



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

# Careers Programme

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## 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
- 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
School Council Working Breakfast	Developing meeting, communication, teamwork skills etc.	Selected students
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
STEM workshop	Workshop using magnets 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
EY Foundation	Employability Skills Workshop	Selected students
Daily Notices	Information about Open Days and other Careers Events	All

### Year 8

<b>Activity</b>	<b>Description</b>	<b>Participation</b>
Careers in PHCSE lessons	Budgeting, Banking	All
Careers Stand	Available in school during selected lunch periods - autumn term	All
School Council Working Breakfast	Developing meeting, communication, teamwork skills etc.	Selected students
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
EY foundation	Employability Skills Workshop	Selected students
Daily Notices	Information about Open Days and other Careers Events	All

## Year 9

<b>Activity</b>	<b>Description</b>	<b>Participation</b>
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
School Council Working Breakfast	Meeting skills and teamwork	Selected students
Options Fair	Students given opportunities to examine subjects they may wish to study 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 senior pastoral/curriculum staff regarding suitable pathways.	Students who require this
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
Daily Notices	Information about Open Days and other Careers Events	All

### Year 10

<b>Activity</b>	<b>Description</b>	<b>Participation</b>
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
School Council Working Breakfast	Meeting skills and teamwork	Selected students
Year 10 parents Evening	Careers and Guidance Coordinator and Independent Careers Advisor attend	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	Two weeks work experience which takes place in July	All
Notre Dame Taster Day	Taster sessions in lessons of students' choice	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
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
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
School Council Working Breakfast	Meeting skills and teamwork	Selected students
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.	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
Daily Notices	Information about Open Days and other Careers Events	All

