

Archway Career Education and Guidance Programme of Study 2022/2023

Year	Autumn term Focus: Colleges, universities, CVs, and cover letters	Spring Term Focus: Apprenticeships, job applications and interview techniques	Summer term Focus: Training providers and Employment (Job search)
Year 7	<ul style="list-style-type: none"> • Career of the Month (Sales and Retail, Hair and Beauty, NHS, Engineering) • Drop ins sessions college • Visits to colleges during outdoor education • Careers Library • PSHE lessons linking to careers (including labour market information, • Assemblies – colleges, university • Employers’ talks 	<ul style="list-style-type: none"> • Career of the Month (Military and sports, Animal care, Aviation, Construction) • Drop-in session with Careers advisor • Career library • Visits to Middlesbrough college or Virtual • Apprentice week • National Careers week • Employer talks • PSHE lessons 	<ul style="list-style-type: none"> • Career of the month (Construction, Catering, Art and Design and IT) • Drop-in sessions with Careers advisor • Visit to colleges • Visit to University or virtual tour • Careers Carousel
Year 8	<ul style="list-style-type: none"> • Career of the Month (Sales and Retail, Hair and Beauty, NHS, Engineering) • Dinner time Drop ins with the colleges • Drop-in sessions with Careers Advisor • Careers Library • Careers fair • PSHE lessons linking to careers • Assemblies – colleges • Employer talks 	<ul style="list-style-type: none"> • Career of the Month (Military and sports, Animal care, Aviation, Construction) • Drop ins with careers advisor • Career library • Visits to Redcar college • Apprenticeship week • National Careers week • Employer talks • PSHE lessons 	<ul style="list-style-type: none"> • Career of the month (Construction, Catering, Art and Design and IT) • Career library • Drop-in sessions with Careers advisor • Visits to colleges • Careers carousel • Employer talks • PSHE lessons
Year 9	<ul style="list-style-type: none"> • Career of the Month (Sales and Retail, Hair and Beauty, NHS, Engineering) • Drop-in sessions with Career advisor • Careers Library • Careers fair • Visit to Art college • PSHE lessons linking to careers • Assemblies – colleges • Apprenticeship talks 	<ul style="list-style-type: none"> • Career of the Month (Military and sports, Animal care, Aviation, Construction) • Drop-in session with college • Career Library • Visits to Redcar college • Apprenticeship week • National Careers week • Employer talks • PSHE lessons 	<ul style="list-style-type: none"> • Career of the month (Construction, Catering, Art and Design and IT) • Drop-in session with college • Drop-in sessions with Careers advisor • Career Library • Visits to colleges • Careers Carousel • Employer talks • PSHE lessons

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<p>Year 10</p>	<ul style="list-style-type: none"> • Career of the Month (Sales and Retail, Hair and Beauty, NHS, Engineering) • Drop-ins with a career’s advisor • Careers Library • Careers fair (Virtual) • PSHE lessons linking to careers • Assemblies – colleges • Apprenticeship talk • After-school career club 	<ul style="list-style-type: none"> • Career of the Month (Military and sports, Animal care, Aviation, Construction) • Drop-in session with Careers advisor • Career library • Visits to colleges • Apprentice week • National Careers week • Employer talks • PSHE lessons • CV workshop • Mock interviews • Application workshop • Taster sessions at Training providers • After-school career club 	<ul style="list-style-type: none"> • Career of the month (Construction, Catering, Art and Design and IT) • Drop-in session with Careers advisor • Career library • Visits to colleges • Careers Carousel • Employer talks • PSHE lessons • Drop-in session with Careers advisor • Career Library • National Careers week • Employer talks • After-school career club
<p>Year 11</p>	<ul style="list-style-type: none"> • Career of the Month (Sales and Retail, Hair and Beauty, NHS, Engineering) • Drop-ins with Careers advisor • Careers Library • CV workshop • Careers fair • Visit colleges • PSHE lessons linking to careers • Assemblies – colleges • One-to-one with a career’s advisor • Apprenticeship talks • After-school career club 	<ul style="list-style-type: none"> • Career of the Month (Military and sports, Animal care, Aviation, Construction) • Drop-in session with Careers advisor • Career Library • Visits to Middlesbrough college • Apprenticeship week • National Careers week • Employer talks • PSHE lessons • One-to-one with a career’s advisor • CV workshop • Mock interviews • Application workshop • Taster sessions at Trainer providers • After-school career club 	<ul style="list-style-type: none"> • Career of the month (Construction, Catering, Art and Design and IT) • Drop-in session with Careers advisor • Career Library • Visit Middlesbrough college • Careers Carousel (Virtual) • Employer talks (Virtual) • PSHE lessons • One to one with careers advisor • CV workshop • Mock interviews • Application workshop • Job search work shops • Taster sessions at future placements • Experience of a workplace • After school career club