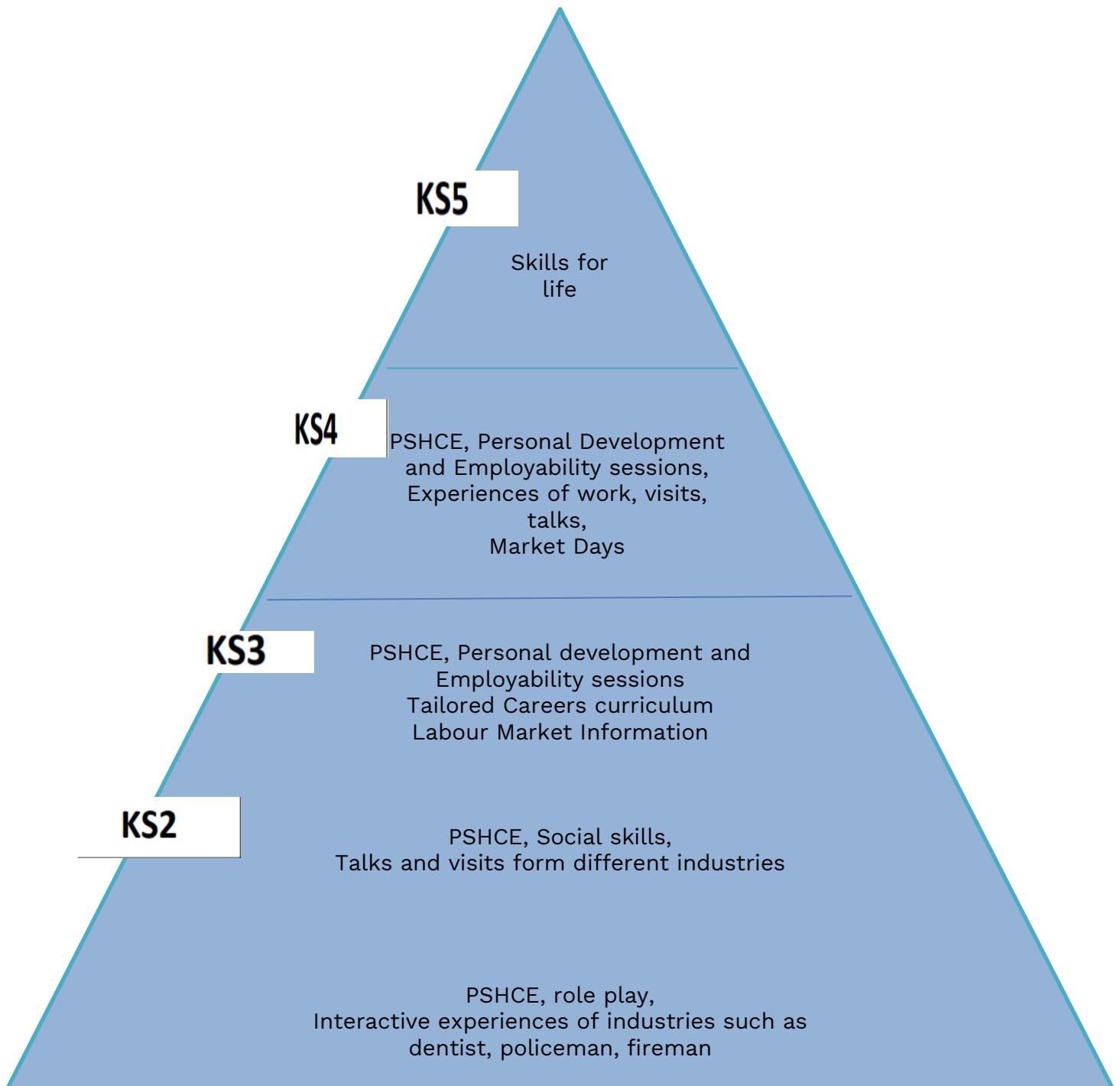




**Outcomes
First
Group.**

Hillingdon Manor School

Careers Programme



Key stage/year group		Careers content
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"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events ➢ Assemblies ➢ ‘Out in the Community’ class trips ➢ Visits to work places and enterprise activities such as National Enterprise Challenge
	Year 8	<p>Access to:</p> <ul style="list-style-type: none"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events ➢ Assemblies ➢ ‘Out in the Community’ class trips Visits to work places and enterprise activities such as National Enterprise Challenge
	Year 9	<p>Access to:</p> <ul style="list-style-type: none"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events

		<ul style="list-style-type: none"> ➢ Assemblies ➢ ‘Out in the Community’ class trips ➢ Labour Market Information ➢ Options evenings ➢ Visits to work places and enterprise activities such as National Enterprise Challenge
KS4	Year 10	<p>Access to:</p> <ul style="list-style-type: none"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events ➢ Assemblies ➢ ‘Out in the Community’ class trips ➢ Visits to work places and enterprise activities such as National Enterprise Challenge ➢ CV and personal statement writing ➢ Talks and quizzes about FE options (such as apprenticeships, supported internships) ➢ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience
	Year 11	<p>Access to:</p> <ul style="list-style-type: none"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events ➢ Assemblies ➢ ‘Out in the Community’ class trips ➢ Visits to work places and enterprise activities such as National Enterprise Challenge ➢ CV and personal statement writing ➢ Talks and quizzes about FE options (such as apprenticeships, supported internships) ➢ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience ➢ Duke of Edinburgh ➢ Mock employer interview ➢ CV and personal statement writing

		<ul style="list-style-type: none"> ➢ Application forms and letters of application ➢ Visits to facilitate transition, including FE encounters ➢ Encounters with FE settings and an understanding of options available
KS5	Year 12	<p>Access to:</p> <ul style="list-style-type: none"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events ➢ Assemblies ➢ ‘Out in the Community’ class trips ➢ Visits to work places and enterprise activities such as National Enterprise Challenge ➢ CV and personal statement writing ➢ Talks and quizzes about FE options (such as apprenticeships, supported internships) ➢ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience ➢ Duke of Edinburgh ➢ Mock employer interview ➢ CV and personal statement writing ➢ Application forms and letters of application ➢ Visits to facilitate transition, including FE encounters ➢ Encounters with FE settings and an understanding of options available
	Years 13/14	<p>Access to:</p> <ul style="list-style-type: none"> ➢ PSCHE – 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: interactive board games, workbooks as well as online resources such as https://icould.com/explore/ , https://www.bbc.co.uk/bitesize/careers) ➢ At least one meaningful encounter with an employer ➢ Industry speakers ➢ Market Day events ➢ Assemblies ➢ ‘Out in the Community’ class trips ➢ Visits to work places and enterprise activities such as National Enterprise Challenge ➢ CV and personal statement writing ➢ Talks and quizzes about FE options (such as apprenticeships, supported internships)

		<ul style="list-style-type: none">➤ Taster days in the Hillingdon Manor School Skills for Life Programme or work experience➤ Duke of Edinburgh➤ Mock employer interview➤ CV and personal statement writing➤ Application forms and letters of application➤ Visits to facilitate transition, including FE encounters➤ Encounters with FE settings and an understanding of options available➤ 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 Head Teacher

The following people have responsibility for this Careers Policy:

- Marcel Balaban: Lead Careers Teacher
 - Email: marcel.balaban@hmschool.org.uk
 - Telephone: 01895 813679
- Mitzi Smith: EHCP & Transition Officer
 - Email: mitzi.smith@hmschool.org.uk
 - Telephone: 01895 813679
- School Governor for Careers: Peter Marshall, Acting Reginal Director
 - Email: Peter.Marshall@ofgl.co.uk
 - Telephone: 07799 746061

Date written: September 2024

Last reviewed: January 2026

Next review date: September 2026 and then annually