

## APPENDIX 1 - CAREERS PROGRAMME

Year	Explore Theme	Key Aims	Experience	Benchmark
7	Careers	Students will begin to evaluate their own skills and what motivates them and looking at a range of pathways available to them and the influences behind their aspirations.	<p><b>STEPUP4LIFE day 3                      Thursday 26<sup>th</sup> March 2026</b></p> <p>Introduction to careers day. Pupils will use Xello (careers software) for the first time to explore a range of careers that are 'suggested' from their personality and Matchmaker quiz and record the information in their SU4L books.</p> <p>Using Xello will increase student awareness of employability skills, different careers sectors and for them to understand and learn about which careers are in those sectors. They will explore a range of local companies (Bella Italia, Holiday Inn Express) and watch a Q&amp;A session with a company employee.</p> <p><b>W/C 9th - 15th Feb 2026</b> – National Apprenticeships Week. Advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase an Apprenticeship linked to their subject, use as a starter. Use of Assembly to promote this week.</p> <p><b>WC 3<sup>rd</sup> March Assembly:</b> National Careers Week (3<sup>rd</sup> to 7<sup>th</sup> March)</p> <p>National Careers Week: advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase a career linked to their subject as a starter in their lesson during the weeks (Xello)</p> <p>WoWW – World of Work Wednesdays in form tutor programme – 1 per month to discuss the Job of the Month.</p>	2, 4

8	My Future		<p><b>STEPUP4LIFE day 4      Tuesday 10<sup>th</sup> Feb 2026</b></p> <p>To explore subject options</p> <p>To talk to visitors about their own career journeys and their experiences of education / jobs and reflect on what can be learnt from these. Learn about a range of careers. Linked in with I can, I will within school, as we ask visitors to use the 7 I can, I will characters in their talks and highlight these to pupils that they are just as important in the world outside of school.</p> <p>To find out where you can learn about your career choices and practise using these online services. Pupils will also have an HE /Apprenticeships talk during the day, to find out about different career pathways.</p> <p><a href="https://www.eclips-online.co.uk/index.php">https://www.eclips-online.co.uk/index.php</a> <a href="http://www.xello.co.uk">www.xello.co.uk</a></p>	1 2 4 5
	My Options	Students will be able to make well informed option choices to maximise achievement and their career path, exploring labour market information and interactions with local business.	<p><b>Plan of the day:</b>  <b>Options Presentation, (Mr Bowers SLT)</b>  <b>Careers Talk (rotational basis) talking to employers/employees finding out about different careers Employer reflection and pupil's ideal career fact file, eCLIPS / Xello</b></p> <p><b><u>Career Action plan</u>, pupil reflection and priorities sheet. Pupils make an action plan from now until year 11 and what they would like to work towards and how they plan to achieve this.</b></p> <p><b>W/C 9th - 15th Feb 2026</b> – National Apprenticeships Week. Advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase an Apprenticeship linked to their subject, use as a starter. Use of Assembly to promote this week.</p> <p><b>WC 3<sup>rd</sup> March Assembly:</b> National Careers Week (3<sup>rd</sup> to 7<sup>th</sup> March)</p>	
			National Careers Week: advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase a career linked to their subject as a starter in their lesson during the weeks (Xello)	

8			<p>WoWW – World of Work Wednesdays in form tutor programme – 1 per month to discuss the Job of the Month.</p> <p>Students are able to link their achievement to possible careers</p> <p>Increased student awareness of variety of careers available within the local community, nationally and within key areas e.g. STEM and the importance of LMI</p>	1 2 3 4 5 7
9	Me and my future Preparing for Work Experience	<p>Students will start to do research on Companies and start to apply for WEX placements. Using the resources on the student hub.</p>	<p><b>9<sup>th</sup> July 2026: Assembly to launch WEX to year 9.</b> This will allow them to have the summer holidays to do some research contact companies and try to secure themselves a WEX placement. <b>to support students with WEX queries.</b></p> <p><b>WEX PIE July 2024:</b> Parents evening to discuss Work Experience for year 10 pupils to be undertaken in June 2026. Procedures explained to parents, deadlines shared and population dates explained.</p> <p>Follow up assembly to whole year 10 cohort October 2026. Company database re-explained and shown how to use and where to research and find suitable WEX placements. Pupils are encouraged to find their own WEX placements, as this gives them a real taste of applying for jobs and contacting employers, researching local and national companies. WEX drop ins shared with parents and pupils to support students with WEX queries.</p> <p>Students able to make an informed choice about choosing a work Experience placement, students will gain valuable employability skills and will have experienced a week of work experience in a placement of their choice.</p>	1 2 3 4 5

			<p>SEND pupils will be supported with making choices and ensure they ready for WEX. Liaise with PP Manager to identify PP /SEND pupils and ensure they are monitored throughout WEX process to ensure aspiration placements.</p> <p>Speak with SEND/PP department about supporting/mentoring pupils through the WEX process and helping with phone calls/contacting companies to secure a placement.</p> <p><b>W/C 9th - 15th Feb 2026</b> – National Apprenticeships Week. Advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase an Apprenticeship linked to their subject, use as a starter. Use of Assembly to promote this week.</p> <p><b>WC 3<sup>rd</sup> March Assembly:</b> National Careers Week (3<sup>rd</sup> to 7<sup>th</sup> March)</p> <p>National Careers Week: advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase a career linked to their subject as a starter in their lesson during the weeks (Xello)</p> <p>WoWW – World of Work Wednesdays in form tutor programme – 1 per month to discuss the Job of the Month.</p> <p><b>STEPUP4LIFE day 5 Wednesday 9<sup>th</sup> July 2026</b></p> <p>Pupils will use Xello to search careers that they are interested in, using keywords, their subject choices or the by sector. This will give them the opportunity to start thinking about a career they would like to try during WEX week. If they can't explore the career they want, they can look at the skills that they need to gain to help them in their chosen career.</p> <p>Pupils will explore the careers section on the student hub to start researching companies and apply for WEX placements for 2026. They will be given support from staff, who will support them in researching a company via its website, writing an email to request a work experience placement and identifying their skills (via the buzz quiz) to apply for placements that are suited to them and also aspirational.</p> <p>WEX letters distributed. Company database explained and shown how to use and where to research and find suitable WEX placements. Pupils are encouraged to find their own WEX placements, as this gives them a real taste of applying for jobs and contacting employers, researching local and national companies.</p>	
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10	Employability Skills World of Work/Work Experience	Students to gain employability skills & explore the world of work through the WEX programme in June	<p><b>STEPUP4LIFE day 3 - Thursday 26<sup>th</sup> March 2026 – Prepping for WEX</b></p> <p>Pupils will be exploring a range of activities on the day to ensure they are ready for their work experience placements. They will meet an employer to discuss what is expected of pupils during WEX and they are encouraged to ask as many questions about WEX as possible and ensure they know what to expect on their first day.</p> <p>Pupils will be encouraged to learn about Health and Safety regulations and how to spot potential hazards in the workplace and to learn about their rights and responsibilities as an employee. Pupils will create a journey planner to their work placement (to encourage using public transport) Research Eclips and Xello and create a job description for their WEX role, learn about LMI, day to day duties and research on the company.</p> <p>Complete the first 8 pages of their WEX logbooks, complete an audit on suitable/unsuitable employee and what they should be doing on WEX. (support from form tutors, AJB Careers Leader)</p> <p><b>Next Steps Careers fair 4-6pm for pupils and parents:</b> a range of colleges, training providers, local universities and Apprenticeship providers will be attending the Next Steps careers fair to talk about the opportunities that are on offer to year 11 – post 16. Year 10 will be invited, as it is never too early for them to be thinking about these options.</p> <p><b>W/C 9th - 15th Feb 2026</b> – National Apprenticeships Week. Advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase an Apprenticeship linked to their subject, use as a starter. Use of Assembly to promote this week.</p> <p><b>WC 3<sup>rd</sup> March Assembly:</b> National Careers Week (3<sup>rd</sup> to 7<sup>th</sup> March)</p> <p>National Careers Week: advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase a career linked to their subject as a starter in their lesson during the weeks (Xello)</p> <p>WoWW – World of Work Wednesdays in form tutor programme – 1 per month to discuss the Job of the Month.</p>	1 2 3 4 5 7

11	Exploring My options after WEX and Life After GCSE's	All students will have a plan for Post 16 and how they can relate this to the different Career paths for them	<p><b>Stepup4life day 1: Wednesday 8<sup>th</sup> October 2025</b></p> <p>Students will be developing the skills to prepare them for higher education/ Apprenticeship and the world of work</p> <p>Writing thank you letters to Employers about WEX. Pupils can use a template or choose to write their own letters.</p> <p><b>Mock Interviews throughout the day:</b> SIPS Education organise approx. 30 Employers from a range of sectors and each pupil has a 15 min mock interview with personalised verbal and written feedback. Pupils will wear business dress to allow them to have the experience of taking part in a real interview. Pupils will have completed an application form beforehand for either a career they want to do, or the job they did for WEX.</p> <p><b>Aspire to HE session:</b> pupils will learn about the differences between FE and HE, look at the pros and cons of each and decide what they want to do post 16. They will explore a range of pathways and careers that they can study and which careers require a degree.</p> <p><b>Apprenticeships Explained: Connexions Advisor Lisa Holden:</b> All pupils are given a presentation on the National Apprenticeship website and where to look for live vacancies. Any follow up appointments to be booked in and advised by the connexions team.</p> <p><b>Making Applications to Sandwell College, Walsall College and Wood Green Sixth form:</b> Pupils can complete online application forms for WGA sixth form and also for Sandwell &amp; Walsall College. Staff present to help with completing application forms.</p> <p><b>Xello:</b> Pupils will complete a transferable skills sheet to see what they have gained from WEX and also their time in and out of school and how this is useful for their future pathway choices. Pupils will look at different pathways they can take and start to plan their next steps.</p> <p><b>Next Steps Careers fair 4-6pm for pupils and parents:</b> a range of colleges, training providers, local universities and Apprenticeship providers will be attending the Next Steps careers fair to talk about the opportunities that are on offer to year 11 – post 16.</p>	1 2 3 4 5 7 8
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12	Higher Education Careers Options	Students will be given the tools to enable them to make informed decisions about Post 18	<p><b>Form Tutor Programme</b> - WEX preparation, how to maintain work-life balance, volunteer work and summer schools. Connexion careers guidance appointments.</p> <p><b>WEX assembly launch via form time: Compulsory in year 12 alongside their studies (virtual or face to face)</b></p> <p>Pupils will explore the careers section on the student hub to start researching companies and apply for WEX placements for 2025/26. They will be given time to research companies via its website and write emails to request a work experience placement.</p> <p>WEX letters distributed. Company database explained and shown how to use and where to research and find suitable WEX placements. Pupils are encouraged to find their own WEX placements, as this gives them a real taste of applying for jobs and contacting employers, researching local and national companies.</p> <p><b>Connexions Interviews:</b> All of year 12 will be given a connexions interview and then an opportunity for a second interview will be given. (follow up interviews may be given, where it is felt a student needs more support and guidance)</p> <p><b>STEPUP4LIFE day 1 – 8<sup>th</sup> Oct 2025</b></p> <p>Pupils will use Xello to complete a match maker and learning style questionnaire that will signpost them to possible careers. They will also search careers that they are interested in or based on their subject choices. This will give them the opportunity to start thinking about a career pathway and see what options are available to them.</p>	1 2 3 4 5 6 7 8

			<p>Students will have time to look for work experience opportunities – They will be signposted to websites such as springpod and UCAS.</p> <p>Students will receive a talk from DMU relating to higher education. What the benefits are and how to make the most of going.</p> <p><b>W/C 9th - 15th Feb 2026</b> – National Apprenticeships Week. Advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase an Apprenticeship linked to their subject, use as a starter. Use of Assembly to promote this week.</p> <p><b>WC 3<sup>rd</sup> March Assembly:</b> National Careers Week (3<sup>rd</sup> to 7<sup>th</sup> March)</p> <p>National Careers Week: advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase a career linked to their subject as a starter in their lesson during the weeks (Xello)</p> <p>WoWW – World of Work Wednesdays in form tutor programme – 1 per month to discuss the Job of the Month.</p> <p><b>23<sup>rd</sup> June 2025</b> – UCAS Discovery event. All year 12 pupils will go to Birmingham NEC to visit the UCAS event. The aim of a Discovery event is to help them decide on their next steps. At the event, they can:</p> <ul style="list-style-type: none"> <li>• chat to unis and colleges about their courses and uni life</li> <li>• speak to employers and apprenticeship providers about what an apprenticeship is like and the options available</li> <li>• speak to qualified careers advisers about your future</li> <li>• listen to talks from experts in their fields</li> <li>• speak to UCAS experts to get dedicated support about your options</li> </ul> <p><b>July</b> – ‘Your future matters’ days.</p> <p>A range of Universities will be attending to do workshops/talks on different aspects of university life, how to make their applications stand out ext Steps. Past pupils will also tell their story about what they have done since leaving school. These will include current university students, people who are doing apprenticeships and people who are in employment.</p>	
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13	My Profession	Students apply to universities including Russell group Universities or apply to High Level Apprenticeships	<p>Students will be fully equipped to make informed decisions regarding the route they will be taking, whether it is to go into Higher Education or an Apprenticeship or Full Time Employment.</p> <p><b>Form Tutor Programme:</b> Finance, pay day loans, transferable skills, virtual work experience, CV writing and careers guidance.</p>	1 2 3 4 5 6 7 8
			<p><b>STEPUP4LIFE day 1 – 8<sup>th</sup> Oct 2025</b></p> <p>Pupils will get a talk from a charity who are supporting pupils from low income and minority groups to exceed expectation and achieving their dream careers. There will also be a speaker attending from a university to talk about how to write personal statements for UCAS applications. Pupils will be signposted to UCAS and apprenticeship websites and resources to start filling in applications.</p> <p><b>W/C 9th - 15th Feb 2026</b> – National Apprenticeships Week. Advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase an Apprenticeship linked to their subject, use as a starter. Use of Assembly to promote this week.</p> <p><b>WC 3<sup>rd</sup> March Assembly:</b> National Careers Week (3<sup>rd</sup> to 7<sup>th</sup> March)</p> <p>National Careers Week: advertise to pupils via the Student Hub and via Careers Newsletter to parents and pupils. Subject staff to showcase a career linked to their subject as a starter in their lesson during the weeks (Xello)</p> <p>WoWW – World of Work Wednesdays in form tutor programme – 1 per month to discuss the Job of the Month.</p>	