School Careers Programme

2025/26



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**Crookhey Hall School Careers Programme**

**Careers Staff Structure:**

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| **Position** | **Assigned Staff Member** |
| Careers Governor | Justine Sims (RegionalDirector – Education) |
| Careers Leader | Claire Bolton (Assistant Headteacher) |
| Careers Coordinator* Careers Advisor
* Enterprise Co-ordinator
* Careers Administrator
 | Laura Helme (14 – 19 Co-ordinator) |
| Independent Advisor  | Emma Barton (OFG) |

The Careers Programme is reviewed annually at the end of the academic year against the Gatsby Benchmarks of Good Practice in Careers Guidance, and updates and improvements are made as appropriate. Our evaluation always includes a review of the impact that activities within the programme have had on pupils.

**Key Stage 2:**

Careers are taught as part of the PHSE program. The pupils are taught about economics, well-being and how to be a good citizen. The pupils are required to look at the importance of working and contributing to society. The pupils also look at how money works and where it comes from. A cross section of jobs are examined, looking at what they do and how you would go about entering that profession.

**Key Stage 3:**

Careers and employability skills are covered throughout Key Stage 3’s weekly challenges and numerous areas of the curriculum including Outdoor Education, Life skills and in the community, PHSE and English. Throughout such topics, pupils learn about what work is available in our local community and globally. Pupils’ go out into the community and visit local shops and services, as well as having visitors coming into school to talk to them e.g. public services and the army. Pupils engage with employability skills tasks including teambuilding, leadership skills and problem solving.

Although not taught as a discreet lesson, careers are embedded throughout the curriculum within KS3 to prepare them for life once they have left school.

**Key Stage 4:**

Careers will be taught as a discreet collection with four elements: Life-skills, Careers, Citizenship and Topic. These will be monitored and track through the AQA Unit Award Scheme. Pupils learn about Health and Safety at Work and application and interview techniques. All KS4 pupils attend a local annual careers convention at Blackpool and Preston where all Fylde Coast employers, training providers and educational establishments attend. Pupils discuss post 16 options in their annual review particularly as the pupil approaches leaving. Pupils also take part in the Duke of Edinburgh Award undertaking the volunteering section in the local community.

Pupils have 1.4 days a week completing and gaining qualifications in a choice of two vocational course from Horticulture, Hair and Beauty, Construction, Art, Catering, Public Services, Photography, Performing Arts, Hospitality & Tourism, Multi-skills and Animal Care to prepare for their transition into post 16 education. Students in Year 11 undertake a one week block of external work experience at an industry of their choice. Recent placements have included: Plumbing Company, Longlife Kennels, Charnwood House, DFH Motors, Sunflowers Sandwich Shop, and Lancaster Engines.

**All key stages:**

All key stages take part in Outdoor Education or Life Skills one day a week in which they interact in the community and experience a variety of sporting and leisure activity centres. There is a focus on employability skills through a wide range of activities. Pupils are involved in risk assessing their trips and are encouraged to find out about potential careers within the industry. There are several employee encounters completed where pupils learn how to gain the necessary qualifications to become instructors etc.

All key stages also take part in enrichment activities on a Friday where they have an opportunity to gain qualifications and employability skills in a further area of interest of their choice.

All classes are set week challenges surrounding SMSC and British Values, current affairs and life skills. Several challenges are related to the career’s education e.g. current labour market, celebrating career success and identifying career role models alongside employability skills with a particular focus on teamwork as pupils compete in classes.

All key stages participate in daily form time. Once a week this form time is dedicated to careers with activities which has it’s own sequential and progressive curriculum planned in accordance with pupils needs and interests.

**Teachers and Support Staff:**

Within individual classes, teachers and support staff are aware of their role of providing both formal and informal careers guidance from KS2 to KS4. In the delivery of core curriculum subjects, teachers incorporate activities which focus on careers related learning. In effect, all staff are responsible for careers guidance and the teaching of employability skills at Crookhey Hall School. Next steps are always discussed at the pupil's Annual Review including career options as they get older.

**External Partners including Employers and Providers:**

If any local employers would be willing to provide work experience placements, workplace visits for classes or come to school to carry out activities engaging with pupils, please contact Laura Helme at Crookhey Hall School on 01524 792618 or email laura.helme@crookheyhallschool.co.uk.

**Parents/Carers:**

Next steps are always discussed at the pupil's Annual Review. All parents/carers are invited to career appointments with their child. Parents/Carers wishing to schedule these please contact Laura Helme (14 – 19 Co-ordinator) at Crookhey Hall School on 01524 792618 or email claire.bolton@crookheyhallschool.co.uk. All looked after children have external careers advice from their local authority. This advice takes place within the school or home environment, our 14-19 co ordination is on hand to support these meetings.

**Pupil entitlement:**

This statement sets out the school’s arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

All pupils in years 7-11 are entitled:

• to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

• to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

• to understand how to make applications for the full range of academic and technical courses.

**Careers additional activities Programme 2024/2025:**

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| --- | --- | --- | --- |
|  | Autumn | Spring | Summer |
| Y6 | Employee EncounterTravel TrainingEmployment VolunteeringFuture Options Experience | Employee Encounter National Careers Week ActivitiesFuture Options ExperienceIndependent Careers Advisor Appointment | Employee Encounter Future Options Experience |
| Y7 | Employee Encounter Future Options Experience | Employee Encounter National Careers Week ActivitiesTravel TrainingEmployment VolunteeringFuture Options ExperienceIndependent Careers Advisor Appointment | Employee Encounter Future Options Experience |
| Y8 | Employee Encounter Future Options Experience | Employee Encounter National Careers Week ActivitiesFuture Options ExperienceIndependent Careers Advisor Appointment | Employee Encounter Travel TrainingEmployment VolunteeringFuture Options Experience |
| Y9 | Employee EncounterInternal Work experience programmeFuture Options Experience | Employee Encounter National Careers Week ActivitiesOptions Careers AppointmentsInternal Work experience programmeFuture Options ExperienceIndependent Careers Advisor Appointment | Employee Encounter College Careers AppointmentsInternal Work experience programmeFuture Options ExperienceBarclays Life Skills career assessment  |
| Y10 | Employee EncounterCollege Visits | Employee Encounter National Careers Week ActivitiesNational apprenticeship week activitiesIndependent Careers Advisor Appointment | Employee Encounter Preston Job FairBlackpool Job FairBlackpool Zoo Careers CourseNational Careers Service Skills assessment/ Job ProfilingDWP Independent Advisor |
| Y11 | Employee EncounterCollege VisitsCV review and updatePersonal Statement writingCollege/ Apprenticeships Application | Employee Encounter National Careers Week ActivitiesWork Experience Independent Careers Advisor AppointmentNational apprenticeship week activitiesCollege/ Apprenticeships ApplicationsPersonal Statement writing | Employee EncounterJob Fair VisitsCollege/ Apprenticeships ApplicationsPersonal Statement writingSummer with National Citizen Service Job ProfilingDWP Independent Advisor |

**Work Experience** – Every pupil will have first hand experiences of the work place through work visits, work shadowing and/ or work experience so they can explore their career opportunities and expand their networks. Please see Work Experience Policy.

**Internal Work Experience Programme** – Pupils who express an interest in catering and hospitality or maintenance and site management will be provided opportunities to shadow and support Crookhey Hall School Staff. Pupils also interested in Learning Support Assistant roles can assist through our Internal Mentor System.

**Horse Power Work Experience** - Practical activity based including all elements of Equine employment. Students create a portfolio throughout the week and conclude the course with a graduation, certificate and reference

**National Career Week Activities** – National Careers Week 2nd – 6th March 2026 is a celebration of careers guidance. The aim is to provide a focus for careers guidance activity at an important stage in the academic calendar to help support young people leaving education. Careers Week encourages education providers to bring together students, local employers and advisers through careers events and activities

**Future Options Experience** – Pupils in KS2 and KS3 will receive taster lessons and opportunities to gain AQA unit awards in all vocational options (except hair and beauty)

**Options Careers Appointments** – Following taster sessions in year 9 and an introduction session from all vocation lead staff, pupils will have a designated meeting with the 14- 19 co-ordinator to discuss their potential options. Parents/ carers are encouraged to be involved in these discussions and meetings.

**College Careers Appointments** – Throughout year 9, 10 and 11 pupils will have continuous career appointments with the 14 – 19 co Ordinator. Pupils will be guided to make well educated choices and decisions regarding their post 16 education and next step in their career journey.

**CV review and Update** – Following initially completing and regularly updating their CV’s through their PSHE lessons pupils will meet with the 14- 19 co Ordinator and personalise their CV for their chosen next steps.

**Personal Statement writing/ College & Apprenticeships Applications** – Pupils will be supported every step of the way including: initial contact, application and interview processes, transition visits and September welfare visits

**College Visits** – KS4 pupils will partake in college visits to understand the full range of learning opportunities that are available to them. This includes academic and vocational routes.

**Job Fair Visits** – Job fair visits allow for an expansion on employee encounters to broaden young people’s horizons for action, building independence and fostering community cohesion

**Barclays LifeSkills Career assessment** – Barclays ‘Wheel of Strength’ will help pupils discover which jobs could suit them by picking their current skills, interests and personality traits. Pupils will uncover roles that they might not have thought of before and find out how LifeSkills can help them develop their skills further.

**National Careers Service Skills Assessment/ Job Profiling** – KS4 pupils initially take a 5 to 10-minute assessment to find out what job categories, and which particular job roles, might suit them. Following the assessment pupils will work with the onsite 14-19 Co-Ordinator with Job profiling and/or a skills health check. This health check includes further assessments on personal skills and work activities. This will be useful for pupils preparing their CV, applications and interviews.

**Employee Encounters** – Crookhey Hall School provides every pupil multiple opportunity to learn from employers about work, employment and the skills that are valued in the workplace. All young people will have at least one meaningful encounter per year.

**Travel Training/Employment Volunteering** – Through life skills/in the community. Year 6,7 and 8 all have a 6-week block of 2 lessons a week around life skill and being in the community. Pupils will gain AQA unit awards personalised to them and their interests within a variety of topics including travel/ transport and volunteering

**Horse Power Careers Course** – Bespoke Learning Programme designed around Crookhey Hall Pupils who have chosen Animal Care as an option. Learning Programmes is designed to suit pupil needs and requirements and provide fantastic enrichment. Crookhey Hall’s bespoke learning programme includes a variety of career opportunities within the Equine field and regular opportunities to talk with a variety of staff about their careers.

**Life Skills, Citizenship and Topic** – A whole school Lifeskills Passport programme has been implemented to enable our pupils to experience and learn life skills that they would not have ordinarily have completed in their usual daily lives. This offers broad, rich and diverse learning opportunities for our pupils.