

Southend YMCA Community School Careers Operation Plan 2025-26

Our aim is for all students to achieve their full potential with every student making the right choices for progression at the end of Year 11, 12 and 13. We will support students in making well informed decisions by providing access to differentiated, impartial and independent advice and information about the range of post 16 options available to them. We aim to inspire students and prepare them for the future by introducing them to the world of work by providing opportunities for them to engage with local employers through work experience, careers events and workplace visits and guest speakers from industry.

Activity/Intervention	Delivery	Term/Date	Year Group	Gatsby Benchmark(s)
All students will have a 1-1 meeting with Southend Careers Adviser offering impartial advice and guidance on careers	Face to face interview with an Independent Careers Adviser	Throughout the year	10, 11, 12/13	1, 2, 3, 8
Job search, CV writing, etc	- DWP CV Workshop - Kings Trust modules incorporated in the curriculum. Students will be given 1:1 support appropriate to their individual needs.	January 2026 Throughout the year	11, 12/13 10, 11	1, 2, 5, 6, 1, 2, 3
Mock interviews	Mock interviews with DWP	Dec, Jan, Feb 2025-26	10, 11, 12	1, 2, 5
Engagement with local employers through in-school presentations and workplace visit(s)	- Ductu Open Doors - DWP Presentations - Auburn/Cedar Presentation - Auburn/Cedar practical workshop	Throughout the Year	10, 11, 12 10, 11, 12 10, 11 10, 11	1, 2, 5, 6, PAL 1, 3, 5, 8 1, 2, 5, 6, PAL 1, 2, 5, 6, PAL
Encounters with FE Colleges and training providers - students will be encouraged to engage with local FE Colleges and training providers and the school will support them with applications and follow-up action. Computers and staff support will be made available for on-line application process.	- SEC Presentation in school - Campus visit – ARU Writtle - SACC Presentation in school - TCHC Presentation in school - Crown College	Autumn term Feb/March 2025 Autumn term 2025 Autumn term 2025 Spring term 2026	10, 11, 12/13 10, 11 10, 11, 12/13 10, 11, 12/13	1, 3, 7, PAL 1, 3, 7, PAL 1, 3, 7, PAL 1, 3, 7, PAL
Students and parents will be given information on open events for local FE colleges and training providers and will be encouraged to attend.	School website and Careers noticeboard Text and e-mail reminders with appropriate links to be sent to parents	Throughout the year	11	1, 3, 7

Activity/Intervention	Delivery	Term/Date	Year Group	Gatsby Benchmark(s)
Students will learn about interview techniques and how to make a good impression at interviews	Interview Skills Workshop delivered in school by DWP	July 2026	10	1, 3, 8
Raise self-esteem and plan for the future	Goals and Aspirations Workshop delivered in school by DWP	Jan 2026	10	1, 3, 8
1-week work experience placement; preparation will include Health and Safety at Work, travel plans, employer expectations together with advice on appropriate dress, conduct and application	Work Experience. Students will be invited to source their own work placements. This will be flexible and can take place outside the allotted timescale on a case by case basis. A full workplace assessment will be carried out prior to placement. Preparation during Kings Trust lessons.	December 2025 June 2026	11 10	1, 5, 6 1, 5, 6
Students may be offered the opportunity of extended work placements where appropriate	- The Year 12 curriculum will include an element of work experience - Extended work placement – this can be arranged on a case-by-case basis where appropriate. A full workplace assessment will be carried out prior to placement.	Throughout the year	12/13 10 & 11	1, 2, 3, 5, 6
Information on apprenticeships and traineeships will be given to parents and students and links will be available via the school website	- School website - DWP Apprenticeships presentation - Crown College presentation	Throughout the year January 2026 Spring term 2026	10, 11, 12/13 11	1, 2, 3, 7 1, 2, 3, 7
Students will gain basic practical work skills in hospitality and construction together with information on related careers.	DT and Food lessons	Throughout the year	10 & 11	1, 5
Modules on: - Customer Experience - Career Planning - Experience in the World of Work - Preparing for the World of Work - Presentation Skills - Digital Skills - Teamwork Skills	Kings Trust modules. Students will have access to 1:1 support where appropriate and will be able to complete modules at their own pace where necessary.	Throughout the year	10, 11	1, 3, 5, 6 1, 3, 5, 6
Students will be briefed about upcoming Careers activities with short debrief sessions afterwards	Kings Trust lessons	Throughout the year	10, 11	1, 3, 5, 6

Activity/Intervention	Delivery	Term/Date	Year Group	Gatsby Benchmark(s)
Introduction to the DWP careers offer	Brief introductory session in class	November 2025	12, 13	1, 3, 8
Information about how to stay safe on-line	DWP workshops in school - Introduction to the World of Work, Social Media, Keeping Safe Online	February 2026	12, 13	1, 3, 8
Familiarise students with career/job options - Real or Fake Jobs, Career Bingo, Guess the Job, Skills Bingo	DWP series of quizzes in school	Spring/Summer Term 2026	12, 13	1, 3, 8
Provide information to parents on how to support their young people on their next steps	DWP Parent Coffee Morning	March 2026	12, 13	1, 3, 8