

Information Advice and Guidance Calendar for The Short Stay School for Norfolk 2018-2019

Available to this year group

Activities on Base

Calendar	Activity	Who/What's Involved	Where	Year 7	Year 8	Year 9	Year 10	Year 11
Autumn 1	Unit 7 - Making Informed Career Choices	ILS Careers sessions	On Base					<ul style="list-style-type: none"> • Produce a Personal Career Action Plan • Research career requirements • Evidence lifelong learning • Using Help You Choose
Autumn 2	Unit 8 – Applying for Jobs and Courses	ILS Careers sessions	On Base					<ul style="list-style-type: none"> • Create a CV • Produce Letter • Mock job application • Prepare for Interviews • Role Play interviews • Feedback from Interviews • Using Help You Choose

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Calendar	Activity	Who/What's Involved	Where		Year 8	Year 9	Year 10	Year 11
Autumn 2	Mock Interviews	Local Enterprise Adviser Network EA's, Job Centre Plus	DBS					
	Mock Interviews	Local Enterprise Adviser Network EA's, Job Centre Plus	Locksley					
	Mock Interviews	Local Enterprise Adviser Network EA's, Job Centre Plus	Rosebery					
Ongoing all academic year	Mentoring (groups & 1-1)	Enterprise Adviser Network	All Bases					
Throughout 2018/19 Individual Bases to arrange	Careers Fairs/ Open days & Evenings	The Forum Norwich CCN COWA East Coast College Careers Fair	External Visit and various colleges/ training providers Norfolk Showground TBC					

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Calendar	Activity	Who/What's Involved	Where		Year 8	Year 9	Year 10	Year 11
Ongoing all year	Work experience (pupils will be matched appropriately to work experience)	DA/KP – day release work experience	External Placements				Pending pupils pathway	Pending pupils Pathway
Spring 1	Apprenticeship Workshops		In Base					
Ongoing all year	Workplace visits (career focus)	DA/Base Leads & staff/EA	External					
Spring 1 & 2	Careers workshops	EAN's/DA/Base Leads						
Ongoing all year	Help You Choose	ILS Staff Registering pupils and monitoring usage	On base - pupils can access this externally				June/July 2018	As Y11 pupils are enrolled
Spring 1	Apprenticeship Catch up	DA/Helen Mason from Job Centre Plus	DBS Rosebery Locksley					

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Calendar	Activity	Who/What's Involved	Where		Year 8	Year 9	Year 10	Year 11
Summer 1	Mock Interviews	EA's, Helen Mason from Job Centre Plus & Katherine Flint	DBS					
	Mock Interviews	EA's &, Helen Mason from Job Centre Plus, Stewart Damonsing, Katherine Flint	Locksley					
	Mock Interviews	EA's & Helen Mason Katherine Flint	Rosebery					
Summer 2	Apprenticeship sessions – TUTOR TIME	IAG staff Group and 1-1 mentoring - registering pupils on websites	All bases					April/May/June
All academic year	Volunteering	TBC	All Bases					