



During their time at Derby Manufacturing UTC, students will follow a programme to help them gain access to different engineering sectors, career choices and support in gaining not only work experience placements but also assistance in Post 16 and Post 18 options.

Our Head of Careers, Careers Progression Officer and Work Experience Officer will support students in these areas by arranging 1:1 interviews, drop in sessions and after-school events to support all learners and their parents/carers.

It is important that students Reflect and Review their experiences throughout their time at Derby Manufacturing UTC so that they are able to make clear references to their personal development during their time with us. The Reflect and Review programme will be completed during tutor time and after-school sessions will be put on to provide support also – these sessions can also be attended by parents/carers.

It is important for students to Review and Reflect on their experiences, as it allows to:

1. Review what went well and next steps
2. Reflect what could have been improved, why and how this would help with next steps
3. Collate Employer details for future references and opportunities
4. Allow students to focus on what they would like to achieve in their next steps

By completing this programme students will be taking control of their future, whilst being supported both in and out of UTC hours and allow for informed decisions to be made based on experiences that they have had first hand

Below is a list of events that will happen in each term for each year group.

Programme of Activities relating to CEIAG:

Key Stage 4:

YEAR 10 – All students will have a minimum of 1 1:1 interview

<u>Term</u>	<u>Activity</u>
1	<ul style="list-style-type: none">• Introduction to Work Experience• Understanding Career Options
2	<ul style="list-style-type: none">• Writing a CV and covering letter• Work Placed Behaviours - Employers
3	<ul style="list-style-type: none">• Applying for Work Experience
4	<ul style="list-style-type: none">• Work Experience placement• Year 11 pathways
5	<ul style="list-style-type: none">• Work Experience placement• Year 11 pathways

YEAR 11 All students will have a minimum of 1 1:1 interview -

<u>Term</u>	<u>Activity</u>
1	<ul style="list-style-type: none">• Post 16 Options• CV updates• Apprenticeship Applications• Work Placed Behaviours - Employers
2	<ul style="list-style-type: none">• Online Tests• Assessment Centre Techniques• Employer Events
3	<ul style="list-style-type: none">• Careers Fair• Employer Events
4	<ul style="list-style-type: none">• Post 16 Options Update
5	<ul style="list-style-type: none">• Post 16 updates – drop in sessions

Key Stage 5:

YEAR 12 - All students will have a minimum of 1 1:1 interview

<u>Term</u>	<u>Activity</u>
1	<ul style="list-style-type: none">• Introduction to work experience• Understanding Post 18 options• Writing a CV
2	<ul style="list-style-type: none">• Work Placed Behaviours - Employers• Work Experience placement
3	<ul style="list-style-type: none">• Work Experience placement• UCAS preparation• Careers Evening
4	<ul style="list-style-type: none">• Work Experience placement• Y13 Pathways
5	<ul style="list-style-type: none">• Y13 pathways• UCAS preparation• University Open Days

YEAR 13 - All students will have a minimum of 1 1:1 interview

<u>Term</u>	<u>Activity</u>
1	<ul style="list-style-type: none">• Post 18 options• CV updates• Apprenticeship / UCAS Applications• University Open Days• CV / Personal Statement workshop• Finance workshop
2	<ul style="list-style-type: none">• Apprenticeship / UCAS Applications• University Open Days
3	<ul style="list-style-type: none">• Apprenticeship Applications• Post 18 – next steps
4	<ul style="list-style-type: none">• Work Placed Behaviours - Employers
5	

