their intentions and progress
* All students in Year 11 will have an appointment with an independent careers advisor. As a team leader, you will be made aware of their appointments and the notes from the meeting. Please meet with the students individually, when possible, to follow up the action points from their meetings and check student progress
* Please flag up any students that you think are of a concern in regards to their destinations and that may require some extra support or guidance
* All students should store both PPD and Careers work in their PPD folders

Events	Wk	Date	Overview Topic	Objectives	Key Activities
	2	Mon 09/09/2019			
		Fri 13/09/2019			
	3	Mon 16/09/2019	Baseline Careers Test & Careers at UTC	To find out what knowledge and experiences students already have about careers advice, guidance, information and education	* Laptops Required for students to complete survey * Students to complete the MS forms survey rating each of the statements if they agree or disagree * Discussion with team leaders regarding their experiences with careers so far and in their previous schools * When students have finished this, go through the changes in the career programme & explain new elements
		Fri 20/09/2019	Goals/Target Setting	Students to set themselves achievable goals in relation to their career aspirations	* Individual student sheets/PPT & Resources available * Target/Goal setting session with the students to get them to focus on the year ahead * Students to think about their progress in Year 10, where are they now, and where do they want to be * What things do the students want to achieve this year? E.g. Professional Qualifications * What do students want to study at the end of Year 11? What do they need to do to get there?
	4	Mon 23/09/2019	Qualification Levels	Students to understand the different qualification levels	* Card Sort/Organising activity for students to understand the difference between Level 2, 3, 4, 5, 6 qualifications * Students to organise cards to find out the equivalent qualifications to the stereotypical e.g. apprenticeship * Team leaders can reveal the answers on the board * Students could stick this to a larger sheet of paper to make a poster if they wish
		Fri 27/09/2019	Destination Roadmaps	To understand the routes for progression and the steps required to achieve this	* Students may want to work in groups and be assigned a 'Destination' for this activity * Students should create a roadmap/flowchart to show the pathways into University/Apprenticeships/Employment * Students should consider what they need to do/what needs to be achieved at each stage along the way * Example: 5x grade 5-9 at GCSE inc Eng & Maths, Level 3 BTEC or ALevels, University * Can be produced by hand or on the computer, should go into their PPD folder * Students may need to use the internet to help them research
	5	Mon 30/09/2019			
		Fri 04/10/2019			
	6	Mon 07/10/2019	Labour Market Information Research	To know about the local needs in the careers sector	* Students to choose a sector that they wish to look at e.g. Aerospace Engineering (Individual or pairs) * Use the National Careers Service website to research information about that sector * https://nationalcareers.service.gov.uk/ * https://www.careerpilot.org.uk/ * Students should create a poster, by hand or on the computer * They should include what the job entails, the average salary, the typical hours, how to get the job * Students may want to include pictures, stats about that job, what the needs are in the local area
		Fri 11/10/2019			

	7	Mon 14/10/2019	21st Century Skills	Students to explore the 'soft' skills required for 21st Century careers	* Use the Barclays Life Skills 21st Century Skills PPT/Worksheet * Play the game 'Skills Knockout' as a quick - fire activity (Team Leaders may want to consider a prize) * This activity will help students understand the number of and variety of different jobs that these skills are needed * If students repeat a job name then they're considered 'out' - You could consider a restart with each skill.
		Fri 18/10/2019	Case Studies	Students to be aware of the options available if their plans don't go to plan	* Use the example case studies provided to read to the students giving examples of set backs and sucesses * Discuss with students how they would overcome the set backs and what advice they would give * Encourage students to consider what they would do if they were in that situation.
Pipeline Day/ Prof Quals	8	Mon 21/10/2019	Experience Programme Preparation	To prepare students for their first UTCR Experience Programme Day	* Preparation for the first Experience Programme of the Year * Team Leaders to talk through student groupings, locations, activities etc. to ensure that students understand * Discussion about conduct with external partners * Discussion about the purpose, the why, and why this makes UTC unique
		Fri 25/10/2019	Experience Programme Feedback	For students to voice their opinions about events	* Laptops Required for students to complete feedback survey * Students to spend time answering the questionnaire to provide feedback on the first experience day * Discussion with team leaders, if complete, about what went well and even better if
October Half Term					
	9	Mon 04/11/2019	CV Writing	Students to understand what employers look for in a successful CV and to begin writing their own	* Students to look at examples of CV's - Good & Bad and discuss the differences * Students to create the success criteria of what makes a 'good' CV * Students should complete the sheet to start identifying areas that they can include on their CV's * If students already have a CV they may wish to discuss with you areas for improvement * Students could use their computers and a word template to begin writing their CV's * If students finish writing their CV you can discuss how and why to write cover letters
		Fri 08/11/2019			
YR11 & 13 PPE Week	10	Mon 11/11/2019			
		Fri 15/11/2019			
YR11 & 13 PPE Week	11	Mon 18/11/2019			
		Fri 22/11/2019			
	12	Mon 25/11/2019	Post 16 Applications	Students to be aware of all options at Post 16 and how to access and apply for these	* If not already done so, students should begin considering their Post 16 Options * Explore all options available to students, staying at UTC Reading, Colleges, Apprenticeships * Students can use this time to research on the school/college/apprenticeship websites * Students should start applying, e.g. particularly for UTC Reading as the deadline is in December * Encourage students to keep their options open and to apply for more than one place (dependant on results)
		Fri 29/11/2019			
Pipeline Day	13	Mon 02/12/2019			
		Fri 06/12/2019	Experience Programme Feedback	For students to voice their opinions about events	* Laptops Required for students to complete feedback survey * Students to spend time answering the questionnaire to provide feedback on the first experience day * Discussion with team leaders, if complete, about what went well and even better if
	14	Mon 09/12/2019			
		Fri 13/12/2019			
	15	Mon 16/12/2019			
Christmas Holidays					

	16	Fri 10/01/2020			
YR12 PPE Week	17	Mon 13/01/2020			
		Fri 17/01/2020			
	18	Mon 20/01/2020			
		Fri 24/01/2020			
Pipeline Day	19	Mon 27/01/2020			
		Fri 31/01/2020	Experience Programme Feedback	For students to voice their opinions about events	* Laptops Required for students to complete feedback survey * Students to spend time answering the questionnaire to provide feedback on the first experience day * Discussion with team leaders, if complete, about what went well and even better if
	20	Mon 03/02/2020			
		Fri 07/02/2020			
Prof Quals	21	Mon 10/02/2020			
		Fri 14/02/2020			
February Half Term					
	22	Mon 24/02/2020			
		Fri 28/02/2020			
YR11 & 13 PPE Week	23	Mon 02/03/2020			
		Fri 06/03/2020			
YR11 & 13 PPE Week	24	Mon 09/03/2020			
		Fri 12/03/2020			
	25	Mon 16/03/2020			
		Fri 20/03/2020			
Pipeline Day	26	Mon 23/03/2020			
		Fri 27/03/2020	Experience Programme Feedback	For students to voice their opinions about events	* Laptops Required for students to complete feedback survey * Students to spend time answering the questionnaire to provide feedback on the first experience day * Discussion with team leaders, if complete, about what went well and even better if
	27	Mon 30/03/2020			
		Fri 03/04/2020			
Easter Holidays					
	28	Fri 24/04/2020			
	29	Mon 27/04/2020	Careers Feedback	Measuring Impact of Year 11 Careers Programme	* Laptops required to complete this activity * All students to complete MS forms to measure the impact of Year 11 Careers Programme
		Fri 01/05/2020			
	30	Fri 08/05/2020			
YR11 Exams Start	31	Mon 11/05/2020	Student Revision Destinations Tracking		
		Fri 15/05/2020			
YR11 Exams Start	32	Mon 18/05/2020			
		Fri 22/05/2020			

May Half Term		
	33	Mon 01/06/2020	
		Fri 06/06/2020	
	34	Mon 08/06/2020	
		Fri 12/06/2020	
	35	Mon 15/06/2020	Student Revision
		Fri 19/06/2020	Destinations Tracking
YR10 PPE Week	36	Mon 22/06/2020	
		Fri 26/06/2020	
	37	Mon 29/06/2020	
		Fri 03/07/2020	
Work Experience Week *(Please Note: this is subject to change. Date TBC)*		
Activities Week		
Summer Holidays		