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Windsor Academy Trust Careers and Enterprise Plan 2021-22

Gatsby 8 Benchmarks for Careers Excellence	17 Areas of Learning for Careers, Employability and Enterprise Education (CDI, Career Development Institute 2015)
<ol style="list-style-type: none"> 1. A stable careers programme 2. Learning from career and labour market information 3. Addressing the needs of each pupil 4. Linking curriculum learning to careers 5. Encounters with employers and employees 6. Experiences of workplaces 7. Encounters with further and higher education 8. Personal guidance 	<ol style="list-style-type: none"> 1. Self- awareness 2. Self- determination 3. Self- improvement as a learner 4. Exploring careers and career development 5. Investigating work and working life 6. Understanding business and industry 7. Investigating jobs and labour market information (LMI) 8. Valuing equality, diversity and inclusion 9. Learning about safe working practices and environments 10. Making the most of careers information, advice and guidance (CEIAG) 11. Preparing for employability 12. Showing initiative and enterprise 13. Developing personal financial capability 14. Identifying choices and opportunities 15. Planning and deciding 16. Handling applications and interviews 17. Managing changes and transitions



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Whole School Strategies

Activity	Details	Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
ASPIRE Ethos with iPad portfolio	<p>We aim to support the personal potential of each student by focusing on building character using our ASPIRE ethos. Our six measurable character virtues are respect, responsibility, resilience, creativity, compassion and courageousness.</p> <p>As a result, each student has the opportunity to capture all of their achievements in one place. Using their school iPads, students can record their achievements throughout KS3 using the ASPIRE portfolio.</p>	<p>When students arrive in Year 7, we record what they ASPIRE to be in the future and continue to record their future goals year on year to see them develop and adapt. This gives students dedicated time each year to reflect on their hopes and dreams for the future and understand what they need to do to make this a reality.</p> <p>Students record their achievements via their ASPIRE portfolio which they can reflect back on and use as evidence for future applications and next steps at KS4.</p>	<p>Be organised Become unstuck Communicate clearly</p> <p>Responsibility Resilience Courageousness</p>	1, 2, 3, 4, 7, 11, 14, 15	1, 2, 3, 4, 5
Unifrog	<p>A site licence to the Unifrog careers system is held by the school in which each student has a unique login and account.</p>	<p>This online tool provides students with a personalised experience which enables them to explore careers pathways, create a personality profile, prepare applications and compare higher education courses. Students can discover the relevant labour market information of careers that they might like or are suited to and discover where their favourite subjects could take them.</p>	<p>Be organised Become unstuck Self-quiz</p> <p>Responsibility</p>	1, 3, 4, 5, 7, 10, 11, 14, 15, 16	1, 2, 3, 4, 5, 7
Displays	<p>Careers based displays are shown in the sixth form including destinations of previous students, university open days, alternative destinations and the UCAS process.</p> <p>A careers based display modelling the Gatsby Benchmarks and the events that are held throughout the school is located in the central school building. Subject areas also hold careers displays.</p>	<p>Encourages students to prepare for future destinations and celebrates achievement.</p> <p>Increases awareness of Careers priorities in school to staff and students.</p>	<p>Become unstuck</p> <p>Respect Responsibility Resilience Compassion Courageousness</p>	10, 14	2, 4

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National Careers Week	This week is celebrated by the school which includes: <ul style="list-style-type: none"> Careers awareness posters Dedicated assemblies to all year groups Guest speakers Careers in the curriculum Feedback from parents 	This celebration week raises awareness of future destinations and different career types. It provides career guidance to support all learners.	Be organised Become unstuck Self-quiz Be collaborative Responsibility Resilience Creativity	1, 2, 4, 5, 7, 10, 11, 14, 15	1, 2, 4, 5, 7
National Apprenticeships Week	This week is celebrated by the school which includes: <ul style="list-style-type: none"> Daily apprenticeship tasks posted on years 10-13 Google classrooms Virtual events shared with students, parents and teachers Resources used from Amazing Apprenticeships, ASK Apprenticeships and Workpays 	This celebration week raises awareness of apprenticeships as a viable post 16 and post 18 option for students, allowing them to discover more about what apprenticeships have to offer.	Be organised Become unstuck Self-quiz Respect Responsibility Resilience	1, 2, 4, 5, 7, 10, 11, 14, 15	1, 2, 5, 7
'Aspire to...'	An opportunity for speakers from specific careers or educational routes to speak to learners about specific career pathways or forms of training.	This provides exposure to employers and training providers, providing personal guidance to students particularly interested in specific lines of work and career pathways.	Give and receive feedback Be collaborative Communicate clearly Respect Responsibility Compassion	4, 5, 6, 7, 8, 10, 11, 14	3, 5, 7, 8
Student voice	The school gathers student voice via Google Forms to collate student preferences and understanding of careers.	This allows strategic members of staff within the Careers, Work-Related Learning and Enterprise faculty to analyse the individual needs and wants of students to best develop opportunities and experiences for them.	Be organised Be collaborative Communicate clearly Respect Responsibility Compassion	1, 2, 3	1, 3
Careers Fair	Windsor Sixth Form Careers Fair takes place in March each academic year with a changing theme and focus each year.	Increased awareness and understanding of universities and their courses, apprenticeships, the armed forces and a variety of careers available for students and parents.	Be organised Become unstuck Give and receive feedback Respect Responsibility Compassion	4, 5, 10, 11, 15	2, 5, 7

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Careers Office	The Careers Office is based in the centre of the school with many careers resources. This is where careers conversations and 1:1 personal guidance takes place.	Connexions appointments held in the Careers Office	Become unstuck Give and receive feedback Communicate clearly Respect Responsibility Courageousness	4, 10	3, 8
Parental Engagement	Engagement via: newsletters, meetings, school website, twitter, parentmail and information evenings at key points throughout the year.	Increased parental awareness of students' milestones such as choosing options, deciding on future destinations and career opportunities in school.	Be organised Be collaborative Respect Responsibility Courageousness	4, 8, 10	3, 8
WAT PLEDGE	At Windsor High School and Sixth Form we endeavour to stretch, challenge and develop students academically, socially and personally. Therefore we pledge to offer and expose all students to a range of opportunities in order for them to become more successful in life.	The WAT Pledge encompasses opportunities specific to careers and enterprise education including raising money for charity, presenting to more than 30 people, visiting a higher educational establishment and taking part in a work based experience.	Be collaborative Communicate clearly Respect Responsibility Resilience Creativity Compassion Courageousness	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 14	1, 4, 5, 6, 7

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Year 7

Activity	Date	Details and Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
Enterprise Club	Throughout the year	Enterprise competition in which students have to build a business idea using scarcity of resources. Development of enterprise skills including teamwork, communication and resilience.	Give and receive feedback Be Collaborative Communicate clearly Responsibility Resilient Creative Compassion	1, 2, 3, 6, 12, 13	2, 3, 5
Introduction to employability skills	March	Students are introduced to employability (enterprise) skills as those required by prospective career paths. Greater understanding of job roles and requirements and readiness for work.	Self-quiz Communicate clearly Respect Responsibility	1, 2, 3, 5, 6, 10, 11	1, 2, 3, 4
Finance Module 1: Spending Habits	March	Students are introduced to spending habits and influences on spending. Students gain enhanced understanding of financial capability and future wellbeing.	Be organised Become unstuck Respect Responsibility	1, 2, 8, 11, 13, 14	1, 2, 4, 8
<u>Employer exposure:</u> Engineering Assembly	June	Enterprise adviser to the school Steve Cox provides an insight into his career pathway as an Engineer for JLR and specialist in 3D printing. Increased understanding of the engineering field, addressing stereotypes of the profession and inspiring students to broaden their career ideas.	Become unstuck Respect Compassion	4, 6, 10, 11, 14	1, 2, 5, 8
<u>Employer exposure:</u> KS3 future employer vote!	Autumn-Spring	Students in KS3 take a vote on which future employers/industries they want to know more about. Speakers are sourced and students plan questions for bespoke interactions with specific workers. Students take part in an interactive session listening and reflecting on what they find out.	Become unstuck Communicate clearly Respect Compassion	1, 4, 5, 9, 10, 11, 14	1, 2, 5

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Year 8

Activity	Date	Details and Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
Finance Module 2: Saving	November	Students are introduced to saving methods and techniques. Students gain enhanced understanding of financial capability and future wellbeing.	Be organised Become unstuck Communicate clearly Responsibility Compassion	1, 2, 8, 11, 13, 14	1, 2, 4, 8
<u>Employer exposure:</u> KS3 future employer vote!	Autumn-Spring	Students in KS3 take a vote on which future employers/industries they want to know more about. Speakers are sourced and students plan questions for bespoke interactions with specific workers. Students take part in an interactive session listening and reflecting on what they find out.	Become unstuck Communicate clearly Respect Compassion	1, 4, 5, 9, 10, 11, 14	1, 2, 5
<u>Employer exposure:</u> Medical Mavericks assembly	June	Medical professionals provide students with an insight into healthcare and STEM related careers. Students gain an increased understanding of the necessary employability skills for this career route.	Become unstuck Respect	1, 4, 10, 14	2, 3, 4, 5
<u>Encounters with further and higher education:</u> Discovering post 16 options	Summer Term	Students are presented with videos and interactive activities linked to Windsor Sixth Form, a local college, a training provider and an apprenticeship provider to compare and contrast post 16 options to allow them a meaningful encounter with a range of educational pathways.	Be organised Become unstuck Respect Responsibility Resilience Compassion	1, 2, 3, 8, 10, 14, 15, 17	1, 3, 7

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Year 9

Activity	Date	Details and Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
Mock Interview Role Play Lesson	November	Students are shown an interview video and role play questions to popular and challenging interview questions. Students gain improved skills in employment readiness.	Give and receive feedback Communicate clearly Respect Creativity Compassion	1, 2, 3, 6, 8, 10, 11, 16	1, 3, 4
Labour Market Information Lesson	November	Students are asked to explore and discover the labour market information for three contrasting career paths. These are linked to their option choices for which they are to plan for. Students gain improved aspiration and understanding of personal career pathways linked to academic progress and choice.	Become unstuck Self-quizz Responsibility Resilience	1, 3, 4, 5, 7, 8, 14, 15, 17	1, 2, 3, 4
STEM Challenge	November	Students are introduced to gender stereotypes in different career pathways including STEM. Students go on to learn more about women in STEM professions and create a promotional poster for engineering. Students gain increased understanding of necessary employability skills and requirements.	Become unstuck Give and receive feedback Communicate clearly Respect Resilience Compassion Courageousness	1, 2, 6, 8, 10, 14	1, 2, 3, 4
Options Evening	February	An evening is hosted by the school and all subject staff to inform students of the realities of studying their subjects and what they may lead to. Students gain improved aspiration and understanding of personal career pathways linked to academic progress and choice.	Be organised Become unstuck Give and receive feedback Communicate clearly Respect Responsibility Courageousness	1, 2, 4, 7, 8, 10, 11, 14, 15, 17	2, 3, 4, 8
Finance Module 3: Introduction to borrowing	March	Students are introduced to different methods of borrowing money with a focus on the use of credit cards. Students gain enhanced understanding of financial capability and future wellbeing.	Be organised Become unstuck Responsibility Resilience Compassion	1, 2, 8, 11, 13, 14	1, 2, 4, 8

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<p><u>Employer exposure:</u> Options fair with Windsor Alumni</p>	<p>January</p>	<p>Students are introduced to their subject options within a student-led options fair. Invited to the same event are a series of alumni members from different subject specialisms to give students and insight into the profession. Students gain improved aspiration and understanding of personal career pathways linked to academic progress and choice.</p>	<p>Be organised Become unstuck Give and receive feedback Be collaborative Communicate clearly</p> <p>Respect Responsibility Compassion Courageousness</p>	<p>1, 2, 4, 8, 10, 14, 15, 17</p>	<p>1, 2, 3, 4, 5</p>
<p><u>Employer exposure:</u> KS3 future employer vote!</p>	<p>Autumn-Spring</p>	<p>Students in KS3 take a vote on which future employers/industries they want to know more about. Speakers are sourced and students plan questions for bespoke interactions with specific workers. Students take part in an interactive session listening and reflecting on what they find out.</p>	<p>Become unstuck Communicate clearly</p> <p>Respect Compassion</p>	<p>1, 4, 5, 9, 10, 11, 14</p>	<p>1, 2, 5</p>

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Year 10

Activity	Date	Details and Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
Google classroom	Throughout the year	Students are provided access to a tutor-based online platform which acts as their portal to careers information and guidance for a variety of routes post 16 and 18. This platform also provides students with their own templates of important documents including covering letters, curriculum vitae and personal statements.	Be organised Become unstuck Communicate clearly Responsibility	1, 2, 3, 4, 7, 10, 14, 15, 16, 17	1, 2, 3, 8
Skills for working life	Throughout the year	Students may choose 'Skills for working life' as a key stage four option on liaison with Mr Buckley. This option aims to develop the skills that will help students gain and retain a job, encompassing interview techniques, teamwork and vocational skills as well as the soft skills that employers look for, such as adaptability, eagerness to learn and a can-do attitude.	Be collaborative Communicate clearly Respect Compassion Resilience	1, 2, 3, 5, 6, 9, 11, 12, 13, 14, 15, 16, 17	1, 2, 3, 4, 6
Finance Module 4: Risk and Reward	January	Students learn about and discuss financial risks including different types of investment, gambling and insurance. Students gain enhanced understanding of financial capability and future wellbeing.	Be organised Become unstuck Be collaborative Respect Responsibility	1, 2, 8, 11, 13, 14	1, 2, 4, 8
Personal Statement Workshop	March	Students are provided with dedicated time to plan key dates ahead of year 11 and prepare an initial personal statement to be sent to future destinations. Students are provided with multiple templates and examples to scaffold their personal statements.	Be organised Give and receive feedback Communicate Clearly Responsibility	1, 2, 3, 14, 15, 16, 17	1, 3, 4
Mock Interview Preparation	March	Students assess the purpose of interviews with access to videos of interviews of varying degrees of success. Using advice from Barclays Life Skills and the STAR acronym students prepare responses for typical sixth form interview questions. This provides students with an increased understanding of and necessity for employability skills.	Give and receive feedback Be collaborative Communicate clearly Respect Creativity Compassion Courageousness	1, 2, 3, 5, 6, 14, 15, 16, 17	1, 3, 4
Employer exposure: Industry Insight Experience	Summer Term	All year 10 students take part in an employer exposure activity via a virtual industry insight experience. Students have access to outside employers, careers advice and take on employability activities virtually from school.	Be collaborative Communicate clearly Respect Compassion	1, 2, 4, 5, 6, 9, 11, 14	1, 2, 3, 4, 5, 6, 8

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<p><u>Employer exposure:</u> Work Experience</p>	<p>July</p>	<p>Students are encouraged to opt for a work experience placement during activities week. Students are to find their own placement and are provided with support to do so. This allows students increased understanding and necessity for employability skills.</p>	<p>Be organised Give and receive feedback Be collaborative Communicate clearly</p> <p>Respect Responsibility Resilience Courageousness</p>	<p>1, 2, 4, 5, 6, 9, 11, 14</p>	<p>2, 5, 6</p>
<p><u>Encounters with further and higher education/employer exposure:</u> Careers Fair</p>	<p>November</p>	<p>Students are exposed to a variety of post 16 and 18 providers, and employers, in a careers fair styled event to discover different pathways, labour marketing information and job role facts.</p>	<p>Give and receive feedback Communicate clearly</p> <p>Respect Compassion Courageousness</p>	<p>1, 2, 3, 5, 8, 10, 14, 15, 17</p>	<p>1, 3, 7</p>

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Year 11

Activity	Date	Details and Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
Google classroom	Throughout the year	Students are provided access to a tutor-based online platform which acts as their portal to careers information and guidance for a variety of routes post 16 and 18. This platform also provides students with their own templates of important documents including covering letters, curriculum vitae and personal statements.	Be organised Become unstuck Self-quiz Responsibility	1, 2, 3, 4, 7, 10, 14, 15, 16, 17	1, 2, 3, 8
Skills for working life	Throughout the year	Students may choose 'Skills for working life' as a key stage four option on liaison with Mr Buckley. This option aims to develop the skills that will help students gain and retain a job, encompassing interview techniques, teamwork and vocational skills as well as the soft skills that employers look for, such as adaptability, eagerness to learn and a can-do attitude.	Be collaborative Communicate clearly Respect Compassion Resilience	1, 2, 3, 5, 6, 9, 11, 12, 13, 14, 15, 16, 17	1, 2, 3, 4, 6
Personal Guidance	Throughout the year	All year 11 students will be given the opportunity to have an impartial careers based interview with Connexions adviser, Mr Hutchinson. The majority of these interviews take place in small groups of four students, workshop style. These interviews provide improved aspiration and understanding of career options available linked to potential future progression.	Become unstuck Give and receive feedback Communicate clearly Respect Resilience Courageousness	1, 2, 3, 4, 7, 8, 10, 14, 15, 17	1, 2, 3, 8
Finance Module 5: Preparing for the future	January	Students learn about and discuss living beyond full-time education as future adults discussing payslips, salaries, paying for essentials, living away from home and pensions. Students gain enhanced understanding of financial capability and future wellbeing.	Be organised Become unstuck Be collaborative Responsibility	1, 2, 8, 11, 13, 14	1, 2, 4, 8
Employer exposure: Alumni assembly	Spring Term	As part of a series of motivational assemblies leading to the examination period of year 11, an aspirational visitor and member of the Windsor Alumni provides an insightful assembly regarding hard work, dedication and resilience as well as their personal career pathway. This opportunity provides students with increased awareness of employability skills and future pathways.	Give and receive feedback Respect Responsibility Resilience Compassion Courageousness	1, 2, 3, 6, 8, 10, 14, 17	1, 2, 4, 5

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<p><u>Encounters with further and higher education: Sixth form open evening</u></p>	<p>October</p>	<p>Students and parents have the opportunity to access high quality information relating to Sixth Form study at Windsor High School and Sixth Form including subject specific talks and marketplace.</p>	<p>Be organised Become unstuck Give and receive feedback Communicate clearly Respect Responsibility</p>	<p>1, 2, 3, 10, 14, 15, 17</p>	<p>3, 4, 7</p>
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The Sixth Form

Activity	Date	Details and Impact	ASPIRE Learner Behaviours	CDI Framework	Gatsby Benchmarks
Google classroom	Throughout the year	Students are provided access to a tutor-based online platform which acts as their portal to careers information and guidance for a variety of routes post 16 and 18. This platform also provides students with their own templates of important documents which they can edit and use including covering letters, curriculum vitae and personal statements.	Be organised Become unstuck Self-quiz Responsibility	1, 2, 3, 4, 7, 10, 14, 15, 16, 17	1, 2, 3, 8
Young Enterprise	Throughout the year	Students compete in the Young Enterprise National Competition for the year during enrichment time. This involves students creating their own business idea and taking calculated risks in an effort to make a profit. Students develop skills in employment readiness.	Be organised Give and receive feedback Be collaborative Communicate clearly Respect Responsibility Resilience Creativity Courageousness	1, 2, 6, 11, 12, 13	2, 5
ASK Workshops	Throughout the year	Students have multiple opportunities throughout the school year to attend workshops or talks from the ASK organisation who provide information and guidance specifically linked to apprenticeships as future pathways. Students gain an improved awareness of the variety of apprenticeships available.	Be organised Become unstuck Give and receive feedback Communicate clearly Responsibility Resilience Courageousness	1, 2, 5, 6, 8, 10, 11, 14, 15, 16, 17	2, 3, 4, 7, 8

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Finance Module 6: Sensible Borrowing	January	Students identify key methods of borrowing and take an in-depth look at the risks of high interest methods and payday loans. Students watch video case studies of young people making mistakes which lead to financial instability and discuss real-life scenarios and situations regarding sensible borrowing. Students gain enhanced understanding of financial capability and future wellbeing.	Become unstuck Be collaborative Responsibility Resilience Compassion Courageousness	1, 2, 8, 11, 13, 14	1, 2, 4, 8
Employer exposure: WEX Week	Enrichment and July	All students in year 12 take part in a work experience placement during activities week. This forms a vital element of the educational provision of students from 16-19 years. Students gain an increased understanding and necessity for employability skills.	Be organised Give and receive feedback Be collaborative Communicate clearly Respect Responsibility Resilience Courageousness	1, 2, 4, 5, 6, 9, 11, 14	2, 5, 6
Encounters with further and higher education: UCAS Convention	June	Students attend the UCAS Convention at the NEC which hosts a huge variety of further education providers providing information and guidance to students.	Become unstuck Give and receive feedback Communicate clearly Respect Responsibility Courageousness	1, 2, 8, 10, 14, 15, 17	2, 3, 4, 7
UCAS Application Launch	Autumn Term	Students are provided with a rigorous programme of support in applying to future destinations via UCAS via the tutor programme. A high number of students obtain a first choice place at university or in a higher level apprenticeship. Students gain improved aspiration and understanding of career options available linked to potential future progression.	Be organised Become unstuck Give and receive feedback Communicate clearly Responsibility Resilience Courageousness	1, 2, 8, 10, 13, 14, 15, 17	1, 2, 3, 7
Personal Guidance	Throughout the year	Students are given the opportunity to opt for an impartial careers based interview with YETI Ltd adviser, Mr Small. These interviews provide improved aspiration and understanding of career options available linked to potential future progression.	Become unstuck Give and receive feedback Communicate clearly Respect Resilience Courageousness	1, 2, 3, 4, 7, 8, 10, 14, 15, 17	1, 2, 3, 8

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<u>Encounters with further and higher education: Post 18 Evening</u>	June	Students and parents are invited to the sixth form to gain information and guidance from the sixth form team and a number of external speakers preparing them for year 13, including key dates and requirements of application deadlines for future destinations.	Be organised Become unstuck Give and receive feedback Communicate clearly Respect Responsibility	1, 2, 3, 8, 14, 15, 16, 17	1, 3, 4, 7
<u>Encounters with further and higher education: Post 18 options providers</u>	Throughout the year	Students in the sixth form are provided with assemblies displaying a variety of post 18 options including university and apprenticeship providers to give them an insight into the different pathways available to them after year 13.	Be organised Become unstuck Respect Responsibility Compassion	1, 2, 3, 8, 14, 15, 16, 17	1, 3, 7
<u>Employer Exposure: Aspire speakers during character development days</u>	Throughout the year	The sixth form provides variety for year 13 students throughout the year to gain exposure to a number of external speakers from a range of backgrounds and professions which have included university speakers, medical professionals, a professional chef, motivational speakers and speakers from legal routes. Students are therefore provided with an improved understanding of career options available linked to potential future progression.	Be organised Become unstuck Communicate clearly Respect Responsibility Compassion	1, 2, 4, 5, 6, 9, 10, 11	2, 5, 7