

## TSFA Careers Programme 2021-2022

The purpose of the Careers Programme at TSFA is to equip learners with the knowledge they need to make informed choices about their futures, using the professional standards and civic virtues to embed the skills needed to make them life ready. The holistic nature of the programme provides learners with impartial careers, education information and guidance (CEIAG) about all possible options and gives them the skills they need to be able to critically evaluate this information. The aim of careers at TSFA is not to just prepare them for post-18 but provide them with a passport to access any future opportunities, supporting our intention of producing life ready learners. As part of the programme, students are encouraged to aspire and step outside of their comfort zone. They are supported to develop their employability skills and take part in opportunities to broaden their skill set by working with local employers and higher education providers.

Term	Yr12	Activity	Gatsby Benchmarks	Yr13	Activity	Gatsby Benchmarks
1		<ul style="list-style-type: none"> <li>Assembly introducing Careers Leader and Careers adviser</li> <li>Direct students to informed choices website, start researching options and careers page on website</li> <li>Careers interviews start</li> <li>Employability skills workshops during Trinity+</li> <li>Information on volunteering and gaining work experience</li> </ul>	1, 3 & 8		<ul style="list-style-type: none"> <li>Finalise UCAS applications</li> <li>Work experience week</li> <li>Medicine applications due 15<sup>th</sup> October</li> <li>University of Leeds BMAT Workshops</li> </ul>	1, 3, 6, 7 & 8
2		<ul style="list-style-type: none"> <li>Introduction to Labour Market Information</li> <li>Termly newsletter sent to parents regarding LMI and careers events coming up</li> <li>Trinity Aspire cohort formed and session from University of Leeds</li> <li>National Apprenticeship Show (17<sup>th</sup> November 2021)</li> </ul>	1, 2, 3 & 8		<ul style="list-style-type: none"> <li>Begin to search for apprenticeships as this is the time they start to be released (use C&amp;K careers JobFAQs for local apps)</li> <li>Labour Market update</li> <li>Covea workshop (communication skills)</li> <li>Mini Mock Interview Workshops from University of Leeds</li> </ul>	2, 5 & 8
3		<ul style="list-style-type: none"> <li>National Apprenticeship week, including the Big assembly (7<sup>th</sup>-12<sup>th</sup> February 2022)</li> <li>Trinity+ session on Apprenticeships</li> <li>Employee session with apprentices</li> <li>Medicine/law students work experience</li> </ul>	4, 5 & 8		<ul style="list-style-type: none"> <li>Groups identified (uni, apps, NEETs) final intentions data collection</li> <li>Next steps workshop</li> <li>Student finance applications start</li> <li>Interview preparation for all students</li> </ul>	1, 3 & 8
4		<ul style="list-style-type: none"> <li>National Careers Week (7<sup>th</sup>-14<sup>th</sup> March 2022)</li> <li>Aspirations Fair</li> <li>Student finance talk for parents</li> <li>Workshops for SEND pupils with university ambassadors/employers</li> <li>Event for parents on Post-18 options</li> </ul>	1, 2, 4 5, 6 & 8		<ul style="list-style-type: none"> <li>Trinity+ sessions on Safe Workplace Behaviours</li> <li>Use of social media and the job market</li> <li>Careers meetings with the independent careers adviser</li> </ul>	8
5		<ul style="list-style-type: none"> <li>Personal statements are started</li> <li>CVs and covering letters</li> <li>After Aspirations fair we get students to complete an intentions form</li> <li>Start to complete UCAS applications (usually open mid-May)</li> <li>Work experience week</li> <li>Volunteer Week (1<sup>st</sup>-7<sup>th</sup> June 2022)</li> <li>What University? And What Career? Live Virtual Event (24<sup>th</sup> and 25<sup>th</sup> June 2022)</li> </ul>	1, 3, 6 & 7		<ul style="list-style-type: none"> <li>Workshops on independent living (alumni involvement)</li> <li>Intervention for NEETs (meeting with C&amp;K)</li> <li>Workshops on rights at work and understanding work related finances (wage slips/pensions)</li> </ul>	2, 3 & 7
6		<ul style="list-style-type: none"> <li>Prepare medical students for UCAT</li> <li>UCAS event at Leeds Beckett University</li> <li>Students can attend Open Days</li> <li>Work experience opportunities over the summer</li> </ul>	2, 7 & 8		<ul style="list-style-type: none"> <li>Final destinations data (tracked for 3 years after student leaves)</li> <li>Collect student details for Alumni network</li> <li>Results day event</li> </ul>	1 & 2

Weekly	Termly	Yearly
<ul style="list-style-type: none"> <li>Careers Newsletter sent weekly</li> <li>Resources printed for PD sessions if applicable</li> <li>Regular updates to PPTs and SLG, training delivered when appropriate e.g. using UCAS and widening participation programmes</li> <li>Staff CPD where applicable</li> </ul>	<ul style="list-style-type: none"> <li>Newsletter to parents including upcoming events and up-to-date LMI when applicable</li> <li>Update Alumni network on website and social media</li> <li>Careers meetings for SEND students/NEETs</li> <li>Careers knowledge delivered through the curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Update careers policy</li> <li>Update calendar, reviewing activities and adding new dates</li> <li>Collect destinations data from previous cohort</li> <li>Use destinations data to review the careers programme</li> <li>Annual careers events</li> </ul>