

Communication
Personalisation
Preparation
Independence



Careers & Work Related
Learning Programme
Applefields School

Document control

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Key information

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NB this is a working document. Whilst it is accurate at the time of writing, additional activities will be added as opportunities arise.

The eight Gatsby Benchmarks are:

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.

Colour Code

White = Applicable to All

Purple = Applicable to pupils on formal pathway

Red = Applicable to pupils on semi-formal pathway

Green = Applicable to pupils on informal pathway

Blue = Applicable to pupils on formal & semi-formal pathway

Italics is used for the activities that we have not had in school this year, but would like to in the future.

I am not sure the best way to address this section – any ideas?

YEAR 7 CAREERS PROGRAMME				
ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team.	Gatsby 3, 7 & 8	1
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
WRL	WRL in the Classroom	Learn to do simple jobs in the classroom eg. collecting the register bag, washing cups etc.	Gatsby 4 & 6	All year
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked with that specific job.	Gatsby 2, 5 & 6	2
DT Lessons	WRL – DT Activities	Develop skills & experience of DT tasks focused on Fabric Construction & Wheels & Axles	Gatsby 4	2
Class Visits	Places of work	Visit different places in	Gatsby 2, 5 & 6	2 & 3

		the community of and identify different jobs that are seen.		
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP Review – My Review Contribution.	Gatsby 3 & 8	3
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their next destination and hopes for the future.	Gatsby 2, 3 & 8	3
Meeting	EHCP review -others	Parents, teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.	Gatsby 2, 3, 7 & 8	3
WRL	WRL in KS3 area	Learn to do simple WRL tasks in the KS3 area eg. collecting recycling, filling up washing up liquid.	Gatsby 4 & 6	3
PSHE	Personal Profile	Pupils to be involved in the writing of their personal profile – their likes, hobbies, what they are good at, achieved in school this year.	Gatsby 3 & 4	3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about school provision & next steps.	Gatsby 2, 7	3
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship vacancies and part time work opportunities.	Gatsby 2, 3 & 7	All year
Assembly	Job Awareness	Attend special	Gatsby 2, 5 & 7	2 & 3

	<i>Assembly</i>	<i>assemblies that involve presentations from different employees about their work and the tasks that they do.</i>		
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YEAR 8 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss any school matters, pupil's learning, aspirations, next steps.	Gatsby 3, 7 & 8	1 & 2
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
Lessons	Familiar World of Work	Think about different jobs – sort them, group them, identify what tasks they do, equipment used, uniform, location etc.	Gatsby 4	1
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of views. Un-elected pupils have opportunity to participate on Fairtrade Committee.	Gatsby 3 & 4	All year
Enterprise	Christmas Market	Be involved in an enterprise task for the annual Applefield's Christmas market.	Gatsby 4	1
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked	Gatsby 2, 5 & 6	2

		with that specific job.		
WRL	WRL around school	As independently as possible complete jobs in their key stage area & in the classroom eg. collecting the recycling, refilling the hand soaps, filling the washing liquid bottles.	Gatsby 4 & 6	2
DT Lessons	WRL - DT Activities	Develop skills & experience of DT tasks focused on Shell Structures	Gatsby 4	2
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP review– My Review Contribution.	Gatsby 3 & 8	2 or 3
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their next destination and hopes for the future.	Gatsby 2, 3 & 8	3
Meeting	EHCP review -others	Parents, teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.	Gatsby 2, 3, 7 & 8	3
Lessons / Interview / Presentation	World of Work – in school	Consider different jobs found in school, who does them & what they do. Interview different staff to find out more information about their jobs. Give a presentation about each one	Gatsby 4, 5 & 6	3
Visits	World of Work outside of school	Visit different places & identify jobs that can be found in those places.	Gatsby 5 & 6	3

		Observe what the person is doing.		
PSHE	Personal Profile	Pupils to be involved in the writing of their personal profile – their likes, hobbies, what they are good at, achieved in school this year.	Gatsby 3 & 4	3
Assembly	Job Awareness Assembly	Attend special assemblies that involve presentations from different employees about their work and the tasks that they do.	Gatsby 2, 5 & 7	2 & 3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about school provision & next steps.	Gatsby 2, 7	3
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship vacancies and part time work opportunities.	Gatsby 2, 3 & 7	All year

YEAR 9 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss pupil's learning, aspirations, next steps.	Gatsby 3, 7 & 8	1
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year

Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of views. Un-elected pupils have opportunity to participate on Fairtrade Committee.	Gatsby 3 & 4	All year
Lessons	World of Work	Grow in awareness of different jobs & the skills & tasks that are involved in those jobs. Employers to visit school, talk to pupils & present a task for them to do	Gatsby 4 & 5	1
Visit	Place of work linked with previous visitor.	Visit the place of work linked with visiting employer. Have a tour. Observe different tasks that the employer is involved in.	Gatsby 5 & 6	1
WRL Activity	Christmas Cards	Create Christmas cards involving slides and levers.	Gatsby 4	1
Enterprise	Christmas Market	Be involved in an enterprise task for the annual Applefield's Christmas market.	Gatsby 4	1
Class Visits	Places of work	Visit different places of work – meeting staff, seeing different jobs that are carried out there and looking around the venues.	Gatsby 2, 5 & 6	1, 2 & 3
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Presentation	1.3 EHCP update	With support, update 1.3 in their EHCP – My views, interests & hopes for the future.	Gatsby 3 & 8	2
Presentation	2.1 EHCP	With support, complete 2.1 in their EHCP Review – My Review Contribution.	Gatsby 3 & 8	2
Meeting	EHCP Review -	Attend EHCP review,	Gatsby 2, 3 & 8	2

	pupil	present their contribution & participate in discussion about their next destination and hopes for the future.		
Meeting	EHCP review -others	Parents, teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.	Gatsby 2, 3, 7 & 8	2
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked with that specific job.	Gatsby 2, 5 & 6	2
Workshops	External Work Projects	Small groups of selected pupils attend workshops on or off-site eg. Shakespeare Project	Gatsby 3, 4, 5, 6	Blocks within the year
Enterprise	Fund Raiser	Undertake an enterprise raising money for a charity.	Gatsby 4	3
PSHE	Personal Profile	Update their personal profile including any WRL tasks they can achieve themselves	Gatsby 3 & 4	3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about school provision & next steps.	Gatsby 2, 7	3
Assembly	Job Awareness Assembly	Attend special assemblies that involve presentations from different employees about their work and the tasks that they do.	Gatsby 2, 5 & 7	2 & 3
Receive Information How can we do this that best	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local	Gatsby 2, 3 & 7	All year

suits our pupils?		college open days, apprenticeship vacancies and part time work opportunities.		
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YEAR 10 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss pupil's learning, aspirations, next steps.	Gatsby 3, 7 & 8	1
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
Work Related Learning	Vocational Pathways Carousal - DT	Develop skills required for work in DT – creating electrical circuits, using a sewing machine, following health & safety when using different tools.	Gatsby 3, 4 & 6	1
Pathway Visits	Work Related Visits – DIY Store or Workshop	Visit a DIY Store or workshop & identify jobs found there, the tasks involved and the equipment being used / sold.	Gatsby 5 & 6	1
WRL	WRL around school	As independently as possible complete jobs in their Key Stage Area & in the classroom eg. collecting the recycling, refilling the hand soaps, filling the washing liquid bottles.	Gatsby 4 & 6	All year
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of	Gatsby 3 & 4	All year

		views. Un-elected pupils have opportunity to participate on Fairtrade Committee.		
Class Visits	Places of work	Visit different places of work – meeting staff, seeing different jobs that are carried out there and looking around the venues.	Gatsby 2, 5 & 6	1, 2 & 3
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Visits	Travel Training	Use public transport, developing the skills needed to travel as independently as possible.	Gatsby 3, 4,	Through-out the year
Enterprise	Christmas Market	Be involved in an enterprise task for the annual Applefield's Christmas market.	Gatsby 4	1
Preparation for Adult Life	Employability Skills	Preparation for Adult Life – develop independent living skills such as personal presentation, decision making, communicating with unfamiliar people, travel training, , working as part of a team, health & safety, mutual respect, problem solving and leadership.	Gatsby 3, 4	All year
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP Review – My Review Contribution.	Gatsby 3 & 8	2
Student Interviews	1:1 Careers Interview	Meet with their SEN Careers Advisor & talk to them about what they like doing at school, hobbies & interests. They may discuss jobs & what they could see themselves doing in the	Gatsby 2, 3 & 8	2

		future.		
Student Interview	Careers Interview	SEN Careers Advisor to talk to staff supporting the young person & informally meet the young person, possibly observing in class	Gatsby 2, 3 & 8	2
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their next destination and hopes for the future.	Gatsby 2, 3 & 8	2
Meeting	EHCP review -others	Parents, Specialist Careers Advisor, teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.	Gatsby 2, 3, 7 & 8	2
Work Related Learning	Vocational Pathways Carousal – Office / IT	Develop skills required for work in an office or IT – use different office equipment eg. shredder, photocopier, use word processing skills, design, print & sell items	Gatsby 3, 4 & 6	2
Pathway Visits	Work Related Visits – Office - AVIVA	Visit AVIVA offices & identify jobs found there, the tasks involved and the equipment being used.	Gatsby 5 & 6	2
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked with that specific job.	Gatsby 2, 5 & 6	2
Visit	Opportunities Fair	Opportunity for pupils & Parents to speak to a variety of FE Providers & <i>some local employers about work opportunities.</i>	Gatsby 6 Gatsby 7	2?
Work Related	Vocational	Develop skills required	Gatsby 3, 4 & 6	3

Learning	Pathways Carousal - Horticulture	for work in Horticulture – learn how to grow plants, understand the life cycle of a plant, health & safety in horticulture		
Pathway Visits	Work Related Visits – garden centre	Visit a garden centre & identify jobs found there, the tasks involved and the equipment being used.	Gatsby 5 & 6	3
Workshops	External Work Projects	Small groups of selected pupils attend workshops on or off-site eg. Tool Box / Shakespeare Project	Gatsby 3, 4, 5, 6	Blocks within the year
PSHE	Personal Profile	<i>Update their personal profile including the vocational section.</i>	Gatsby 3, 4	3
Assembly	Job Awareness Assembly	<i>Attend special assemblies that involve presentations from different employees about their work and the tasks that they do.</i>	Gatsby 2, 5 & 7	2 & 3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about post school provision & next steps.	Gatsby 2, 7	3
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship vacancies and part time work opportunities.	Gatsby 2, 3 & 7	All year
Presentation What age being given this opportunity in school?	Duke of Edinburgh award	<i>Assembly about DofE Award.</i>	Gatsby 4, 5	1
Service / Physical / Expedition / Skill	Duke of Edinburgh Award	<i>Pupils participate in Duke of Edinburgh Award with support from school.</i>	Gatsby 4	All year

YEAR 11 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss pupil's learning, aspirations, next steps, P16.	Gatsby 3, 7 & 8	1
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of views. Un-elected pupils have opportunity to participate on Fairtrade Committee.	Gatsby 3 & 4	All year
WRL	WRL around school	As independently as possible complete jobs around the Key Stage & in the classroom eg. collecting the recycling, refilling the hand soaps, filling the washing liquid bottles.	Gatsby 4 & 6	All year
Presentation	1.3 EHCP update	With support, update 1.3 in their EHCP – My views, interests & hopes for the future.	Gatsby 3 & 8	1
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP – My Review Contribution.	Gatsby 3 & 8	1
Student Interviews	1:1 Careers Interview	Meet with their SEN Careers Advisor	Gatsby 2, 3 & 8	1
Student Interview	Careers Interview	SEN Careers Advisor to talk to staff supporting the young person & informally meet the	Gatsby 2, 3 & 8	1

		young person, possibly observing in class		
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their next destination and hopes for the future.	Gatsby 2, 3 & 8	1
Meeting	EHCP review -others	Parents, Specialist Careers Advisor, , teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.	Gatsby 2, 3, 7 & 8	1
Work Related Learning	Vocational Pathways Carousel – Sport	Develop skills required for work in sport eg. organising small games, health & safety, designing & using a circuit, healthy living.	Gatsby 3 & 4	1
Pathway Visits	Work Related Visits – Sports Centre	Visit a sports centre & identify jobs found there & the tasks involved.	Gatsby 5 & 6	1
Class Visits	Places of work	Visit different places of work – meeting staff, seeing different jobs that are carried out there and looking around the venues.	Gatsby 2, 5 & 6	1, 2 & 3
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Preparation for Adult Life	Employability Skills	Preparation for Adult Life – develop independent living skills such as personal presentation, decision making, communicating with unfamiliar people, working as part of a team, health & safety,	Gatsby 3, 4	All year

		mutual respect, problem solving and leadership.		
Visits	Travel Training	Use public transport, developing the skills needed to travel as independently as possible.	Gatsby 3, 4,	Through-out the year
Enterprise	Christmas Market	Be involved in an enterprise task for the annual Applefield's Christmas market.	Gatsby 4	1
Work Related Learning	Vocational Pathways Carousel – Creative Arts	Develop skills required for work in the creative arts industry – focusing on the cinema or a performance.	Gatsby 3 & 4	2 (1/2 term)
Pathway Visits	Work Related Visits – Cinema or theatre	Visit a cinema or theatre & identify jobs found there & the tasks involved.	Gatsby 5 & 6	2 (1/2 term)
Work Related Learning	Vocational Pathways Carousel – Animal Care	Develop skills required for work in the area of working with animals	Gatsby 3 & 4	2 (1/2 term)
Pathway Visits	Work Related Visits – Animal Care	Visit a pet shop / Askham Bryan or animal care centre & identify jobs found there & the tasks involved.	Gatsby 5 & 6	2 (1/2 term)
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked with that specific job.	Gatsby 2, 5 & 6	2
Presentation	Life in P16 / Post School Provision	Watch Yr 14's presentation about life in P16 at Applefields or Post School Provision. Ask questions.	Gatsby 2 & 7	2 or 3
Visit	Opportunities Fair	Opportunity for pupils & Parents to speak to a variety of FE Providers & some local employers about work opportunities.	Gatsby 6 Gatsby 7	2?
Visits	Transition Sessions	Participate in transition sessions in Applefields P16.	Gatsby 2, 7 & 8	3
Work Related	Vocational	Develop skills required	Gatsby 3, 4 & 6	3

Learning	Pathways Carousal – Catering	for work in catering eg. work with a buddy in the Pip Stop Cafe for the morning.		
Pathway Visits	Work Related Visits – Cafe	Visit a cafe & identify jobs found there & the tasks involved.	Gatsby 5 & 6	3
Workshops	External Work Projects	Small groups of selected pupils attend workshops on or off-site eg. Tool Box / Shakespeare Project	Gatsby 3, 4, 5, 6	Blocks within the year
PSHE	Personal / Vocational Profile	Update their personal profile including the vocational section.	Gatsby 3 & 4	3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about post school provision & next steps.	Gatsby 2, 7	3
Parents' Morning	Y11 – 14 Parents' Morning	Opportunity for parents and students to learn about local post-19 provision.	Gatsby 2, 7 & 8	1?
Presentation	Motivational Speaker	Attend special assemblies that involve ex-pupils or other young people talking about their experiences at their different destinations.	Gatsby 2, 5 & 7	1 & 2
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship vacancies and part time work opportunities.	Gatsby 2, 3 & 7	All year
Presentation	NCS	Assembly by NCS on opportunities they run in the summer holidays.	Gatsby 5	1
Presentation What age being given this opportunity in school?	Duke of Edinburgh award	Assembly about DofE Award.	Gatsby 4, 5	1
Service / Physical	Duke of	Pupils participate in	Gatsby 4	All year

/ Expedition / Skill	Edinburgh Award	Duke of Edinburgh Award with support from school.		
Work Experience	Work Experience Placement	For Year 11 pupils at Manor or Millthorpe the areas with a *found in Yr 13 will need to be covered.		
Transition Programme	Transition	For Year 11 pupils at Manor, Millthorpe or Applefield's pupils who are choosing to leave school areas with a #found in Yr 14 will need to be covered		

YEAR 12 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss pupil's learning, aspirations, next steps.	Gatsby 3, 7 & 8	1
Work Related Learning	Vocational Pathways	After a day's taster session in each, choose vocational pathway for the year & spend one day a week developing skills within that area of work – horticulture, sport, catering & DT. Where appropriate ASDAN Accreditation achieved.	Gatsby 3, 4 & 6	All year
Pathway Visits	Work Related Visits	Visit places of work linked with their vocational pathway.	Gatsby 3, 4, 5 & 6	1, 2 or 3
WRL	WRL around school	As independently as possible complete jobs around the school & in the classroom eg. collecting the recycling, refilling the hand soaps, filling the washing liquid bottles.	Gatsby 4 & 6	All year
Class Visits	Places of work	Visit different places of work – meeting staff, seeing different jobs	Gatsby 2, 5 & 6	1, 2 & 3

		that are carried out there and looking around the venues.		
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Preparation for Adult Life	Employability Skills	Preparation for Adult Life – develop independent living skills such as personal presentation, decision making, communicating with unfamiliar people, travel training, working as part of a team, health & safety, mutual respect, problem solving and leadership.	Gatsby 3, 4	All year
Visits	Travel Training	Use public transport, developing the skills needed to travel as independently as possible.	Gatsby 3, 4,	Through-out the year
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of views. Un-elected pupils have opportunity to participate on Fairtrade Committee.	Gatsby 3 & 4	All year
Workshops	External Work Projects	Small groups of selected pupils attend workshops on or off-site eg. Tool Box / Shakespeare Project	Gatsby 3, 4, 5, 6	Blocks within the year

Lessons	Young Enterprise	Run the Young Enterprise Scheme with the class, creating a company & making / selling a product or service	Gatsby 4 & 5	1, 2
External Event	Young Enterprise Fair	Sell product or service at Young Enterprise Fair(s)	Gatsby 4, 5 & 6	1, 2
Enterprise	Christmas Market	Be involved in an enterprise task for the annual Applefield's Christmas market.	Gatsby 4	1
Parents' Morning	Y11 – 14 Parents' Morning	Opportunity for parents and students to learn about local post-19 provision.	Gatsby 2, 7 & 8	1 or 2?
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP Review – My Review Contribution.	Gatsby 3 & 8	2
Student Interviews	1:1 Careers Interview	Meet with their SEN Careers Advisor – chat about how they are getting on at Applefields & P19 options	Gatsby 2, 3 & 8	2
Student Interview	Careers Interview	SEN Careers Advisor to talk to staff supporting the young person & informally meet the young person, possibly observing in class	Gatsby 2, 3 & 8	2
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their next destination and hopes for the future.	Gatsby 2, 3 & 8	2
Meeting	EHCP review -others	Parents, Specialist Careers Advisor, teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.	Gatsby 2, 3, 7 & 8	2
Visit	Opportunities Fair	Opportunity for pupils & Parents to speak to a	Gatsby 6 Gatsby 7	2

		variety of FE Providers & some local employers about work opportunities.		
Lessons	World of Work	Grow in awareness of different jobs & the skills & tasks that are involved in those jobs. Understand the difference between leisure and work, paid employment & volunteering. Challenge stereotyping.	Gatsby 4	2
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked with that specific job.	Gatsby 2, 5 & 6	2
Presentation	Post School Provision	Watch Yr 14's presentation about Post School Provision. Ask questions.	Gatsby 2 & 7	3
PSHE	Personal / Vocational Profile	<i>Update their profile</i>	Gatsby 3, 4	3
Assembly	<i>Celebration Assembly – years 12 - 14</i>	<i>Hold a celebration assembly in recognition of the different work placements. Pupils from Year 12 and Parents & Pupils who have completed work placements to be invited along with the employers.</i>	<i>Gatsby 5 & 6</i>	<i>3</i>
Presentation	<i>Motivational Speaker</i>	<i>Attend special assemblies that involve ex-pupils or other young people talking about their experiences at their different destinations.</i>	<i>Gatsby 2, 5 & 7</i>	<i>1 & 2</i>
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship	Gatsby 2, 3 & 7	All year

		vacancies and part time work opportunities.		
Presentation	NCS	Assembly by NCS on opportunities they run in the summer holidays.	Gatsby 5	1
Presentation What age being given this opportunity in school?	Duke of Edinburgh award	Assembly about DofE Award.	Gatsby 4, 5	1
Service / Physical / Expedition / Skill	Duke of Edinburgh Award	Pupils participate in Duke of Edinburgh Award with support from school.	Gatsby 4	All year

YEAR 13 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss pupil's learning, aspirations, next steps & work experience placements.	Gatsby 3, 7 & 8	1
Presentation	York College Askham Bryan College Blueberry Academy Choose 2 Tang Hall Smart United Response & others	Presentation in class about courses / activities available at different local colleges / post school providers and progression routes.	Gatsby 2 & 7	1
Class Visits	Visits	Visit all local colleges & post school providers along with the class.	Gatsby 2, 7	1
Class Visits	Taster days	Attend taster days at the above.	Gatsby 7	1 & 2
Visits	Informal Conversations	Meet with young adults who attend the colleges & post school providers, chat to them about their experiences.	Gatsby 2, 5 & 7	1,2 & 3

Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of views. Un-elected pupils have opportunity to participate on Fairtrade Committee.	Gatsby 3 & 4	All year
Support	Peer Mentors	Pupils chose to be peer mentors & listen to younger pupils read or support in the playground at breaktimes.	Gatsby 3 & 4	All year
Work Related Learning	Vocational Pathways	After a day's taster session in each, choose vocational pathway for the year & spend one day a week developing skills within that area of work – horticulture, sport, catering & DT. Where appropriate ASDAN Accreditation achieved.	Gatsby 3, 4 & 6	All year
Pathway Visits	Work Related Visits	Visit places of work linked with their vocational pathway.	Gatsby 3, 4, 5 & 6	1, 2 or 3
Internal Visits	Pip Stop Cafe / Tuck Shop	Visit the Pip Stop Cafe, Tuck Shop & DVD library in school. Observe the school pupils working in those ventures.	Gatsby 4 & 6	All year
WRL	WRL around school	Introduce washing, drying, ironing, folding & distributing of school tea-towels. As independently as possible complete jobs around the school & in the classroom including the tea-towels.	Gatsby 4 & 6	All year
*Meeting	Y13 & 14 Parents' Morning	Opportunity for parents to learn about the benefits of work	Gatsby 2,3,4 & 6	1

		<i>experience and the process involved at Applefields School.</i>		
*Lesson	Work Experience Preparation	A lesson about what work experience is, the importance of it & how it is organised.	Gatsby 4	1
*Class discussion	Work Experience Options	Participate in discussions about a possible work experience placement & the different types of skills & interests that are needed for different jobs. Choose the type of work they would like to try.	Gatsby 2 & 8	1
*Class Lessons	Interviews	Lessons involving the development of skills needed for interviews, what is needed for a good interview, role-plays & practises	Gatsby 3, 4	1
*Interview	Mock Interview	An unfamiliar adult linked with school to hold mock interviews.	Gatsby 3, 4 & 5	1
*Lessons	Health & Safety at Work	Lessons involving identifying risks & hazards, safety signs, alarms & procedures, manual handling, training, PPE, what to do when there is a problem.	Gatsby 4	1
*Lessons	Work Experience Expectations	Lessons focused on understanding appropriate behaviour in the work place, what they need to do if something is too difficult and procedures if they are ill or have an appointment.	Gatsby 4	1
*Interview	Work Experience Interview	Attend an interview for their work placement, supported by a member of school staff, meet some of the staff they will be working with & have a tour of where they will be working.	Gatsby 3, 5 & 6	1, 2 or 3

*Work Experience	Work Experience Placement	Complete a work experience placement with / without school staff support. If successful & the pupil is able to work independently, the work experience placement may continue 1 or 1/2 day per week for a longer period of time.	Gatsby 2, 3, 5 & 6	1, 2 or 3
Class Visits	Places of work	Visit different places of work – meeting staff, seeing different jobs that are carried out there and looking around the venues.	Gatsby 2, 5 & 6	1, 2 & 3
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Preparation for Adult Life	Employability Skills	Preparation for Adult Life – develop independent living skills such as personal presentation, decision making, communicating with unfamiliar people, travel training, , working as part of a team, health & safety, mutual respect, problem solving and leadership.	Gatsby 3, 4	All year
Visits	Travel Training	Use public transport, developing the skills needed to travel as independently as possible. Initially supported by school but in some cases where appropriate supported by YILTS.	Gatsby 3, 4,	Through-out the year
Workshops	External Work Projects	Small groups of selected pupils attend workshops on or off-site eg. Tool Box / Shakespeare Project	Gatsby 3, 4, 5, 6	Blocks within the year
Enterprise	Christmas	Be involved in an	Gatsby 4	1

	Market	enterprise task for the annual Applefield's Christmas market.		
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP Review – My Review Contribution.	Gatsby 3 & 8	1 or 2
Student Interviews	1:1 Careers Interview	Meet with their SEN Careers Advisor - chat about how they are getting on at Applefields & P19 options	Gatsby 2, 3 & 8	2
Student Interview	Careers Interview	SEN Careers Advisor to talk to staff supporting the young person & informally meet the young person, possibly observing in class	Gatsby 2, 3 & 8	2
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their aspirations, next destination and goals for the future.	Gatsby 2, 3 & 8	2
Meeting	EHCP review -others	Parents, Specialist Careers Advisor, representative from YILTS, teacher and where appropriate medical staff or speech therapist attend EHCP review & participate in discussion about the young person's aspirations, next destination and goals for the future.	Gatsby 2, 3, 7 & 8	2
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to the employers talk about their work and completing a task linked with that specific job.	Gatsby 2, 5 & 6	2
Volunteering	Volunteering	Volunteer in a work place	Gatsby 5 & 6	2 & 3
Visit	Opportunities Fair	Opportunity for pupils & Parents to speak to a variety of FE Providers &	Gatsby 6 Gatsby 7	2?

		<i>some local employers about work opportunities.</i>		
PSHE	Personal / Vocational Profile	Update their profile	Gatsby 3, 4	3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about post school provision & next steps.	Gatsby 2, 7	3
*Assembly	<i>Celebration Assembly – years 12 - 14</i>	<i>Hold a celebration assembly in recognition of the different work placements. Pupils from Year 12 and Parents & Pupils who have completed work placements to be invited along with the employers.</i>	<i>Gatsby 5 & 6</i>	<i>3</i>
<i>Presentation</i>	<i>Motivational Speaker</i>	<i>Attend special assemblies that involve ex-pupils or other young people talking about their experiences at their different destinations.</i>	<i>Gatsby 2, 5 & 7</i>	<i>1 & 2</i>
Parents' Morning	<i>Y11 – 14 Parents' Morning</i>	<i>Opportunity for parents and students to learn about local post-19 provision.</i>	<i>Gatsby 2, 7 & 8</i>	<i>1</i>
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship vacancies and part time work opportunities.	Gatsby 2, 3 & 7	All year
<i>Presentation</i>	<i>NCS</i>	<i>Assembly by NCS on opportunities they run in the summer holidays.</i>	<i>Gatsby 5</i>	<i>1</i>
<i>Presentation</i> What age being given this opportunity in	<i>Duke of Edinburgh award</i>	<i>Assembly about DofE Award.</i>	<i>Gatsby 4, 5</i>	<i>1</i>

school?				
Service / Physical / Expedition / Skill	Duke of Edinburgh Award	<i>Pupils participate in Duke of Edinburgh Award with support from school.</i>	Gatsby 4	All year

YEAR 14 CAREERS PROGRAMME

ACTIVITY	TITLE	DESCRIPTION	GATSBY BENCHMARK	TERM
<i>Meeting</i>	<i>Employers Morning</i>	<i>Opportunity for employers to learn about how they could be involved with Applefields School.</i>	<i>Gatsby 2, 5</i>	<i>1</i>
Meeting	Y13 & 14 Parents' Morning	Opportunity for parents to learn about the benefits of work experience and the process involved at Applefields School.	Gatsby 2,3,4 & 6	1
#Presentation	Local Colleges & Post School Providers	Presentation in class about courses / activities available at different local colleges / post school providers and progression routes.	Gatsby 2 & 7	1
#Visits	Local Colleges & Post School Providers	Visit all local colleges & post school providers along with the class and learn about courses & opportunities.	Gatsby 2, 7	1
#Visits	Taster Days	Attend taster days at the above where appropriate.	Gatsby 2, 7	1 & 2
#Visits	Further Tasters	Attend further taster sessions if required individually, in pairs or threes.	Gatsby 2, 7, 8	2
#Visits	Transition Sessions	Attend organised transition sessions when future destination has been agreed. Initially with staff support & then withdrawn if suitable.	Gatsby 2, 7, 8	2 & 3
#Visits	Informal Conversations	Meet with young adults who attend the colleges	Gatsby 2, 5 & 7	1,2 & 3

		& post school providers, chat to them about their experiences.		
#Presentation	Motivational Speaker	Attend special assemblies that involve ex-pupils or other young people talking about their experiences at their different destinations.	Gatsby 2, 5 & 7	1 & 2
#Visits	Work visits	Visit the Blueberry Retail Shop / Choose 2 Cafe / Brunswick Nursery / other places linked with future employment / placements & learn more about the type of work involved & pathway.	Gatsby 2, 5, 6 & 7	1, 2 & 3
Presentation	1.3 EHCP update	With support, update 1.3 in their EHCP – My views, interests & hopes for the future.	Gatsby 3 & 8	1
Presentation	2.1 EHCP	With support, complete 2.1 for their EHCP Review – My Review Contribution.	Gatsby 3 & 8	1
Student Interviews	1:1 Careers Interview	Meet with their SEN Careers Advisor at least once throughout the year and more if required.	Gatsby 2, 3 & 8	1 (2 & 3 if required)
Student Interview	Careers Interview	SEN Careers Advisor to talk to staff supporting the young person & informally meet the young person, possibly observing in class	Gatsby 2, 3 & 8	1
Meeting	EHCP Review - pupil	Attend EHCP review, present their contribution & participate in discussion about their next destination and hopes for the future.	Gatsby 2, 3 & 8	1
Meeting	EHCP Review - staff	A member of staff from their chosen destination may attend the EHCP review.	Gatsby 2, 3, 7 & 8	1
Meeting	EHCP review -others	Parents, Specialist Careers Advisor,	Gatsby 2, 3, 7 & 8	1

		representative from YILTS, teacher and where appropriate medical staff, speech therapist & social worker attend EHCP review & participate in discussions about the young person & their future.		
Class Visits	Places of work	Visit different places of work – meeting staff, seeing different jobs that are carried out there and looking around the venues.	Gatsby 2, 5 & 6	1, 2 & 3
Class Visits	Community	Visit different places in the community and learn about work and leisure opportunities at these places eg. supermarkets, tenpin bowling alley, park.	Gatsby 2, 5 & 6	1, 2 & 3
Retail	School Tuck Shop	Run the school Tuck Shop & DVD Lending Library.	Gatsby 4 & 6	All year
Work Related Learning	Vocational Pathways	After a day's taster session in each, choose vocational pathway for the year & spend one day a week developing skills within that area of work – horticulture, sport, catering & DT. Where appropriate ASDAN Accreditation achieved.	Gatsby 3, 4 & 6	All year
Pathway Visits	Work Related Visits	Visit places of work linked with their vocational pathway.	Gatsby 3, 4, 5 & 6	1, 2 or 3
WRL	WRL around school	As independently as possible complete jobs around the school & in the classroom eg. collecting the recycling, refilling the hand soaps, filling the washing liquid bottles.	Gatsby 4 & 6	All year
WRL	WRL Additional Duties	Complete daily tasks which include buying staff milk at the local	Gatsby 4 & 6	All year

		Spar, checking fridge temperatures, photocopying and shredding.		
#Application	Application Practise	Develop understanding of processes involved in applying for a job or applying for a course. Practise completing application forms	Gatsby 4, 7 & 8	All year
#Applications	Application forms	Complete application form for future destination with staff or parental support.	Gatsby 4, 7 & 8	1 or 2
#Interview	Post School Interview	Attend interview for future destination supported by parents or school staff.	Gatsby 7 & 8	2 or 3
#Observation & Discussion	Post School Staff	Staff from their future destination may come and observe the young person in school and meet with some of their class team.	Gatsby 3, 7 & 8	2 or 3
Class discussion	Work Experience Options	Participate in discussions about a possible work experience placement. Choose the type of work they would like to try.	Gatsby 2 & 8	1
Interview	Work Experience Interview	Attend an interview for their work placement, supported by a member of school staff, meet some of the staff they will be working with & have a tour of where they will be working.	Gatsby 3, 5 & 6	1, 2 or 3
Work Experience	Work Experience Placement	Complete a work experience placement with / without school staff support. If successful & the pupil is able to work independently, the work experience placement may continue 1 or 1/2 day per week for a longer period of time.	Gatsby 2, 3, 5 & 6	1, 2 or 3
Workshops	External Work	Small groups of selected	Gatsby 3, 4, 5, 6	Blocks

	Projects	pupils attend workshops on or off-site eg. Tool Box / Shakespeare Project		within the year
Preparation for Adult Life	Employability Skills	Preparation for Adult Life – develop independent living skills such as personal presentation, decision making, communicating with unfamiliar people, travel training, , working as part of a team, health & safety, mutual respect, problem solving and leadership.	Gatsby 3, 4	All year
Visits	Travel Training	Use public transport, developing the skills needed to travel as independently as possible. Initially supported by school but in some cases where appropriate supported by YILTS.	Gatsby 3, 4,	Through-out the year
Communication	Communication Groups	Pupils split into small groups within classes & participate in activities developing their communication skills.	Gatsby 3, 4	All year
Meetings	School Council	Stand for election & be voted onto school council. Participate in meetings, decision making & sharing of views. Often the Head Boy & Girl are elected from this age group. Un-elected pupils have opportunity to participate on Fairtrade Committee.	Gatsby 3 & 4	All year
Support	Peer Mentors	Pupils chose to be peer mentors & listen to younger pupils read or support in the playground at breaktimes.	Gatsby 3 & 4	All year
Discovery Day	'Work' Discovery Day	Attend 'Work Discovery Day' – meeting different employers, listening to	Gatsby 2, 5 & 6	2

		the employers talk about their work and completing a task linked with that specific job.		
Parents evening	Parent Consultation Evenings	Opportunity for parents to meet with class team & discuss pupil's learning, aspirations, next steps, post-school plans & work experience placements.	Gatsby 3, 7 & 8	2
Enterprise	Fund Raiser	Undertake an enterprise raising money for a charity.	Gatsby 4	2
Retail	Pop-Up Shop	Assist with a pop-up Tuck Shop in a workplace outside of school.	Gatsby 4, 5 & 6	2 & 3
Presentation	Life in P16 / Post School Provision	Create & give a class presentation about life in P16 at Applefields or Post School Provision. Present to other pupils in school	Gatsby 2 & 7	2 or 3
Class Visit	Job Centre	Visit the Job Centre & learn about its role & how it can be of help to them.	Gatsby 2, 5 & 6	2 or 3
Volunteering	Volunteering	Volunteer in a work place	Gatsby 5 & 6	2 & 3
#Functional Literacy	Curriculum Vitae	Complete their CV with guided support.	Gatsby 3, 4	3
#PSHE	Vocational Profile	Update their Personal & Vocational profile with support from families & school staff.	Gatsby 3, 4	3
Informal Open Morning	Garden Party	Parents, pupils and staff invited to attend an end of year garden party. Informal conversations held with staff & pupils about post school provision & next steps.	Gatsby 2, 7	3
#Assemblies	End of Year Achievement Assemblies	Parents, Pupils & staff attend special assembly which highlights achievements from that year and future pathway.	Gatsby 2, 3, 4 & 7	3
Initial Destinations	Year 11/14 Destinations	Pupils are tracked by the school regarding their	Gatsby 1	All year

	<i>Update</i>	<i>college, apprenticeship, post school provider or work destination.</i>		
<i>Sustained destinations</i>	<i>Year 14 Destinations Update</i>	<i>Pupils are tracked by the school regarding successfully sustaining their college, apprenticeship, post school provider or work destination.</i>	<i>Gatsby 1</i>	<i>Sept</i>
<i>#Parents' Open Morning</i>	<i>Y11 – 14 Parents' Morning</i>	<i>Opportunity for parents and students to learn about local post-19 provision and Applefields provision in P16. Attended by Specialist Career Advisors, Post School Providers, Local College Staff, Medical Staff & Jobscentre Plus School Advisor.</i>	<i>Gatsby 2, 7 & 8</i>	<i>1</i>
<i>Assembly</i>	<i>Celebration Assembly – years 12 - 14</i>	<i>Hold a celebration assembly in recognition of the different work placements. Pupils from Year 12 and Parents & Pupils who have completed work placements to be invited along with the employers.</i>	<i>Gatsby 5 & 6</i>	<i>3</i>
Receive Information How can we do this that best suits our pupils?	Work & Apprenticeship Vacancies	Pupils receive information about specialist arts & sports clubs, different disability organisations, local college open days, apprenticeship vacancies and part time work opportunities.	Gatsby 2, 3 & 7	All year
<i>Presentation</i>	<i>NCS</i>	<i>Assembly by NCS on opportunities they run in the summer holidays.</i>	<i>Gatsby 5</i>	<i>1</i>
<i>Presentation</i> What age being given this opportunity in school?	<i>Duke of Edinburgh award</i>	<i>Assembly about DofE Award.</i>	<i>Gatsby 4, 5</i>	<i>1</i>
<i>Service / Physical / Expedition /</i>	<i>Duke of Edinburgh Award</i>	<i>Pupils participate in Duke of Edinburgh</i>	<i>Gatsby 4</i>	<i>All year</i>

<i>Skill</i>		<i>Award with support from school.</i>		
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