

Careers Calendar 2020- 2021

Term	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Autumn	Introduction to the Careers Team Presentation - Assembly	Introduction to the Careers Team Presentation - Assembly	Introduction to Careers Booklet given to all students via email, hard copies available from the careers offices.	Guidance one to one session commence at both campuses for all year 10 students. Post 16 options booklet provided to all.	ASK Apprenticeship Assembly - Information session to all students about apprenticeships - Both campuses	Introduction to the Careers Team - Email to all students	Introduction to the Careers Team - Email to all students
	Introduction to the Careers Team email sent to parents and students.	Careers Team - Drop In sessions available daily during lunchtime.	Careers Team - Drop In sessions daily during lunchtime.	Tutor time Activities - Introduction to different careers - Architect/Vet/Physiotherapist/Law - One per session over the half term.	FE College visit - MK - Bedford - Northampton - Moulton talks to all students about FE - Both campuses	Careers Team - Drop In sessions daily during lunch time to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunch time to arrange appointments or ask advice
	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice.	Worktree - Career WorkOut- sparking lightbulb moments for brighter futures - Employer Engagement - Olney Campus	Employer Engagement - Network Rail event - Engineering week	Careers Team - Drop In sessions daily during lunch time to arrange appointments or ask advice	Introduction to sixth form - all students - Presentation, sixth form head boy and head girl talk. Information made available on the website and via prospectuses. Subject taster sessions following mock exam results.	Launch Work Experience - Assembly to introduce work experience, compulsory for all year 12 students. Support as needed from the Careers Team.	PSHE: UCAS support sessions weekly with Mrs Moulds.
	All students added to Google classrooms Careers Team section.		Employer Engagement - Mercedes Benz Apprenticeship talk	Ace Day Employer Engagement - Speaker Health & Social Care: Play specialist, MK hospital.	Careers Team - College/Apprenticeship information session following mock exam results. Support in searching for apprenticeships and applying for college.	PSHE: Employability Skills: Unifrog introduction and Work experience section covered. Tasks set to support students in finding placements.	PSHE: Alternative Careers Programme for those not wanting to go to university with Mrs Montague.
	All students added to UNIFROG - Schools Careers resource			VW Mentoring programme starts, students put forward by Head of Year and PALS - both campuses	Tutor time Activities - Introduction to different careers - Law/Graphic designer/Sports coach/fitness instructor/Architect - one per session over the half term.	HE - University open days and information shared with all students.	HE - University open days and information shared with all students.

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				Employer Engagement - Nifty Lift - Women in Engineering	Careers Team - Drop In sessions daily during lunch time to arrange appointments or ask advice.	Employer Engagement - Mercedes Benz Apprenticeship talk	Oxford taster days and Cambridge subject matters days disseminated.
				Employer Engagement - Mercedes Benz Apprenticeship talk	Employer Engagement - Mercedes Benz Apprenticeship talk	Information shared: How to become a Medic weekend activities and seminars.	Paul Day Mayor Career/Motivational talk
				Aspire Students: Employer Engagement Digital Marketing Careers Speaker	Careers Team - Post 16 options information booklet provided to all students.	Oxford taster days and Cambridge subject matters days disseminated.	Information shared: How to become a Medic weekend activities and seminars
				Aspire Students: Employer Engagement Unilever Careers Speaker	PSHE: Employability Skills: Unifrog programme	Employer Engagement - MK Council Adult Health and Social Care team - Career and Apprenticeship talk.	Dr Hugh Munro - Wadham College. Interview advice for potential Oxbridge students.
				Aspire Students: Employer Engagement - Grant Thornton - Accountancy - Speaker	Employer Engagement - MK Council Adult Health and Social Care team - Career and Apprenticeship talk.		Employer Engagement - Mercedes Benz Apprenticeship talk
				BSI STEM Day Employer Engagement	Aspire Students: Employer Engagement Grant Thornton - Accountancy - Speaker		Employer Engagement - MK Council Adult Health and Social Care team - Career and Apprenticeship talk.
					Aspire Students: Employer Engagement Digital Marketing Speaker		
					Aspire Students: Employer Engagement Unilever Careers Speaker		ASK Degree level Apprenticeship information session.
Half term							

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Autumn	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice.	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice.	Careers Team - Drop In sessions daily during lunchtime to arrange appointment or ask advice.	Careers Team - Drop In sessions daily during lunchtime to arrange appointment or ask advice.	Careers Team - Drop In sessions daily during lunchtime to arrange appointment or ask advice.	Careers Team - Drop In sessions daily during lunchtime to arrange appointment or ask advice.	Careers Team - Drop In sessions daily during lunchtime to arrange appointment or ask advice.
	Careers Newsletter - Student/Parent/Teacher facing	Careers Newsletter - Student/Parent/Teacher facing	Careers Newsletter - Student/Parent/Teacher facing	Guidance one to one session continue at both campuses for all year 10 students.	Careers Newsletter - Student/Parent/Teacher facing	Careers Newsletter - Student/Parent/Teacher facing	Careers Newsletter - Student/Parent/Teacher facing
	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Careers Newsletter - Student/Parent/Teacher facing	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.
	PSHE: Employability Skills: Unifrog Introduction programme	Worktree - Career WorkOut- sparking lightbulb moments for brighter futures - Employer Engagement - Newport Pagnell	PSHE: Employability Skills: Self Esteem and Confidence	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Progression and pathways interviews commence and referrals to the careers team are received. Additional One to one career guidance interviews arranged as needed.	Autumn enrichment - Careers - UNIFROG MOOC's (short courses) to support university or employment applications. TED talks allowing students to hear from Education and business professionals enhancing their knowledge and exploring different subjects.	HE Fair - University and FE fair held within the school for Y12 and YR13 students. (after school session for any other students 7-11 wishing to attend - minibus from Olney) 6th Form Students to be surveyed on Universities of interest to support addressing the need of our students where possible.
	Careers Google classrooms - All students set homework to complete a session on breaking Stereotypes within the working world.	PSHE: Employability Skills UNIFROG programme	Take your child to work day - All students to take part in shadowing a family member for the day to explore the world of work.	Tutor time Activities - Introduction to different careers - one per session over the half term. Energy Engineer/Paramedic/Sports Coach/Fitness Instructor/Photographer	Tutor time Activities - Introduction to different careers - one per session over the half term. Aerospace engineer/Vet/Social worker/Accountancy		
	EHCP Careers Interviews in partnership with the SEND team.	PSHE sessions: Employability Skills: Self esteem, Team work and rights and responsibilities.	EHCP Careers Interviews in partnership with the SEND team.	Work Experience/Work Shadowing Launch - Assembly to introduce work experience, compulsory for all year 10 students. Support as needed from the Careers Team.	PSHE: Employability Skills - Getting a job, C.V, Cover letter and Interview preparation	HE Fair - University and FE fair held within the school for Y12 and YR13 students. (after school session for	HE: Bedford University trip to explore life at university.

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		EHCP Careers Interviews in partnership with the SEND team.		VW Mentoring programme - Both Campuses	Employer Engagement - Careers Fair - All students to attend - Briefing at Assembly and booklet given to prepare and make the session meaningful. Students to feedback via email to careers team.	any other students 7-11 wishing to attend - minibus from Olney) 8th Form Students to be surveyed on Universities of interest to support addressing the need of our students where possible.	UNIFROG - MOOC's (short courses) to support university and employment applications. Apprenticeship searching for those interested in a degree level apprenticeship.
			Employer Engagement - Foreign and Commonwealth Office Careers and Apprenticeship Information session.	Employer Engagement - Foreign and Commonwealth Office Careers and Apprenticeship Information session.	Oxbridge Interview advice and practice		
			Employer Engagement - Western Power Careers and Apprenticeship Information/Speakers	Employer Engagement - Western Power Careers and Apprenticeship Information/Speakers	HE: University of Bedfordshire Library visit		
			Employer Engagement - Abbey Precision Engineering - Careers and Apprenticeship Information/Speakers	Employer Engagement - Abbey Precision Engineering - Careers and Apprenticeship Information/Speakers	HE: The Manchester University Humanitarian and conflict response Institute speaker	Employer Engagement - Barclays Bank Degree Apprenticeship Information session	
				HE - Open University Speaker	HE: University of Bedfordshire Library visit	Summer School and Internship information shared with all students via email	EHCP Careers Interviews in partnership with the SEND team.
				Aspire Students: A Level Language for GCSE Students and beyond - VW	Aspire Students: A Level Language for GCSE Students and beyond - VW	Employer Engagement - Barclays Bank Degree Apprenticeship Information session	
				Aspire Students: Economics Challenge - Finding a Solution to Unemployment	Aspire Students: Economics Challenge - Finding a Solution to Unemployment	EHCP Careers Interviews in partnership with the SEND team.	

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				EHCP Careers Interviews in partnership with the SEND team.	EHCP Careers Interviews in partnership with the SEND team.		
					Parents Evening - Careers Team attend to speak to students and parents as needed.		
End of Term							
National Apprenticeship Week March TBC - Please see separate tab for planned activities							
Spring	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to book appointments or ask advice
	EHCP Careers Interviews in partnership with the SEND team.	EHCP Careers Interviews in partnership with the SEND team.	EHCP Careers Interviews in partnership with the SEND team.	Guidance one to one session continue at both campuses for all year 10 students.	MK College Workshop - National Apprenticeship Show Support - Making the most of your time at the show, how to speak to employers, questions to ask, Apprenticeships offered by MK College. Apprenticeship search support	ACE DAY- Careers Day (please see separate spreadsheet for timetable of activities) Day includes Careers Fair, Interview Techniques, HE Life at University talk, Apprenticeship Mock Assessment Centre, Alumni talks.	EHCP Careers Interviews in partnership with the SEND team.
	Employer Engagement - FCO Apprenticeship information session	Employer Engagement - FCO Apprenticeship information session	Progression and Pathways meetings for all students to support with options. All students given an introduction to careers booklet. Additional one to one Careers Guidance interviews arranged as needed.	Tutor time Activities - Introduction to different careers - one per session over the half term -Business Project Manager/Cyber Security/Carpentry	National Apprenticeship Show - MK Stadium	EHCP Careers Interviews in partnership with the SEND team.	Life after Ousedale - Post 18 options assembly - University, FE, GAP year and Degree Apprenticeships.

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	Employer Engagment - BT Cyber Security Degree level apprenticeship information session	Employer Engagment - BT Cyber Security Degree level apprenticeship information session	Options evening - Information event for parents and students	MK College Workshop - National Apprenticeship Show Support - Making the most of your time at the show, how to speak to employers, questions to ask, Apprenticeships offered by MK College. Apprenticeship search support	EHCP Careers Interviews in partnership with the SEND team.	Summer school information shared - Sutton Trust, Eton and any other provider offering summer schools/internships.	ASK Apprenticeship Applications and statement support.
			Options Assembly for all students, presentation about subjects, application support and options booklet provided to all students.	National Apprenticeship Show - MK Stadium	Tutor time Activities- Introduction to different careers, one per session over the half term Cyber Security/Doctor/Plumber	Employer Engagement - Politics trip to Westminster.	Employer Engagement - BT Cyber Security Degree level apprenticeship information session
				EHCP Careers Interviews in partnership with the SEND team.	MK College Yellow Bus - MK College information session, course and application support.	Employer Engagement - BT Cyber Security Degree level apprenticeship information session	Employer Engagement - FCO Apprenticeship information session
			PSHE: Options information session	Employer Engagement - Speaker Health & Social Care: Play specialist, MK hospital Nurse Career Journey.	Guidance one to one sessions as requested by students, teachers or parents	Employer Engagement - FCO Apprenticeship information session	Employer Engagement - Barclays Apprenticeships virtusl session
			Employer Engagement - FCO Apprenticeship information session	Employer Engagement - FCO Apprenticeship information session	Employer Engagment - BT Cyber Security Degree level apprenticeship information session	Employer Engagement - Barclays Apprenticeships virtusl session	HE: Dr Matt Gage Senior Research fellow at UCL (Biology)
			Employer Engagement - BT Cyber Security Degree level apprenticeship information session	Employer Engagment - BT Cyber Security Degree level apprenticeship information session	Employer Engagement - FCO Apprenticeship information session	Assemblies: Choices that you face at University and Being Successful	Oxford School debating competition
				Work experience/Work shadowing support continued to help students get placements linked to long term career goal where possible.	Aspire Students: Matt Parry from Loughborough University	Oxford School debating competition	
				VW Mentoring programme - Both Campuses	Aspire Students: Grant Thornton - Accountancy talk		

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				Aspire Students: Alisie Whitehouse from Grant Thornton	Aspire Students: Rico			
				Aspire Students: Rico	Oxford School debating competition			
				Aspire Students: Matt Parry from Loughborough University Speaker				
Half Term								
			Engineering week - TBC March	National Careers Week - TBC March - Please see additional table for timetable of planned activity (subject to availability)				
Spring	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	
	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student, Parent and teacher facing	
	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.
	NCW - Army Careers interactive session, careers talk and apprenticeship information	Mock Trial Magistrates Court Preparation Visit - MK	Employer Engagement - All students Enterprise Challenge - Ryman	Guidance one to one session continue at both campuses for all year 10 students.	Tutor time Activities - Introduction to different careers - one per session over the half term - Business project manager/Physiotherapist /IT consultant	Enrichment - MOOCs/Preparation for Oxford/Cambridge candidates	One to One Careers sessions for self referrals/tutor referrals and those not wanting to attend University.	
	NCW - Thames Valley Police Career talk and degree apprenticeship information	Mock Trial competition	PSHE: Employability Skills: Unifrog programme	Tutor time Activities - Introduction to different careers - one per session over the half term - Social worker/Graphic	Guidance one to one sessions as requested by students, teachers or parents		Regular emails to the year group promoting degree level apprenticeship opportunities.	

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				Design/Doctor			
	NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session	NCW - Army Careers interactive session, careers talk and apprenticeship information	Mock Trial Magistrates Court Preparation Visit - MK	Work experience/Work shadowing support continued to help students get placements linked to long term career goal where possible.	RISK OF NEET support - Students who are at risk of becoming NEET given extra support from the careers team, tailored to the individual.	Royal Society of Chemistry Olympiad	NCW - Army Careers interactive session, careers talk and apprenticeship information
		NCW - Thames Valley Police Career talk and degree apprenticeship information		VW mentoring programme - Both Campuses	Employer Engagement Engineering - FCO, Abbey Precision and Western Power - Career and Apprenticeship talks to Engineering students.	HE Speaker - Dr Ryan Pink Oxford Brookes (Biology)	NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session
		NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session	Mock Trial competition	Aspire Students: RBS	NHS - Career talk	Young enterprise - Showcase finals	NCW - Thames Valley Police Career talk and degree apprenticeship information
			NHS - Career talk	Aspire Students: Green Steps Consulting Green Business Growth	NCW - Thames Valley Police Career talk and degree apprenticeship information	Ace Day 3 Inspiration and Motivation	
			NCW - Army Careers interactive session, careers talk and apprenticeship information	Mock Trial Magistrates Court Preparation Visit	NCW - Army Careers interactive session, careers talk and apprenticeship information	Save the Children Trip to Parliament	
			NCW - Thames Valley Police Career talk and degree apprenticeship information	Save the Children Trip to Parliament	NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session	NHS - Career talk	
			NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session	Trip to MK College - Enrichment with SEN	Mock Trial Magistrates Court Preparation Visit	Oxbridge conference	

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				NHS - Career talk	Save the Children Trip to Parliament	NCW - Army Careers interactive session, careers talk and apprenticeship information	
				NCW - Army Careers interactive session, careers talk and apprenticeship information	SEND - Trip to MK College - Enrichment Activity	NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session	
				NCW - Thames Valley Police Career talk and degree apprenticeship information	Aspire Students: RBS	NCW - Thames Valley Police Career talk and degree apprenticeship information	
				NCW - Two Mile Ash Partnership - Aspiring Primary teacher training - Talk and information session	Aspire Students: Green Steps Consulting Green Business Growth		
End of Term							
Summer	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Exam Leave
		PSHE: Career choices session		Guidance one to one session continue at both campuses for all year 10 students.	Guidance one to one sessions as requested by students, teachers or parents	PSHE: Unifrog - C.V and exploring pathways	Students able to make contact with the careers via email to arrange appointment if needed while on exam leave.
				Tutor time Activities - Introduction to different careers - one per session over the half term -IT Consultant/Accountancy/Music therapist	Tutor time Activities- Introduction to different careers- one per session over the half term - Self employed/Photographer/Music therapist	UCAS Registration information	

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				PSHE - Employability skills - UNIFROG	Aspire Students: Zurich Career talk		
				VW Mentoring Programme - Both Campuses			
				Aspire: Zurich			
Half Term							
Summer	Careers Team - Drop In sessions daily during lunchtime to arrange appointments or ask advice	Careers Team - Drop In sessions daily	Careers Team - Drop In sessions daily	Tutor time - Web developer/Human resources officer/Forensic Computer Analysis	Exam leave and Exam period	Work Experience - 2 weeks	Cambridge Open day
	Careers Newsletter - Student, Parent and teacher facing	Careers Newsletter - Student/Parent facing	Careers Newsletter - Student/Parent facing	Work Experience/WorkShadowing commences for all year 10 students	Careers Team present on results day for support as needed	Impact Morning - University visit	Careers Newsletter - Student/Parent facing
	Alumni booklet "Inspiring the next generation" sent to students, parents and teachers via email with Newsletter.	Chemistry at Work	University of Leicester Trip	Impact Day - C.V workshop/Applications/motivational speaker. Employer interview panels.		Ace Days University visit	Careers Team present on results day for support as needed
		Progression and Pathway planning interview	Chemistry at Work	LC Designs Signage with Design Technology		Summer Enrichment: Life skills, MOOCs UCAS	
			University trip to Loughborough	University of Leicester Trip			
				Chemistry at Work		Trip to Somerville College	
				FESTO		Paramedic Careers talk	
				University trip to Loughborough		Business and Finance City of London Trip	
						Warwick University - Maths conference	
				Cambridge University Astrophysics Speaker		Cambridge Open Day	

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						Mathematicians talk - Operational Researcher	
						Birmingham University Open day	
						CERN	
						Cambridge University Astrophysics Speaker	
						Careers Newsletter - Student/Parent facing	