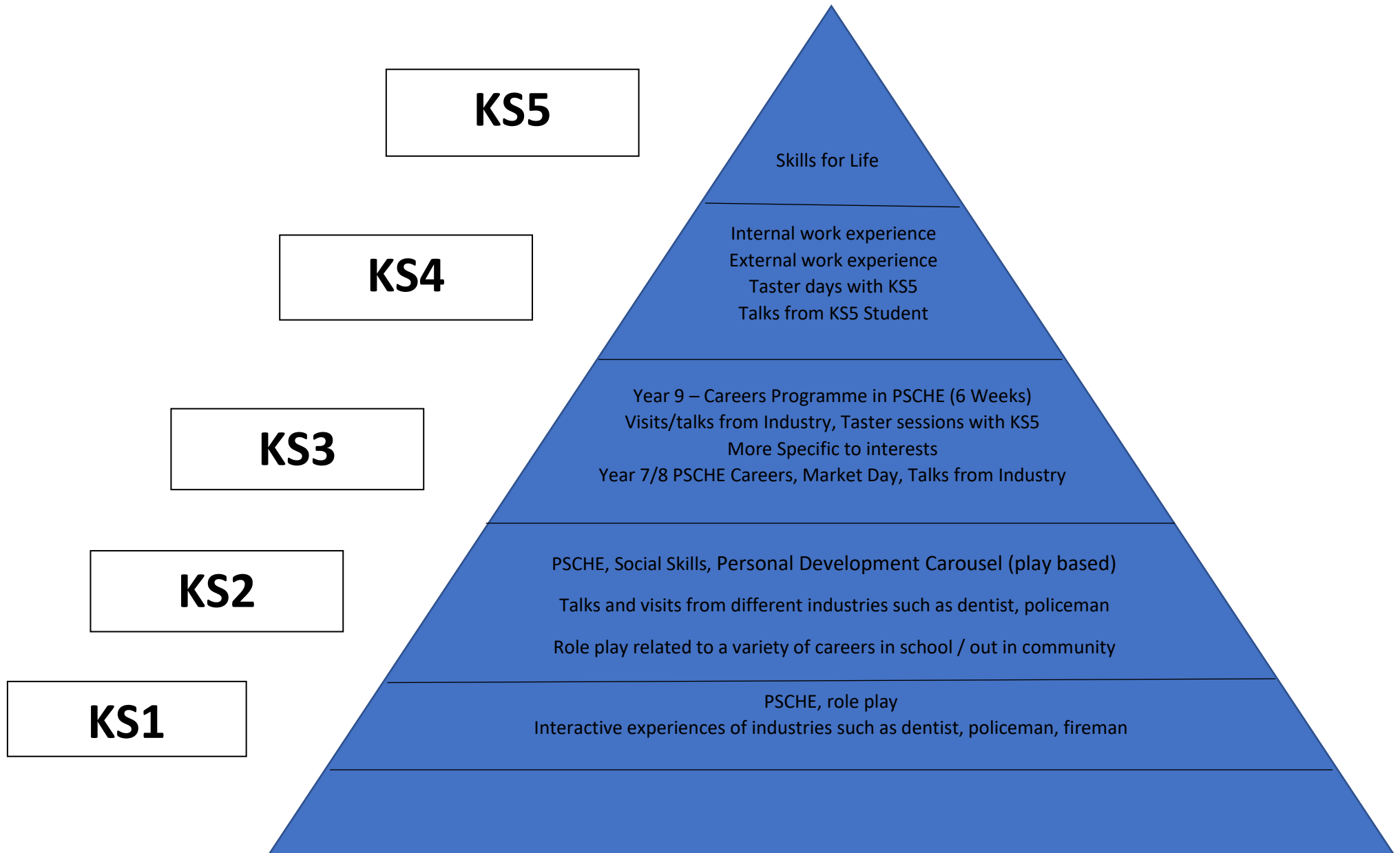


Careers Programme Hillingdon Manor School



Careers Programme 2024-2025

Key Stage/Year Group		Career's Programme
<i>Across all Year Groups</i>		
EYFS		Interactive experiences of industries (Dentist, Firefighter, Truck driver etc)
KS1		Interactive experiences of industries (Dentist, Firefighter, Truck driver etc)
KS2		Personal Development Carousel (play based) – Role Play Industry Talkers (Dentist, Firefighter, Truck driver etc)
KS3	Year 7	<p>Access to:</p> <ul style="list-style-type: none"> • PSCE (4-6-week block) – exploring the world of work • Impartial careers advice • Regularly updated posters and interactive displays with focussed career themes • Careers embedded into the curriculum • Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes) • At least one meaningful encounter with an employer • Industry speakers • Market Day events • Visits to work places and enterprise activities such as National Enterprise Challenge
	Year 8	<p>Access to:</p> <ul style="list-style-type: none"> • PSCE (4-6-week block) – exploring the world of work • Impartial careers advice • Regularly updated posters and interactive displays with focussed career themes • Careers embedded into the curriculum

		<ul style="list-style-type: none"> • Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes) • At least one meaningful encounter with an employer • Industry speakers • Market Day events • Visits to work places • Visits to work places and enterprise activities such as National Enterprise Challenge
	Year 9	<p>Access to:</p> <ul style="list-style-type: none"> • PSICHE (4-6-week block) – exploring the world of work • Impartial careers advice with a focus on preparation for adulthood • Regularly updated posters and interactive displays with focussed career themes • Careers embedded into the curriculum • Career’s Project/Days/Fayre. Options evening, including information on FE settings, T Levels, Apprenticeships and Internship routes. • Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes) • At least one meaningful encounter with an employer • Industry speakers and presentations – tailored, where possible, to student interest. • Taster days in the Hillingdon Manor In tern Programme • Market Day events • Visits to work places • Options evenings • Visits to work places and enterprise activities such as National Enterprise Challenge • Labour Market Information • A minimum of one (follow up individual or group work) with Transition Officer.
KS4	Year 10	<p>Access to:</p> <ul style="list-style-type: none"> • PSICHE (4-6-week block) – exploring the world of work • Impartial careers advice with a focus on preparation for adulthood

		<ul style="list-style-type: none"> • Regularly updated posters and interactive displays with focussed career themes • Careers embedded into the curriculum • Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes) • At least one meaningful encounter with an employer • Industry speakers and presentations – tailored, where possible, to student interest. • Taster days in the Hillingdon Manor School Skills for Life Programme or work experience • Market Day events • Career’s Project/Days/Fayre. Options evening, including information on FE settings, T Levels, Apprenticeships and Internship routes. • Local Business Engagement/Community Project • Visits to work places and enterprise activities such as National Enterprise Challenge • Labour Market Information • CV and personal statement writing • Talks and quizzes about FE options (such as apprenticeships, supported internships)
	Year 11	<p>Access to:</p> <ul style="list-style-type: none"> • PSICHE (4-6-week block) – exploring the world of work • Impartial careers advice with a focus on preparation for adulthood • Targeted guidance for those at risk of NEET • Regularly updated posters and interactive displays with focussed career themes • Careers embedded into the curriculum • Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes) • At least one meaningful encounter with an employer • At least one meaningful experience of a workplace or community based setting • Industry speakers and presentations – tailored, where possible, to student interest • Access to the Hillingdon Manor School Intern Programme or external work experience

		<ul style="list-style-type: none">• Market Day events• Career's Project/Days/Fayre. Options evening, including information on FE settings, T Levels, Apprenticeships and Internship routes.• Local Business Engagement/Community Project• National Citizenship Service• Visits to facilitate transition, including FE encounters• Duke of Edinburgh• Mock employer interview• CV and personal statement writing• Application forms and letters of application• Labour Market Information• Talks and quizzes about FE options (such as apprenticeships, supported internships)• Encounters with FE settings and an understanding of options available

KS5	Year 12	<p>Access to:</p> <ul style="list-style-type: none"> ● PSCE (4-6-week block) – exploring the world of work ● Impartial careers advice with a focus on preparation for adulthood ● Regularly updated posters and interactive displays with focussed career themes ● Careers embedded into the curriculum ● Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes) ● At least one meaningful encounter with an employer ● At least one meaningful experience of a workplace or community based setting ● Industry speakers and presentations – tailored, where possible, to student interest. ● Access to the Hillingdon Manor School Intern Programme or external work experience ● Market Day events ● Career’s Project/Days/Fayre. Options evening, including information on FE settings, T Levels, Apprenticeships and Internship routes. ● Local Business Engagement/Community Project ● National Citizenship Service ● Visits to facilitate transition, including FE encounters ● Duke of Edinburgh ● Mock employer/college interview ● CV and personal statement writing ● Application forms and letters of application ● Labour Market Information ● Talks and quizzes about FE options (such as apprenticeships, supported internships) ● Encounters with FE settings and an understanding of options available
	Yr 13/14	<p>Access to:</p> <ul style="list-style-type: none"> ● PSCE (4-6-week block) – exploring the world of work ● Impartial careers advice with a focus on preparation for adulthood ● Regularly updated posters and interactive displays with focussed career themes ● Careers embedded into the curriculum

		<ul style="list-style-type: none">• Access to careers resources (physical activities, such as Panjango as well as online resources such as icould.com, BAFTA career quizzes)• At least one meaningful encounter with an employer• At least one meaningful experience of a workplace or community based setting• Industry speakers and presentations – tailored, where possible, to student interest.• Access to the Hillingdon Manor School Intern Programme or external work experience• Market Day events• Career’s Project/Days/Fayre. Options evening, including information on FE settings, T Levels, Apprenticeships and Internship routes.• Local Business Engagement/Community Project• National Citizenship Service• Visits to facilitate transition, including FE encounters• Duke of Edinburgh• Mock employer/college interview• CV and personal statement writing• Application forms and letters of application• Labour Market Information• Talks and quizzes about FE options (such as apprenticeships, supported internships)• Encounters with FE settings and an understanding of options available• UCAS• Sign up for Alumni and Destinations Data
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The Careers Programme has the explicit backing of the Senior Leadership Team and is approved by the Board of Governors.

The following people have responsibility for this Careers Policy:

Lorna Davies-Bailey: Regional Director

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[To be assigned]: School Governor for Careers

Email:

Telephone:

Date written: January 2021

Last Reviewed: January 2025

Next review date: September 2025 (next academic year)