

## APPENDIX

### Appendix 1: Overview of KS3 and KS4 Careers Programme delivered through PSCHE sessions

SESSION	OBJECTIVES	ACTIVITES	WHAT HAS BEEN ACHIEVED?	WHEN (PSCHE LESSONS)
Introduction to Unifrog	To learn about the Unifrog platform and receive logins.	All students log on to <a href="http://www.unifrog.org/code">www.unifrog.org/code</a> and register with form code, name, details and a password. Students can then explore the platform.  Letter to be sent home to parents informing them of Unifrog.	Gatsby Benchmarks: 1, 3  Unifrog has an entire careers library devoted to providing students with a wealth of information about the range of career pathways available.  Each student has their own profile that empowers them to explore potential pathways.	Year 7 Spring Term Year 8 Autumn Term Year 9 Autumn Term Year 10 Summer Term Year 11 Spring Term
Activity logs	To identify and log extra-curricular activities on the Unifrog platform.	Students to record any activities that students have done and begin to develop Activity Log.	Gatsby Benchmarks: 5, 6,  Students encouraged to log any academic activities including independent work, research projects and extracurricular projects.  Students encouraged to think <i>outside</i> of their studies; work experience, volunteering or being members of a club/society. Helping students to identify and understand “soft” skills.  Students to gain a better understanding as to what words mean within the world of careers and get them thinking about what they would like to achieve and how to get there.	Year 7 Spring Term Year 8 Autumn Term Year 9 Autumn Term Year 10 Summer Term Year 11 Spring Term

			This is an excellent tool to record both activities and interactions related the workplace experience.	
Key Competencies	To identify and log key competencies on the Unifrog platform.	Students to record key competencies relating to skills they have demonstrated both in/out of school and begin to develop Key Competency Log.	<p>Gatsby Benchmarks: 5, 6</p> <p>Students encouraged to evaluate their own personal, social and employability skills, including English, Maths and ICT.</p> <p>Students encouraged to recognise the importance of these skills in the context of their progress and career aim.</p> <p>Students to gain a better understanding as to what words mean within the world of careers and get them thinking about what they would like to achieve and how to get there.</p> <p>This is an excellent tool to record both activities and interactions related the workplace experience.</p>	<p>Year 7 Spring Term</p> <p>Year 8 Autumn Term</p> <p>Year 9 Autumn Term</p> <p>Year 10 Summer Term</p> <p>Year 11 Spring Term</p>
Careers Library	To learn about different employment sectors and the skills, abilities & qualities associated with each sector	Students can use the Careers Library to explore the best potential careers for them based on a range of options such as career area, subject area, key themes and where their competencies lie. Students can find out information such as the broad requirements for getting in to that field and how their career in that area can progress.	<p>Gatsby Benchmarks: 2, 3, 4, 5, 7, 8</p> <p>Unifrog provides up to date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.</p> <p>Unifrog has an entire Careers Library devoted to providing students with a wealth of information about the range of career pathways available.</p>	<p>Year 7 Spring Term</p> <p>Year 8 Autumn Term</p> <p>Year 9 Autumn Term</p> <p>Year 10 Summer Term</p> <p>Year 11 Spring Term</p>

			<p>The Careers Library enables students to hear from a range of employers and employees to understand more about what their job entails and the pathway they took to get there.</p> <p>Libraries of videos and career profiles provide a strong basis for students to prepare for further guidance from advisors/tutors/parents.</p> <p>Students understand how their educational journey through school can link into their chosen career and raise aspirations.</p>	
Subjects Library	To research future subject options and relate these to potential careers	<p>Students can use the Subjects Library to explore subjects which students can study at university based on their favourite subjects they study at school as well as their wider interests. This may help inform <b>year 8</b> and <b>year 11</b> students to help decide their GCSE and A Level options in advance of making their formal choices in the upcoming weeks.</p> <p>Students can find out information about the courses such as the most popular schools subjects taken by students on the course and the average salary 6 months after graduating.</p>	<p>Gatsby Benchmarks: 2, 3, 4, 5, 7, 8</p> <p>Unifrog provides up to date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.</p> <p>Students understand how their educational journey through school can link into their chosen career and raise aspirations.</p>	<p>Year 8 Autumn Term</p> <p>Year 10 Summer Term</p> <p>Year 11 Spring Term</p>
Pathways	To learn about the different option choices available after Year 11, including appropriateness of each option.	Students to consider the advantages/disadvantages of going to university and an apprenticeship.	<p>Gatsby Benchmarks: 1, 2, 3, 4, 7</p> <p>Students to use information they receive on the full range of relevant pathways from the provider and other partners, to help them to develop challenging and realistic plans for their future career goals.</p>	Year 10 Summer Term

CV building	To learn about the purpose of a CV and produce a structured CV.	Students to develop their own structured CV applicable to preferred career and skills/interests using CV/Resume section on Unifrog.	<p>Gatsby Benchmarks: 1, 3</p> <p>Students to build a structured CV applicable to the industry they are interested pursuing a career in.</p> <p>Students encouraged to recognise strengths/weaknesses in their CV and hopefully be motivated to further develop their CVs.</p>	Year 10 Summer Term
Shortlisting	To consider post-16 intentions, including back-up options.	<p>Students to consider whether they are primarily thinking of going to College/Sixth Form/Apprenticeship route.</p> <p>Students to select one route that that they are considering to be their main progression route, then start to search, refine and make a short list. This can be done using the Subjects and Careers Library.</p> <p>If students are considering an Apprenticeship route then they should start using Unifrog to see what skills/qualifications their chosen industry are looking for.</p> <p>Year 11 students can also use the course information from Yavneh College and other schools/colleges they have researched.</p> <p>If students have completed their primary pathway search, they can start to think of an alternative e.g. if they're intending to go to Sixth Form what's their back up? e.g. a different course? an apprenticeship? Search, refine and have a solid back up.</p>	<p>Gatsby Benchmarks: 1, 2, 3, 4, 5, 7, 8</p> <p>Students to use information they receive on the full range of relevant pathways from the provider and other partners, to help them to develop challenging and realistic plans for their future career goals.</p> <p>The Unifrog Apprenticeships Tool is updated every 24 hours and pulls together all the key information about every live vacancy from Traineeships to Degree Apprenticeships as well as supporting students to apply.</p>	Year 11 Autumn Term

**Appendix 2: Overview of KS5 Careers Programme delivered through weekly ICT form period and PHSCE**

SESSION	OBJECTIVES	ACTIVITES	WHAT HAS BEEN ACHIEVED?	WHEN (SIXTH FORM REGISTRATION PERIOD)
Introduction to Unifrog	To learn about the Unifrog platform and receive logins.	<p>All students log on to <a href="http://www.unifrog.org/code">www.unifrog.org/code</a> and register with form code, name, details and a password. Students can then explore the platform.</p> <p>Letter to be sent home to parents informing them of Unifrog</p>	<p>Gatsby Benchmarks: 1, 3</p> <p>Unifrog has an entire careers library devoted to providing students with a wealth of information about the range of career pathways available.</p> <p>Each student has their own profile that empowers them to explore potential pathways.</p> <p>Unifrog has an entire university and apprenticeship library devoted to providing students with a wealth of information about the range of pathways available to them.</p>	Year 12 Autumn Term
Activity logs	To identify and log extra-curricular activities on the Unifrog platform.	Students to record any activities that students have done and begin to develop Activity Log	<p>Gatsby Benchmarks: 5, 6,</p> <p>Students encouraged to log any academic activities including independent work, research projects and extracurricular projects.</p> <p>Students encouraged to think <i>outside</i> of their studies; work experience, volunteering or being members of a club/society. Helping students to identify and understand “soft” skills.</p> <p>Students to gain a better understanding as to what words mean within the world of careers and get them thinking about what they would like to achieve and how to get there.</p>	Year 12 Autumn Term

			<p>This is an excellent tool to record both activities and interactions related the workplace experience.</p>	
Key Competencies	To identify and log key competencies on the Unifrog platform.	Students to record key competencies relating to skills they have demonstrated both in/out of school and begin to develop Key Competency Log	<p>Gatsby Benchmarks: 5, 6</p> <p>Students encouraged to evaluate their own personal, social and employability skills, including English, Maths and ICT.</p> <p>Students encouraged to recognise the importance of these skills in the context of their progress and career aim. These will help the students to talk about themselves and build outstanding applications regardless of where they're chosen pathway.</p> <p>Students to gain a better understanding as to what words mean within the world of careers and get them thinking about what they would like to achieve and how to get there.</p> <p>This is an excellent tool to record both activities and interactions related the workplace experience.</p>	Year 12 Autumn Term
Careers Library	To learn about different employment sectors and the skills, abilities & qualities associated with each sector	Students can use the Careers Library to explore the best potential careers for them based on a range of options such as career area, subject area, key themes and where their competencies lie. Students can find out information such as the broad	<p>Gatsby Benchmarks: 2, 3, 4, 5, 7, 8</p> <p>Unifrog provides up to date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.</p>	Year 12 Spring Term

		<p>requirements for getting in to that field and how their career in that area can progress.</p>	<p>Unifrog has an entire Careers Library devoted to providing students with a wealth of information about the range of career pathways available.</p> <p>The Careers Library enables students to hear from a range of employers and employees to understand more about what their job entails and the pathway they took to get there.</p> <p>Libraries of videos and career profiles provide a strong basis for students to prepare for further guidance from advisors/tutors/parents.</p> <p>Students understand how their educational journey through school can link into their chosen career and raise aspirations.</p>	
Subjects Library	To research future subject options and relate these to potential careers	Students can use the Subjects Library to explore subjects which students can study at university based on their favourite subjects they study at school as well as their wider interests.	<p>Gatsby Benchmarks: 2, 3, 4, 5, 7, 8</p> <p>Unifrog provides up to date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.</p> <p>Students understand how their educational journey through school can link into their chosen career and raise aspirations.</p>	Year 12 Spring Term
Pathways	To learn about the different post 18 options (pathways)	<p>Students to consider the advantages/disadvantages of the following:</p> <ul style="list-style-type: none"> <li>1-Degree</li> <li>2-Joint Honours</li> <li>3-Deferred entry</li> <li>4-Gap Year</li> <li>5-Oxbridge</li> <li>6-Apprenticeship</li> </ul>	<p>Gatsby Benchmarks: 1, 2, 3, 4, 5, 7</p> <p>Students to use information they receive on the full range of relevant pathways to help them to develop challenging and realistic plans for their future career goals.</p> <p>The Subjects and Know How Libraries support students to understand the range of routes available and how to make an excellent application.</p>	Year 12 Spring Term

		*This will cover different sessions for each pathway	The Unifrog Apprenticeships Tool is updated every 24 hours and pulls together all the key information about every live vacancy from Traineeships to Degree Apprenticeships as well as supporting students to apply.	
Work Experience	To successfully apply for and secure a week's work experience placement.	<p>All year 12 students to take part in a week's work experience in the final week of year 12. Students to work through the following:</p> <p>1-Importance/value of work experience  2-Research companies  3-CV writing  4-Letter of application</p> <p>*This will be covered over a number of different sessions</p>	<p>Gatsby Benchmarks: 1, 3, 5, 6</p> <p>Students to build a structured CV applicable to the industry they are interested pursuing a career in.</p> <p>Students encouraged to recognise strengths/weaknesses in their CV and hopefully be motivated to further develop their CVs.</p> <p>Students to gain an understanding/insight into the world of work in an industry related to their own career goals through work experience placement.</p>	<p>Year 12 Autumn Term (prep)  Year 12 Summer Term (work experience)</p>
Shortlisting	To finalise post-18 intentions, including back-up options.	<p>Students to select one route that that they are considering to be their main progression route, then start to search, filter, refine and make a short list. This will be done through the UK Universities Tool and/or the Apprenticeships Tool.</p> <p>If students have completed their primary pathway search, they can start to think of an alternative e.g. an Apprenticeship, different course.</p> <p>At the end of the process students should be (more) confident in starting the UCAS process in the summer of year 12 and moving into the Autumn Term of Year 13.</p>	<p>Gatsby Benchmarks: 1, 2, 3, 4, 5, 7, 8</p> <p>Students to use information they receive on the full range of relevant post 18 and career pathways, to help them to develop challenging and realistic applications for their chosen pathway and future career goals.</p>	<p>Year 12 Autumn Term (preparation)  Year 12 Summer Term (work experience)</p>



Researching	To ensure students know how to research post-18 options effectively and develop effective applications (in year 13)	<p>Students to consider/explore the following issues in order to support their research prior to beginning of the UCAS process:</p> <ul style="list-style-type: none"> <li>1-Student finance</li> <li>2-Key dates (deadlines)</li> <li>3-Open days</li> <li>4-Wider reading</li> <li>5-Supporting applications (Geek Out Library)</li> <li>6-Firm and Insurance offers</li> </ul> <p>*This will be covered over a number of different sessions</p>	<p>Gatsby Benchmarks: 1, 7</p> <p>Student to understand how to utilise opportunities available to them during the summer term and summer holidays e.g. Open Days, wider reading etc. in order to support their research and (further) refining of choices.</p> <p>The Subjects and Know How Libraries ensure students can easily contrast and compare every academic and vocational opportunity available.</p> <p>Students to feel confident and well equipped to begin application process by the start of year 13.</p>	Year 12 Summer Term
UCAS or Apprenticeship application	To support students in writing an effective personal statement or application for degree or apprenticeship	<p>Students provided with detailed guidance into how to develop and structure an effective personal statement or application letter and/or CV.</p> <p>Students offered detailed feedback for their personal statements from a number of different members of staff (tutors, subjects teachers, school literacy co-coordinator)</p> <p>Oxbridge and Medical Students participate in a separate programme to support applications and personal statements.</p>	<p>Gatsby Benchmarks: 1, 8</p> <p>Students to produce an effective personal statement (or application) tailored to their chosen pathway.</p> <p>The Subjects and Know How Libraries support students to understand the range of routes available and how to make an excellent application.</p>	Year 13 Autumn Term

### Appendix 3: Overview of activities, events, programmes and extras-curricular provision across all year groups.

	DETAILS	IMPACT	WHEN
Enrichment	Many Enrichment activities are linked to employability skills e.g. Debating, Aim High, current affairs, languages etc	Students aware of their skills developed through enrichment programme and their strengths and areas for development in terms of employability skills.	All year
Displays	A number of displays across departments and in reception showing post 18 destinations of former year 13 students.	Increased awareness/profile of post 18 destinations and career pathways	All year
Unifrog	Subscription to online portal <i>Unifrog</i> . Over 1,200 schools across the UK now use this portal to support career/future pathways guidance in schools.	All students (and parents) have access to <i>Unifrog</i> which provides up to date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.	All year
Year 11 Career Talks/Assemblies	Yavneh Parents (volunteer) to come in to school and deliver a 30 minute assembly about their chosen career. This runs weekly for a period of six weeks. Depending on the number of parent volunteers students will be given a programme in advance and will be able to choose which speakers they wish to hear.	Students are able to hear (first hand) about a range of careers. The presenters will include details of their own career path/journey, relevant qualifications as well as benefits and drawbacks of their career and type of work.  Students will (hopefully) be given a choice of which speakers they wish to attend which will encourage them to start thinking about their own career paths/goals.	November/December 2019
Visiting Speakers	Regular external speakers to years 10-12 students about their chosen careers. This is a programme organised by the senior prefect team.	Students have the opportunity to hear from speakers involved in an area of employment specifically related to their interests and skills.	Every Half Term
UCAS Day	All year 12 students taken off timetable for one day to attend sessions run by head of sixth form and external speakers detailing the UCAS process. Part of the day also includes a university fair run by alumni students.	Students gain an understanding into how to navigate through the process of UCAS and are able to speak to current university/apprenticeship students about their experiences.	June 2020
UCAS Evening	All year 12 parents invited to an evening detailing the UCAS process.	Parents able to support their children through the UCAS process and in making an informed decision about a potential university pathway.	June 2020

Apprenticeship Evening	All year 13 parents (and students) invited to an evening exploring the apprenticeship pathway. A number of ex-students and companies will speak about their experiences and respective apprenticeship programmes.	Parents and students able to make an informed decision about a potential apprenticeship pathway.  Increased awareness of post 18 pathways.	September 2019
Oxbridge/Medicine Programme	Separate programme run for all Year 12 Medicine and Oxbridge students supporting them through application process. As of September 2018 Yavneh College is part of the North London Enrichment Partnership which supports Medicine and Oxbridge students	Medicine and Oxbridge students given extra guidance and <i>individual</i> support through the process.	Summer Term
Year 8 Options Evening	Year 8 students and parents invited to attend an evening where they are able to find out information about the range of GCSE options/pathways available.	Students make informed choices about their GCSE option subjects/pathways.	February 2020
Sixth Form Open Evening	Year 11 students and parents invited to attend an evening where they are able to find out about the different post 16 pathways offered at Yavneh College.	Students make informed choices about post-16 subjects/pathways.	October 2019
Careers Fair	All year 10-12 students and parents invited to a Careers Fair where over 60 different careers/jobs will be represented by the local community and Yavneh College parents. This will run every <b>two years</b> . The first Careers Fair was held in January 2019.	Students will have a chance to speak to a wide range of representatives of different careers/jobs and have a chance to consider advantages/disadvantages of different careers.  Increased awareness of post 16, post 18 careers and pathways.	January 2021
ORT Jump (Mentor) Programme	Year 12 students have the chance to participate in this programme which pairs students with mentors from a wide range of industries. Programme is launched in September and runs throughout the year.	Students have a unique opportunity to receive one-on-one mentoring from industry leaders and complete a small project around the given industry under the supervision of the mentor.	All year
Young Enterprise	Year 12 business and economic students given the chance to participate in this programme.	Students able to demonstrate entrepreneurial, leadership and business skills and gain valuable skills and experience related to the world of business.	All year
UCAS/ Apprenticeship Fair	Year 12 students off timetable for one day to attend UK UCAS/Apprenticeship fair held at the Emirates Stadium	Students able to interact with a huge range of representatives from universities and apprenticeships from across the country.	September 2018

Visit to Cambridge University	A small group of (Able) students visit Cambridge University.	Students able to gain an (early) insight into the nature of studying at Oxbridge and gain an understanding of what is required to make a successful application.	July 2020
Year 12 Work Experience Preparation	Sue Nyman (Chair of Governors) to address all year 12 students about how to conduct themselves on work experience. This will take place during a PHSCE session (55 minutes)	Students consider the ways to maximise their experiences in the world of work and make the most out of their opportunity.	Summer Term
<i>WhiteHat</i> : Apprenticeship seminar	All year 12 students invited to a one-hour seminar run by <i>WhiteHat</i> discussing potential Apprenticeship routes/pathways as well as developing the skillsets required for interviews. <a href="https://whitehat.org.uk/">https://whitehat.org.uk/</a>	Students able to make informed decision about a potential apprenticeship pathway.	Summer Term