



CARDINAL HEENAN
CATHOLIC HIGH SCHOOL

Careers Programme

| | |
|----------------------------|--------------------|
| Author | K Gaffey/V Tiffany |
| Version | V3 |
| Date | January 2024 |
| Date of next review | January 2025 |

Overview

Cardinal Heenan Catholic High School Careers Education and Guidance Programme, working alongside a wider Enrichment Programme, has been designed to meet the Gatsby Benchmarks and make a major contribution to preparing young people for the opportunities, responsibilities and experiences of working life.

A planned progressive programme of activities is in place to support young people in choosing pathways that suit their hopes, goals, interests, skills, strengths and abilities, helping them to follow a career path and sustain employability throughout their working lives.

Our Careers Education is inclusive with the absence of stereotypes and delivered to all students, in a variety of ways. The aim is that the programme should be engaging, aspirational and relevant to each individual student. The Careers Education Programme and information is delivered in a variety of ways including:

- PHCSE and Study Skills lessons
- Assemblies and Tutor Time
- One to one meetings to discuss careers options
- Activities/Events/Programmes in or out of school delivered by universities, businesses or other organisations
- Bespoke events/activities/sessions aimed at groups of students with particular interests and skills
- External speakers
- Options Fair/Careers Stands/Careers Fairs
- Post 16 Education Providers assemblies/workshops/visits
- Newsletters and signposting to relevant websites
- Work Experience
- Parents Evenings and Parents/Students Information Evenings
- Independent Careers Advisor input

Students are given time and support to reflect upon Careers activity and development in tutor time via their Personal Development Passports.

The programme is made appropriate for specific year group participation but also considers the needs, abilities and interests of individual students. Below is an outline of the activities that students participate in during each school year.

Year 7

| Activity | Description | Participation |
|---|--|----------------------|
| Careers in PSHCE lessons | Your Future session | All |
| Careers Stand | Available in school during selected lunch periods during the autumn term | All |
| Forums in Tutor Time | Developing meeting, communication, teamwork skills etc. | All |
| Common Good Leaders | Getting involved in community projects/events | Volunteers |
| HE Events with the University of Leeds and Leeds Beckett University | Various activities often STEM related suitable for different students. Examples include Science Circus and Festival of Science events | Selected students |
| Programmes with other universities and organisations | Pre-16 Health and Medicine programme – looking at careers in the NHS including medicine, nursing, physiotherapy, radiology etc. and employability skills for those roles | Selected students |
| Media/Digital Day | Visit to the Science and Media Museum to spend a day looking at coding | Selected students |
| Boys Will Be Brilliant | Mentoring scheme linked to behaviour and aspiration – Y10 peer led. | |
| STEM workshop - BAE | Workshop to highlight future careers linked to STEM subjects | All |
| Careers in the curriculum week x2 | Each curriculum area designates a lesson to talk about Careers linked to their curriculum area. January and May. | All |
| Careers Weeks Assemblies | Linked to sustainability jobs (stewardship), labour market info, aspiration. | All |
| EY Foundation | Employability Skills Workshop | Selected students |
| Daily Notices | Information about Open Days and other Careers Events | All |

Year 8

| Activity | Description | Participation |
|--|---|----------------------|
| Careers in PHCSE lessons | Budgeting, Banking | All |
| Careers Stand | Available in school during selected lunch periods - autumn term | All |
| Forums in Tutor Time | Developing meeting, communication, teamwork skills etc. | All |
| Common Good Leaders | Getting involved in community projects/events | Volunteers |
| Independent Careers Adviser introduction | Assembly | All |
| 1:1 or group careers interviews | Available with Independent Careers Advisor | Selected students |
| BIMA Digital Day | Workshop delivered by local company looking at Digital companies and careers | Selected students |
| DWP | Selling Brand You! | All |
| TATA Consultancy Service (TCS) | I.T. and computing workshop | Selected students |
| Dragon's Den event | Enterprise programme/competition run through PSHCE. Finalist from each tutor group pitch to local company. | All |
| Careers and Guidance Coordinator and Independent Careers Advisor advice/help | Available at Parents Evening | All |
| Options Evening | Information regarding option choices, appropriate pathways, GCSE and other qualifications offered | All |
| Options Fair | Students given opportunities to examine subjects they may wish to study and talk to older students and teachers about course content. | All |
| Shell Engineering workshop | STEM workshop delivered by Mykindafuture in association with Shell energy. | Selected students |
| HE Events with the University of Leeds and Leeds Beckett University | Examples: STEM activities, Women in Science and Health Care (LU), Boys into Health and Education (LBU) – breaking down stereotypes. Examining careers in traditionally female dominated professions e.g. teaching, nursing, dietetics, physiotherapy, Higher Education awareness days (LBU) | Selected students |
| Programmes with universities and other organisations | Pre 16 Health and Medicine programme – looking at careers in the NHS including medicine, nursing, physiotherapy, radiology etc. and employability skills for those roles | Selected students |
| Careers in the curriculum week x2 | Each curriculum area designates a lesson to talk about Careers linked to their curriculum area. January and May. | All |
| Careers Weeks Assemblies | Linked to sustainability jobs (stewardship), labour market info, aspiration. | All |
| EY foundation | Employability Skills Workshop | Selected students |
| Daily Notices | Information about Open Days and other Careers Events | All |

Year 9

| Activity | Description | Participation |
|---|---|----------------------|
| Careers in PSHCE lessons | Employability skills | All |
| Careers in Study Skills lessons | Presentation skills, Careers and Personality Types | All |
| Careers Stand | Selected lunch periods, during autumn term | All |
| Forums in Tutor Time | Developing meeting, communication, teamwork skills etc. | All |
| Common Good Leaders | Getting involved in community projects/events | Volunteers |
| Options Fair | Students given opportunities to explore subjects and talk to older students and teachers about course content. | All |
| Options Evening | Information regarding option choices, appropriate pathways, GCSE and other qualifications offered. | All |
| Options Advice | One to one discussions with SLT regarding suitable pathways. | All |
| LUFC TransUnion talk | Talk delivered by Leeds United focusing on finance, money skills and credit reports | Selected students |
| EY Foundation | Employability Skills Workshop | Selected Students |
| Ernst and Young (EY) Foundation | Employability workshops with staff from Civil Service, variety of activities e.g. procurement, budgets, presentation skills | Selected students |
| BIMA Digital Day | Workshop delivered by local company looking at Digital companies and careers | Selected students |
| Get into Construction | Construction awareness day – looking at career opportunities in construction, including practical taster sessions | Selected students |
| HE Events with the University of Leeds and Leeds Beckett University | Examples: STEM activities, such as Health and Medicine Taster Day, Festival of Science events, Ecology Event (LU), Higher Education Taster Days (LBU) | Selected students |
| Programmes with universities and other organisations | Smallpiece Engineering #IAMSET Programme, including STEM day and Summer School | Selected students |
| Shell Engineering workshop | STEM workshop delivered by Mykindafuture in association with Shell energy. | Selected students |
| SEND Careers fair | Careers fair aimed at SEND students and organised by Leeds City Council | Selected students |
| Careers in the Curriculum week x2 | Each curriculum area designates a lesson to talk about Careers linked to their curriculum area. January and May | All |
| Careers Weeks Assemblies | Linked to sustainability jobs (stewardship), labour market info, aspiration. | All |
| Daily Notices | Information about Open Days and other Careers Events | All |

Year 10

| Activity | Description | Participation |
|---|--|-----------------------|
| Careers in PHCSE lessons | Work and Pay, Health and Safety (Work) and Work Experience Preparation, Employability skills | All |
| Careers in Study Skills lessons | Writing Application Forms, Skills Audit | All |
| Careers Stand | Available during selected lunch periods, during autumn term | All |
| Forums in Tutor Time | Developing meeting, communication, teamwork skills etc. | All |
| Common Good Leaders | Getting involved in community projects/events | Volunteers |
| Year 10 parents Evening | Careers and Guidance Coordinator and Independent Careers Advisor attend | All/Parents |
| Preparing for Next Steps Evening | Sessions on choosing post-16 courses and making every lesson count. | All/Parents |
| Get into Construction | Construction awareness day – looking at career opportunities in construction, including practical taster sessions | Selected students |
| 1:1 Careers appointments | Priority for disadvantaged students | Selected students |
| Careers Fair | Careers Fair in school with local colleges, sixth forms, universities, employers and apprenticeship providers | All/Parents |
| Work Experience | Work experience which takes place in July | All |
| Notre Dame Taster Day | Taster sessions in lessons of students' choice | All |
| Notre Dame Assembly | Outlining opportunities available | All |
| Labour Market Leeds Assembly | Information about careers and opportunities across the city | All |
| Apprenticeship Assembly | Assembly delivered by the Leeds Apprenticeship Hub | All |
| Interview Experience | Applications followed by Mock Interviews | All |
| LLS employability and sport workshop | Employability workshop delivered during the curriculum to interested students | Selected students |
| University events with the University of Leeds and Leeds Beckett University | Examples: STEM activities, such as Dental School visit, Festival of Science events, STEM day, Harewood Discovery Day (LU), Boys Leadership Day, Politics Matters Day/Programme (LBU) | Selected students |
| Programmes with universities and other organisations | Junior Leadership Programme with LBU, Smallpiece Engineering #IAMSET Programme, including STEM club and Summer School | Selected students |
| Apprenticeship Fair | Apprenticeship fair at Leeds Arena | Selected students |
| SEND Careers fair | Careers fair aimed at SEND students and organised by Leeds City Council | Selected students |
| Reading Leaders Scheme | Opportunity to mentor Y7 students with reading to build up communication and team-working skills. | Successful applicants |
| Boys Will Be Brilliant Scheme | Opportunity to mentor Y7 students to improve their behaviour and raise their aspirations. Builds communication and team-working skills. | Selected students |
| Careers in the Curriculum week x2 | Each curriculum area designates a lesson to talk about Careers linked to their curriculum area. January and May | All |
| Careers Weeks Assemblies | Linked to sustainability jobs (stewardship), labour market info, aspiration. | All |
| Daily Notices | Information about Open Days and other Careers Events | All |

Year 11

| Activity | Description | Participation |
|---|--|-------------------|
| Careers in PHCSE lessons | Personal Statements, Preparing CV's, Interview Technique, Borrowing and Savings, Adult Life Stress and Work, Insurance and Pensions, Enterprise | All |
| Careers Stand | Available during selected lunch periods, during autumn term | All |
| Forums in Tutor Time | Developing meeting, communication, teamwork skills etc. | All |
| Common Good Leaders | Getting involved in community projects/events | Volunteers |
| Restart a Heart Day | First aid and resuscitation particularly useful for those looking to work in health/care/sport/education areas. | All |
| Year 11 Revision Day | Dropdown day which includes workshops on maintaining good mental health and coping with stress and anxiety in school and beyond. Includes an aspiration/opportunities assembly. | All |
| Preparation for Post 16 Education Assemblies | Advice and information relating to a variety of post 16 destinations and application processes and procedures | All |
| Post 16 Education Information Assemblies | St John Fisher, Notre Dame Sixth Form College, LLS, Roundhay High School, St Mary's Menston, Leeds City College, Leeds College of Building and Apprenticeship Hub. | All |
| Leeds City College Workshops | Workshops delivered during curriculum across a number of subject areas- Electronics and Engineering, Health and social care, Childcare and early learning, T-Levels. | Selected students |
| Apprenticeship Group | Support for those who are pursuing an apprenticeship route | Selected students |
| Apprenticeship Fair | Apprenticeship Fair at Leeds Arena | Selected students |
| Year 11 Information Evening for Parents and Students | Information/advice regarding examinations, revision, support, results and post 16 plans. | All/Parents |
| Year 11 parents Evening | Careers and Guidance Coordinator and Independent Careers Advisor attend | All /Parents |
| 1:1 Careers appointments | Any student can book an appointment but all SEND/PP students will be allocated an appointment | All |
| Preparing for Excellence | Programme for students planning to apply to Oxbridge/Russell Group Universities | Selected students |
| DL Internships | Tennis assistants roles at David Lloyd | Selected students |
| SEND Careers fair | Careers Fair aimed at SEND students via Leeds City Council | Selected students |
| Experience Notre Dame Days | Taster sessions in subjects that students have applied for | All |
| HE Events with the University of Leeds and Leeds Beckett University | Ujima (LBU), Summer Schools | Selected students |
| Programmes with universities and other organisations | Junior Leadership Scheme and Politics Matters Programme (LBU), Widening Access to Medicine (LU) OXBRIDGE activities, Smallpeice/Arkwright Engineering Summer Schools #IAMSET Programme | Selected students |
| NCS | National Citizenship Service – assemblies and drop-in sessions to provide information and promote the scheme | All |
| Employability workshops | 5 Employability workshops aimed at students who may require extra support or are at risk of becoming NEET | Selected |
| Careers Fair | Careers Fair in school with local colleges, sixth forms, universities, employers and apprenticeship providers | All/Parents |
| Careers in the curriculum week x2 | Each curriculum area designates a lesson to talk about Careers linked to their curriculum area. January and May | All |
| Careers Weeks Assemblies | Linked to sustainability jobs (stewardship), labour market info, aspiration. | All |
| Daily Notices | Information about Open Days and other Careers Events | All |

