

# Careers Programme Matrix

Here at Westhoughton High School we have a wide and varied approach to our Careers programme. We have a programme for individual year groups but we also have annual events that span across the school from year 7 to year 11 these include: -

*Lets Share Xmas Campaign*  
*Adopt a Grandparent Scheme*  
*Peer Mentor & Reading Scheme*  
*Fundraising & Charity Events*  
*Open Evening*  
*Senior Solutions*  
*Children's University Passport*



Year 11s will be exploring what courses and qualifications they can take post-16 using the UCAS Progress website. When they have made their decisions, they will make their applications online.



The school has a dedicated careers advisor from Connexions to offer a wealth of knowledge and guidance. IT based and paper based information about colleges, universities, apprenticeships and different career pathways is always available in the Library / Careers Office.

Find our full matrix below



Half Term 1 September - October	Half Term 2 November - December	Half Term 3 January - February	Half Term 4 February - March	Half Term 5 April - May	Half Term 6 June - July
<p><b><u>Y7 "Careers Assembly"</u></b> Introduction to Mr Gill and Connexions advisor as Careers Team in school signposting students to this resource</p>	<p><b><u>CEIAG Form Focus</u></b> Students work through some more modules of the programme.</p>	<p><b><u>Off Timetable day 1</u></b> Science visit to Chester Zoo for employer Encounters with zoo staff to learn about their job roles.  <b>Benchmarks 5 &amp; 6</b></p>	<p>Introduction to the National Careers website through form tutors each student in year 7 should research a career which they might aspire to do in the future. This can be done using the A-Z profiles on the National Careers Service website. Students aspirations can be added to form achievements board <b>Benchmark 2</b></p> <p>National Careers week, All staff teaching Year 7 classes should ensure that lessons have a clear career focus and that subject homework is linked to careers.  <b>Benchmark 4</b></p>		
<p><b><u>CEIAG Form Focus</u></b> Students work through a CEIAG Module '<i>Describing oneself, identifying motivation and strengths &amp; recording and recognising ones achievement</i>'  Year 7 tutors access resources from the staff shared area  <b>Benchmark 3</b></p>	<p><b><u>CEIAG Form Focus</u></b> Form tutors are asked to produce an achievements/aspirations board, recording their Form achievements.  <b><u>Creative Writing / Persuasive Writing Project.</u></b> Students in all year 7 classes are encouraged to write to employers to find out more about their job roles and to encourage them into school to provide an encounter with them.  Miss Marron &amp; Miss Tyson are staff leads  <b>Benchmark 5</b></p>				



Year 8

Half Term 1 September - October	Half Term 2 November - December	Half Term 3 January - February	Half Term 4 February - March	Half Term 5 April - May	Half Term 6 June - July
	<p>Form tutors to show students careers linked to different curriculum areas / occupational areas using icould.com</p> <p><b>Benchmark 4</b></p> <p>Engineer for the Day Girls in Engineering event run through MBDA/Technology Department</p> <p><b>Benchmarks 5/6</b></p>	<p>Y8 “Careers Assembly” reintroduction to Mr Gill and Connexions advisor as Careers Team in school signposting students to resources.</p> <p>Introduction to START through February off time table day.</p> <p>Students to complete START profile over 2-3 periods about a career they want to pursue in the future including LMI-labour market information.</p> <p>Students add to the aspirations/achievements board in form rooms based on their START work.</p> <p><b>Benchmark 2</b></p>	<p>National Careers Week all staff teaching Year 8 classes should ensure every lesson has a careers focus and that subject homework set is linked to careers.</p> <p><b>Benchmark 4</b></p>	<p>Year 8 Art Students meet Jim Medway, illustrator</p> <p>[Focus on boys/PPG students]</p>	



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<p>PE Ambassador Selection Peer Mentor Scheme Launched</p> <p>RAY Programme with Bolton Sixth Form College and Edge Hill University Launched and delivered throughout the year.</p> <p>Annual Post 16 Progression Evening - Parent/student encounter with Post 16 colleges, employers, Apprenticeship providers, UTCs and representatives from Higher Education.</p> <p><b>Benchmarks 2/7</b></p>		<p>All year 9 forms are visited by young apprentices from Stateside Foods to talk to them about the Apprenticeship pathway at 16 and 18 and to increase their awareness of work based learning</p> <p><b>Benchmark 7</b></p> <p>Students receive information about where KS4 options can lead delivered by form tutors namely full time study at college/training provider apprenticeship/traineeship</p> <p>Full time work or volunteering 20 hours or more combined with part time accredited study.</p> <p>In addition all relevant post 16 qualifications are also covered</p> <p><b>Benchmark 2</b></p> <p>Students are briefed about EBAC via form tutors/assembly</p> <p>Student/parent encounters with a selection of Post 16 colleges, employers,</p> <p>Apprenticeship training providers during Your Futures Day[Option Choice]Careers adviser is also present at this event</p> <p>Students/parents have individual meetings with form tutors on Post 16 option choices.</p> <p><b>Benchmarks 1/2/3</b></p>	<p>Motivational Speakers Adam Corbally linking learning skillsets and employment – resilience, teamwork, etc.</p> <p><b>Benchmark 3</b></p> <p>Annual London Visit to London for Performing Arts Students. “Pineapple Studios”</p> <p><b>Benchmarks 5 &amp; 6</b></p> <p>50 Students have the opportunity to visit the HE awareness event at Bolton Sixth Form College, this includes meaningful encounters with staff from local universities as well as local employers.</p> <p><b>Benchmark 7</b></p> <p>15 students visit Runshaw College annually to participate in Oxbridge event focusing on skills/qualities to make an Oxbridge application in the future.</p> <p><b>Benchmark7</b></p>	<p>CEIAG Intervention interviews with Identified students with Connexions Advisor &amp; SGL</p> <p><b>Benchmarks3/8</b></p> <p>Anne Frank Foundation Project with History and the BBC.</p> <p><b>Benchmark 5</b></p>	<p>Off time table week, July - Employability and CV writing workshops with Stateside foods/IGD partnership in Feeding Britain’s Future Campaign</p> <p><b>Benchmarks 3/ 5.</b></p> <p>Off timetable week-July</p> <p>Employability workshops delivered by Explode Magazine with potential links to future personal statements.</p> <p><b>Benchmarks 3/5</b></p> <p>Duke of Edinburgh Award Launched</p> <p>Lead teachers Mrs Priest/Miss Atkins</p> <p><b>Benchmarks 5/ 7</b></p> <p>Annual Bolton College Taster Day for students at risk NEETS-July</p> <p><b>Benchmarks2/3</b></p>



Year 9

Half Term 1 September - October	Half Term 2 November - December	Half Term 3 January - February	Half Term 4 February - March	Half Term 5 April - May	Half Term 6 June - July
		<p>Start Profile &amp; Modules revisited during Your Futures Day looking at GCSE pathways and beyond.</p> <p><b>Benchmark 2</b></p> <p>Students have the option to request individual guidance interviews prior to option choices. Careers adviser undertakes small group work/individual interviews to those in year 9 deemed most in need of support.</p> <p><b>Benchmark 3/8</b></p> <p>Russell Group &amp; Oxbridge Universities talk provided by Runshaw college prior to option choices to raise aspirations.</p> <p><b>Benchmarks 3/7</b></p> <p>History students participate in the Challenging History event at Runshaw College focusing on historical skills practiced at A level and meeting College Staff</p> <p><b>Benchmark 7</b></p>	<p>15 students to attend Aspire to Higher Education Day at Edge Hill University, meeting staff and students learning about University as a Post 16 Pathway.</p> <p><b>Benchmark 7</b></p> <p>National Careers Week all staff teaching Year 9 classes should ensure every lesson has a careers focus and that subject homework set is linked to careers.</p> <p><b>Benchmark 4.</b></p>		



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<p>Duke of Edinburgh Award Launched &amp; Delivered RAY Programme continued with Bolton Sixth Form College and Edgehill University. <b>Benchmark 7</b></p> <p>Annual visit to the National Apprenticeship Show North West held in October to enable student encounters with employers/apprenticeship providers <b>Benchmark 7</b></p> <p>Launch of Sports Leaders award with Year 10 group in conjunction with BGLC. <b>Benchmark 5</b></p> <p>Student/parent encounters at Post 16 Pathways Evening with colleges, employers, UTCs Apprenticeship Providers, and representatives from Higher education. <b>Benchmarks 2,5,7</b></p> <p>Launch of Young Enterprise Scheme for Year 10 students sponsored by Stateside Foods. Link Teacher Mr C Goldsmith. <b>Benchmark 5</b></p>		<p>Year 10 GCSE Business Enterprise Xmas Markets Project. <b>Benchmark 5</b></p> <p>Visit to Manchester University for Science students on the theme of Space Science <b>Benchmark 7</b></p> <p>February Off Timetable day – Employer encounters organised by English, PE and maths. <b>Benchmark 4 &amp; 5</b></p> <p>Visits by representatives of Training Providers such as Alliance Learning and Young Apprentices from Stateside Foods/MBDA within the lessons of STEM subjects as part of National Careers and Apprenticeship Week <b>Benchmarks 5/7</b></p>	<p>Annual London Visit to “Pineapple Studios” <b>Benchmark 6</b></p> <p>15 High achieving students to visit Runshaw College to undertake Master Classes programme sampling a selection of A level courses <b>Benchmarks 3/7</b></p> <p>Annual visit to Skills Show North west at Event City Manchester enabling student encounters with employers, training providers, UTCs and Higher Education institutions. <b>Benchmarks 5/7</b></p>	<p>NCS programme Introduced by BGLC</p> <p>CEIAG Intervention interviews with Identified students with Connexions Advisor &amp; SGL</p> <p>Form tutors/SGL reintroduce students to post 16 pathways</p> <p>Full time study at college or training provider Apprenticeship, Traineeship or Supported traineeship</p> <p>Full time work or volunteering 20 hours or more combined with part time accredited study. <b>Benchmark 2</b></p> <p>Careers adviser to work with RSW groups to explain role of Connexions Service and give overview of post 16 qualifications/levels of entry such as A Levels, BTEC, Apprenticeships, Traineeships. <b>Benchmark 2</b></p>	<p>Form tutor support and Connexions advisor</p> <p>Off timetable week - Employability and CV writing workshops with Stateside Foods/IGD partnership in Feeding</p> <p>Britain’s Future Campaign.</p> <p>Employability workshops delivered by Explode Magazine staff <b>Benchmarks 2/5</b></p>



Year 10

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				<p>An introduction will be given to UCAS progress as an on line method of applying for post 16 choices.</p> <p>15 students visit Winstanley college Higher Education Event which includes opportunities to gain meaningful encounters with staff from a variety of universities <b>Benchmark 7</b></p> <p>25 high achieving students to have opportunity to spend a day at Runshaw College to sample A level taster lessons. <b>Benchmark 7</b></p>	<p>Year 10 students receive an introduction to personal statements and their importance in Off Time table Week in July facilitated by Tim Cahill-Assistant Principal Runshaw College</p> <p><b>Benchmark 2</b></p> <p>Introduction to personal statements via year assembly Vice Principal Runshaw College.</p> <p>Students will have the chance to search for potential post 16 courses using UCAS progress.</p> <p>Year 10 college visits during Off Timetable week in July</p> <p>All students to Runshaw College sampling BTEC/A level options</p> <p>Students visit either Bolton Sixth Form College or Wigan and Leigh College based on data generated from Data entries 1 or 2.</p> <p>50 students per year to visit Winstanley College based on potential suitability to meet entry requirements/aspiration to do so.</p> <p>Group of students visit Bolton College including students who may be NEET</p> <p><b>Benchmarks 3/7</b></p>

Half Term 1 September - October	Half Term 2 November - December	Half Term 3 January - February	Half Term 4 February - March	Half Term 6 June - July
<p>Comprehensive Post 16 Pathway assemblies &amp; Drop In sessions delivered by Colleges, Apprenticeship &amp; Training Providers and UTCs .</p> <p>CEIAG assembly each Monday followed by subsequent drop in sessions.</p> <p>There will also be assemblies encouraging students to participate in the annual mock interview scheme and to participate in work experience.</p> <p><b>Benchmark 2 &amp; 7</b></p>	<p>Comprehensive Post 16 Pathway assemblies &amp; Drop In sessions delivered by Colleges, Apprenticeship &amp; Training Providers and UTCs.</p> <p>Year 11 students undertake photography workshop working in school with staff from Bolton Sixth Form College <b>Benchmark 7</b></p> <p>Year 11 art students undertake eight week screen printing workshop at Wigan and Leigh College meeting and working with staff from the College Benchmark.</p>	<p>Individual/group support for students who have not met UCAS progress expectations by SGL/SPL and Careers Adviser.</p> <p><b>Benchmark 8</b></p>	<p>Pupils work through modules on the Form Focus Programme, Form tutor support and Connexions advisor.</p> <p>Individual Careers Guidance interviews on going with focus on those potentially NEET.</p> <p><b>Benchmark 8</b></p> <p>annual visit to London for Performing Arts Students during Easter Holiday which includes employer encounters and visits to work places associated with Performing Arts such as Pineapple Studios.</p> <p><b>Benchmarks 5 and 6.</b></p>	<p>Work Experience Placements take place co-ordinated through Education Training Partnership. This is scheduled for the first week in July</p> <p><b>Benchmark 6</b></p> <p>NCS programme Starts</p> <p>Curriculum Leaders Visit to Stateside to create Industry Departmental links and plan Student Learning Episodes</p> <p><b>Benchmark 6</b></p> <p>GCSE Results Day – Post 16 Provider Liaison Staff @ school to offer IAG with Connexions Advisor.</p>
<p>Personal Statement Workshops supported by Runshaw College.</p> <p>Students register with UCAS Progress and complete sections relevant to making post 16 choices including personal details, examination courses to be taken etc. To be undertaken in form tutor time.</p> <p>A personal statement will be added which will be drafted in RSV lessons and checked and monitored by RSW staff.</p> <p>Individual Careers Guidance interviews on going for year 11 students based on need risk of NEET, self-referrals and referrals by form tutor team.</p> <p><b>Benchmark 8</b></p>	<p>Yr11 Mock Interview Scheme held in early November with interviewers drawn from a selection of parents, employers, colleges and volunteers from the Westhoughton Rotary Club. Students are interviewed on the personal statement they have produced to apply through UCAS progress.</p> <p><b>Benchmarks 2/5</b></p>			





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<p>National Citizenship Scheme programme Launched and recruitment by Bolton Lads and Girls Club.</p> <p><b>Benchmark 5</b></p> <p>Parents/students are encouraged to attend the Bolton Futures4Me event held annually at Bolton college .Parent/Student encounters with Bolton Borough based colleges,</p> <p>Training providers and employers and some representatives from Higher Education</p> <p><b>Benchmarks 2/7</b></p> <p>Annual post 16 Progression evening/year 11 Flight path evening in school .Parent/Student encounters with colleges, apprenticeships training providers,UTCs and representatives from Higher Education including Greater Manchester representing all HE institutions in Greater Manchester.</p> <p><b>Benchmarks 5/7</b></p> <p>Annual visit to the National Apprenticeship Show North West held in October to enable student encounters with employers/apprenticeship providers</p> <p><b>Benchmarks 5/7</b></p>		<p>National Apprenticeship week, series of drop ins by various training providers and the Greater Manchester Learning Provider network</p> <p>Individual Carers Guidance interviews on going including group sessions for those interested in making Apprenticeship applications.</p> <p><b>Benchmark 7</b></p>			



Year 11

<b>Half Term 1</b> September - October	<b>Half Term 2</b> November - December	<b>Half Term 3</b> January - February	<b>Half Term 4</b> February - March	<b>Half Term 5</b> April - May	<b>Half Term 6</b> June - July
		RSW lessons-students undertake financial literacy including Budgeting and financial implications of going to University/gaining employment in the future.			