

# RESOURCE DEVELOPMENT AND ACTIVITY PLAN

2023/2024

**Since its conception in September 2018 the Inspiring Worcestershire Careers Hub has been committed to supporting our hub member schools to delivery high quality careers education to their students. This focus has helped ensure our partner schools are working towards meeting both the mandatory requirements set within the government's careers strategy and their goal of achieving the 8 x Gatsby Benchmarks.**

The Inspiring Worcestershire delivery team work hard to regularly create useful resources and activities which support these goals. The creation of our NEW resources is often based on the data trends we obtain by analysing the termly Compass submissions and feedback from our hub member schools.

The partnership with our network of Careers Leaders is key to the ongoing successful delivery of the Careers and Enterprise Company initiative across Worcestershire and we will always do our best to support, advice and guide our hub member school to continually improve their performance based on the feedback we receive.

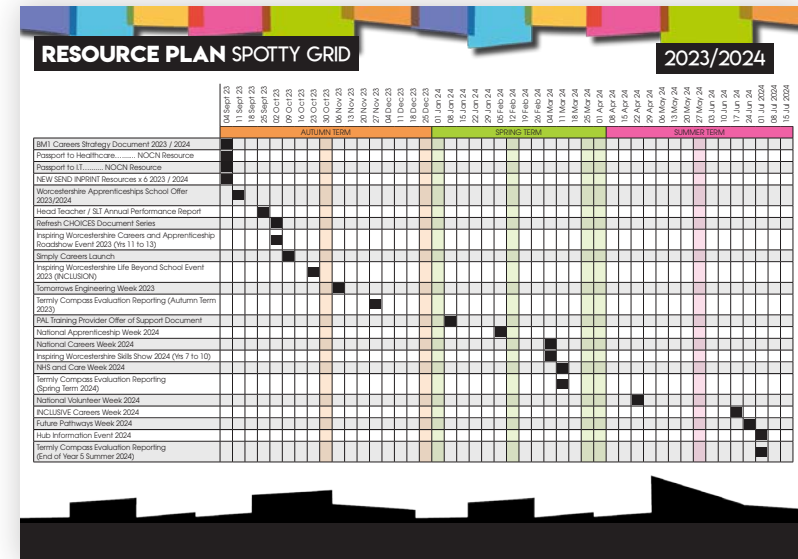
Following the release of this document last year we have received some amazing feedback from our network of Careers Leaders. Many felt that by having details of the resources, events, and wider activities that the "Inspiring Worcestershire Careers Hub" will be facilitating over the next academic year before the end of the current year has significantly helped them plan and embed the resources / activities within the lessons they are delivering to their students.

We believe this delivery plan will ensure that our network of careers leaders will receive all of the information/ supporting documents / resources they need many weeks ahead of the scheduled date when the activity / themed week will be taking place.

This, in turn, will enable careers leaders to plan the use of our resources and activities with their students and embed them within their 2022/2023 careers programmes.

As part of this plan, we are delighted to share with you our quick reference "Spotty Grid" which will detail when these activities will take place or be available for our network of careers leaders to utilise.

The "Spotty Grid" will also be supplemented by a more detailed overview of the resources, activities, themed weeks, or days which are being developed. The detailed overview will include information on the activity type, a brief description, and any key dates you should be aware of.



These plans have also been broken down by term which we hope will support your advanced planning and help maximise the use of the resources throughout the academic year.

If you have any questions or queries, please contact your Enterprise Coordinator:

# AUTUMN TERM 2023

## BENCHMARK 1 CAREERS STRATEGY TEMPLATE

### MILESTONE DATE:

W/C 4th September 2023

### ACTIVITY TYPE:

CAREERS LEADER RESOURCE

Updated annually the Inspiring Worcestershire delivery team will design and develop a template document which our hub member schools may wish to use to detail their current careers strategy and programme. This resource includes the details of the NEW Provider Access Legislation (formally known as the Baker Clause) and will complement the Ofsted website checklist resource which hub member schools may wish to utilise to ensure their websites contain the appropriate careers related information.

## PASSPORT TO RETAIL NOCN EMPLOYABILITY QUALIFICATION

**NEW FOR 22/23**

### MILESTONE DATE:

W/C 4th September

### ACTIVITY TYPE:

Student Resource - SEND

The aim of the project is to educate and upskill the students to be ready for their next steps either into further education within the sector or employment/ volunteering. This brilliant project will take the students on a tour around the Retail Industry, learning about its history, which services are classed as retail and also which careers and entry level roles are available within the sector. The students will dive into the following 4 areas of the retail industry: customer service, retailers and their products, retail payments and all things employment related. Within each unit the student will learn, test and progress in the hard and soft skills needed for each role. By following Passport to Retail, students will be able to use their skills and knowledge gained to achieve a recognised qualification from NOCN. Passport to Retail provides a range of skills that are linked with the NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry Level 3) (Retail) qualification. Although these resources have been designed with SEND students in mind, they can be adapted and used for Mainstream and Middle schools, to be used within the curriculum.

## PASSPORT TO HOSPITALITY NOCN EMPLOYABILITY QUALIFICATION

**NEW FOR 22/23**

### MILESTONE DATE:

W/C 4th September

### ACTIVITY TYPE:

Student Resource - SEND

Passport to Hospitality has been designed with the student's progression at the forefront. This brilliant project will take the students on a tour around the Hospitality Industry, learning about its history, which services are classed as hospitality and also which careers and entry level roles are available within the sector.

By following Passport to Hospitality, students will be able to use their skills and knowledge gained to achieve a recognised qualification from NOCN. Passport to Hospitality provides a range of skills that are linked with the NOCN Entry Level Certificate in Preparing for Further Learning or Employment (Entry Level 3) (Hospitality) qualification.

Although these resources have been designed with SEND students in mind, they can be adapted and used for Mainstream and Middle schools, to be used within the curriculum.

## SEND "IN-PRINT" CAREERS RESOURCES

### MILESTONE DATE:

W/C 4th September

### ACTIVITY TYPE:

Student Resource - SEND

Adding to the existing set of SEND In-Print resources which were developed last year the Inspiring Worcestershire delivery team will add several resources to this series.

These resources will once again feature the use of the specialist SEND IN-PRINT software which supports the use of images to share information with students. The resources being produced this year will mirror the "What is a....." series of resources which were created for mainstream students last year.

## WORCESTERSHIRE APPRENTICESHIPS SCHOOL OFFER 2023-2024

### MILESTONE DATE:

W/C 11th September 2023

### ACTIVITY TYPE:

CAREERS LEADER RESOURCE

Our partner organisation, Worcestershire Apprenticeships will once again continue to offer Hub Member schools a comprehensive series of activities and workshops which will help schools to increase their students awareness of the apprenticeship vacancies and / or opportunities during the 2023/2024 academic year.

Details of the types of workshops and the booking process will be made available to careers leaders as part of this resource release.



**WORCESTERSHIRE APPRENTICESHIPS**

## HEAD TEACHER / SLT ANNUAL PROGRESS UPDATE

### MILESTONE DATE:

W/C 25th September 2023

### ACTIVITY TYPE:

Progress Report

The Inspiring Worcestershire delivery team will be sharing an individually tailored progress report which will be sent directly to the Head Teacher of each of our hub member schools. This report will provide Head Teachers / SLT members with up-to-date information on their legislative requirements, the progress made within school during the last academic year, details of their termly compass submissions and highlight the sub benchmark elements, if any, which are still outstanding.

## REFRESHED CHOICES BOOKLETS

### MILESTONE DATES:

W/C 2nd October 2023

### ACTIVITY TYPE:

Student Resource

Choices are a series of careers and advice booklets that will help your students understand the wide range of career choices and opportunities available to them across Worcestershire and support them to start planning for their future.

These booklets provide students with key careers related information relative to their Key Stage and will enable students the opportunity to undertake a variety of activities each term throughout the academic year.

This series of booklets cover Key Stage 3 / Key Stage 4 / Key Stage 5 / Entrepreneurship and Life Beyond School for students within SEND settings. Each booklet can be used both in a classroom setting or via individual schools' remote sharing platforms.

There is even a booklet which is designed specifically for parents to use to prompt careers related activity and discussions to take place at home.



## CAREERS AND APPRENTICESHIP ROADSHOW 2023

### MILESTONE DATE:

W/C 2nd October 2023 - Worcester

W/C 16th October 2023 - Redditch

### ACTIVITY TYPE:

Careers Event (Years 10 to 13)

The Worcestershire Careers and Apprenticeship Roadshow will be split across 2 events taking place during October 2023. These events will take place at County Hall, Worcester and Peakman Campus, Redditch during the month of October and will run from 16:00-20:00.

These events will provide young people in year groups 10-13 with the opportunity to explore their post 16/18 options. Exhibitors will include representatives covering apprenticeships, further education, higher education, along with local employers. Young people will also be able to access impartial careers advice and guidance with a qualified careers adviser.

Further information and booking details will be shared with you via your Enterprise Coordinator.



## SIMPLY CAREERS DIGITAL PLATFORM

**NEW FOR 22/23**

### MILESTONE DATE:

W/C 9th October 2023

### ACTIVITY TYPE:

Digital Resource

Our NEW and innovative careers platform will allow your students to take their own Careers Journey through Worcestershire. Designed specifically for use by Key Stage 3 Students "Simply Careers" will support careers leaders to ensure students obtain a clear knowledge and understanding of ALL the potential pathways and destination options available to them as they move through education and towards the world of work.

This platform is interactive and allows students to work at their own pace either within a classroom environment or via a homework platform. Students are required to undertake a number of mandatory tasks to ensure they obtain a clear understanding of information contained within the government's careers legislation and supports completion of Benchmark 7 activity.

Once the mandatory elements have been completed students can move across Worcestershire and explore all of Worcestershire's key growth sectors, hear from employers about their organisation, review job profiles and understand where the jobs of the future may be.

## LIFE BEYOND SCHOOL CAREERS EVENT 2023

### MILESTONE DATE:

W/C 23rd October 2023

### ACTIVITY TYPE:

Specialist Careers Event

This Inclusive Careers event will once again form part of our annual careers events taking place during 2023 /2024.

This event is unlike our other events and will open to students from YR 9 upwards who may need to explore their options as they prepare to undertake their annual reviews and make destination decisions.

This Inclusive Careers event will focus on alternative education options for those students that may hold an EHCP or find the mainstream options challenging.

We hope to be joined by an array of education providers including colleges, specialist colleges, supported internships, traineeships, apprenticeships, and alternative education providers.

Further information and booking details will be shared with you via your Enterprise Coordinator.



## TOMORROW'S ENGINEERING WEEK 2023

NEW FOR 22/23

### MILESTONE DATE:

W/C 6th November 2023

### ACTIVITY TYPE:

Themed Week

Tomorrow's Engineering week is the first of our series of themed weeks which will be taking place throughout the academic year. Each of our themed weeks will focus on one of Worcestershire's Key Growth sectors and / or a specific industry.

The Inspiring Worcestershire delivery team will provide Careers Leaders with a range of activities / resources which could support activities taking place within schools. The team may also host interactive webinars, share industry sector / job profile videos relating to the themed week.

All our resources will be shared with Careers Leaders several weeks in advance of the themed week taking place. This will allow ample time for any internal planning to take place. Careers Leaders may wish to discuss with their Enterprise Co-ordinator or their Enterprise Adviser linking these resources or activities to employer related visits / assemblies which could take place during this themed week.



Tomorrow's  
Engineers  
Week

## AUTUMN TERM COMPASS SUBMISSION DEADLINE

### MILESTONE DATE:

W/C 27th November 2023

### ACTIVITY TYPE:

Careers Leader MANDATORY Activity

Careers Leaders are required to submit a Compass Evaluation towards the end of each term during the 2023 / 2024 academic year.

These termly Compass submissions are part of the MANDATORY activity required to be completed by our career's hub member schools.

Would ALL Careers Leaders please ensure that they have scheduled an agreed date with their assigned Enterprise Co-ordinator to ensure their compass evaluation can be submitted prior to the Autumn Term deadline date.

# CAREERS WORCS

**ARE YOU AGED 15-24 AND  
LOOKING FOR CAREERS ADVICE?**

**LEARN MORE ABOUT YOURSELF,  
EXPLORE YOUR CHOICES AND FIND  
THE RIGHT PATH FOR YOU.**

**APPRENTICESHIPS**

**TRAINEESHIPS**

**EDUCATION**

**TRAINING**

**EMPLOYMENT**

**WORK EXPERIENCE**

Start your journey to your dream career by getting in touch with us today!

**0300 666 3666**

**[careersworcs@worcestershire.gov.uk](mailto:careersworcs@worcestershire.gov.uk)**

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# SPRING TERM 2024

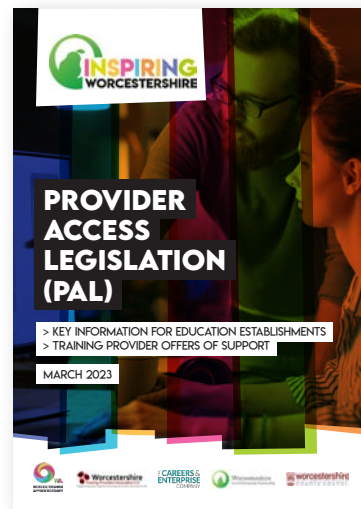
## PROVIDER ACCESS LEGISLATION - TRAINING PROVIDER OFFERS OF SUPPORT

**MILESTONE DATE:**  
W/C 8th January 2024

**ACTIVITY TYPE:**  
Careers Leader Resource

Following the introduction of the Provider Access legislation in January 2023 we will continue to work with the local Training Provider Organisation (TPA) to ensure our schools are updated on the offers of support from the TPA members.

We will once again be discussing the offers of support available from our local network during the Autumn Term and provide careers leaders with an updated version of the PAL Offer of Support document which will help them book activities directly with training providers to assist them to meet their legislative requirements.



## NATIONAL APPRENTICESHIP WEEK 2024

**MILESTONE DATE:**  
W/C 5th February 2024

**ACTIVITY TYPE:**  
Themed Week

Supporting the National themed week focused on promotion of Apprenticeships, the Inspiring Worcestershire Careers Hub will once again be supporting our partners, Worcestershire Apprenticeships, and the Worcestershire LEP to undertake a local activity campaign to promote the apprenticeship agenda across Worcestershire.

Worcestershire Apprenticeships and the Worcestershire LEP will develop materials which will be shared with careers leaders which can be used to support Apprenticeship related activities and student awareness of the local offers and vacancies available across the county.

Careers Leaders may wish to discuss with their Enterprise Co-ordinator or their Enterprise Adviser linking these resources or activities to employer related visits / assemblies which could take place during this themed week.



## NATIONAL CAREERS WEEK 2024

### MILESTONE DATE:

W/C 4th March 2024

### ACTIVITY TYPE:

Themed Week

As part of the annual National Careers week activity the Inspiring Worcestershire delivery team will support our Careers Hub member schools to engage and promote careers related activities and information for students.

Further details of the activities, resources, videos etc. which are being produced will be shared with Careers Leaders prior to the Themed Week taking place to ensure that they can plan activities within schools and promote these activities across their social media channels.



## WORCESTERSHIRE SKILLS SHOW 2024

### MILESTONE DATE:

W/C 4th March 2024

### ACTIVITY TYPE:

Themed Week

Worcestershire Skills Show will once again be held in March 2024 and will be tailored to provide students in year groups 7-10 with the opportunity to engage with a wide range of industries and experience what it could be like to have a career within that industry.

Exhibitors will bring along fun and interactive activities for students to have a hands-on experience. More information including how to book to attend the event will be sent out via your Enterprise Coordinator.



## NHS AND SOCIAL CARE WEEK 2024

**NEW FOR 22/23**

### MILESTONE DATE:

W/C 11th March 2024

### ACTIVITY TYPE:

Themed Week

The NHS and Social Care week is the second of our industry focused themed weeks taking place during the 2023 / 2024 academic year.

This themed week will focus on the promotion of careers within the NHS and a variety of care settings. This will include case studies of care workers from different settings across Worcestershire, where the jobs of the future may be as well as the pathways young people may wish to consider should they wish to enter sector.

Careers Leaders may wish to discuss with their Enterprise Co-ordinator or their Enterprise Adviser linking these resources or activities to employer related visits / assemblies which could take place during this themed week.

## SPRING TERM COMPASS SUBMISSION DEADLINE

### MILESTONE DATE:

W/C 11th March 2024

### ACTIVITY TYPE:

Careers Leader MANDATORY Activity

Careers Leaders are required to submit a Compass Evaluation towards the end of each term during the 2023 / 2024 academic year.

These termly Compass submissions are part of the MANDATORY activity required to be completed by our career's hub member schools.

Would ALL Careers Leaders please ensure that they have scheduled an agreed date with their assigned Enterprise Co-ordinator to ensure their compass evaluation can be submitted prior to the Spring Term deadline date.

# VISIT WORCESTERSHIRE'S ONLINE CAREERS TOOL



**INFORMATION  
ABOUT EMPLOYERS  
IN WORCESTERSHIRE**



**SUPPORT FOR  
SCHOOLS**



**WORCESTERSHIRE'S  
LABOUR MARKET  
INFORMATION**



**SUPPORT FOR  
YOUNG PEOPLE**



**CAREERS ADVICE**



**CAREERS EVENTS**



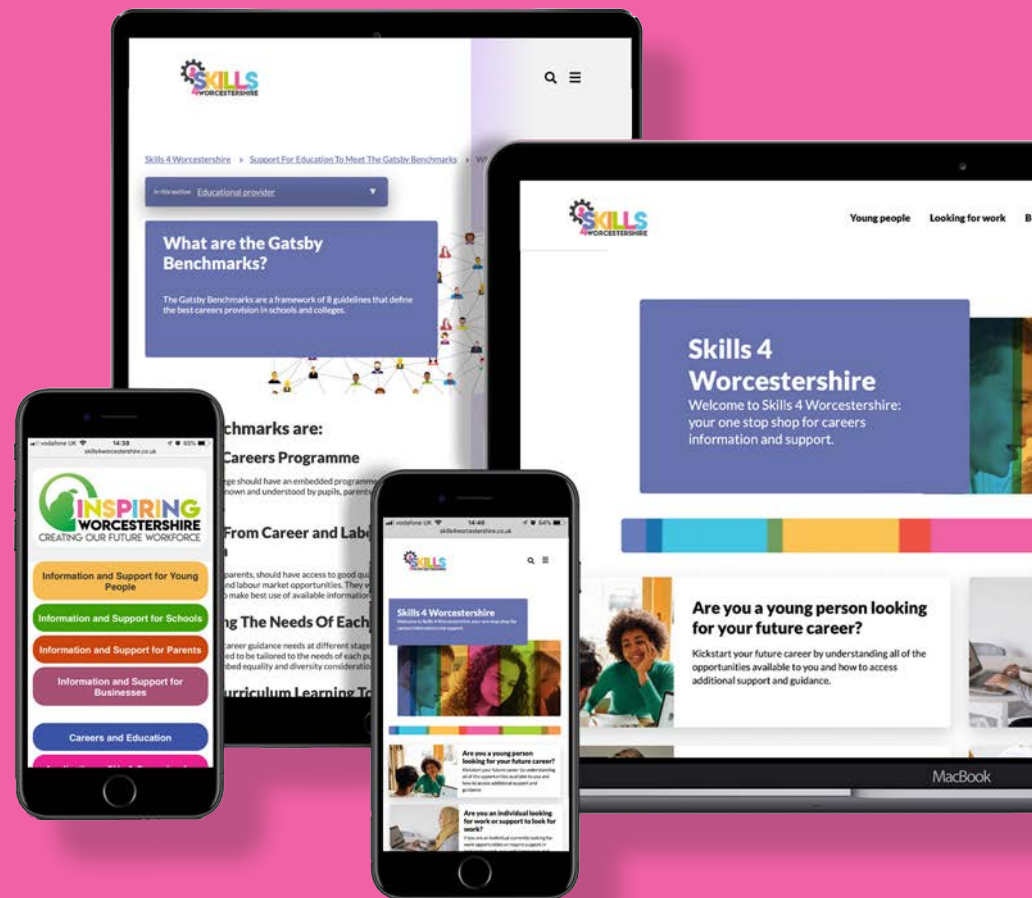
**INTERVIEW TIPS**



**SUPPORT FOR  
PARENTS**



**CAREER PATHWAYS**



**WWW.SKILLS4WORCESTERSHIRE.CO.UK**

# SUMMER TERM 2024

## NATIONAL VOLUNTEERS WEEK 2024

**MILESTONE DATE:**  
W/C 22nd April 2024

**ACTIVITY TYPE:**  
Themed Week

As part of the annual National Volunteers Week activity the Inspiring Worcestershire delivery team will be undertaking a focused social media campaign to promote the roles that volunteers play locally in the delivery of careers education.

Further details of the content which is being produced will be shared with Careers Leaders prior to the Themed Week taking place to ensure that they can consider planning their own activities within schools for promotion across their own social media channels.

## INCLUSIVE CAREERS WEEK 2024

**NEW FOR 22/23**

**MILESTONE DATE:**  
W/C 17th June 2024

**ACTIVITY TYPE:**  
Themed Week

This themed week is focusing specifically on "Life Beyond School" for SEND students. The week will focus on supporting the preparation of our SEND students for a "Life Beyond School."

Activities will complement the existing work already taking place within our network of SEND schools to promote the pathways and opportunities for students to consider as they journey towards the world of work.

Careers Leaders may wish to discuss with their Enterprise Co-ordinator or their Enterprise Adviser linking these resources or activities to employer related visits / assemblies which could take place during this themed week.

## FUTURE PATHWAYS WEEK 2024

**NEW FOR 22/23**

**MILESTONE DATE:**  
W/C 24th June 2024

**ACTIVITY TYPE:**  
Themed Week

This NEW themed week will focus on promotion of career pathways and post 16 transition information for students. We will be focusing on highlighting the Apprenticeship, Technical and Vocational pathways available to students, increasing their understanding of these options which will ensure they can make an informed choice when considering their next steps.

This will include the latest information from our local colleges and University offers as well as information about Apprenticeships, Traineeships and T 'Levels. We will also highlight the additional support available locally and which organisations can support students who wish to know more about the pathways and opportunities available to them.

## CAREERS HUB INFORMATION EVENT 2024

**MILESTONE DATE:**  
W/C 1st July 2024

**ACTIVITY TYPE:**  
EVENT

Following the success of the information event held at the end of the 22/23 academic year the Inspiring Worcestershire Careers Hub will once again be facilitating their end of year information event.

This event will provide Careers Leaders and Careers Advisors with an update on the latest developments taking place both locally and nationally and provide an update on the resources and activity which will be taking place during the 24/25 academic year.

## SUMMER TERM COMPASS SUBMISSION DEADLINE

### **MILESTONE DATE:**

W/C 1st July 2024

### **ACTIVITY TYPE:**

Careers Leader MANDATORY Activity

Careers Leaders are required to submit a Compass Evaluation towards the end of each term during the 2023 / 2024 academic year.

These termly Compass submissions are part of the MANDATORY activity required to be completed by our career's hub member schools.

Would ALL Careers Leaders please ensure that they have scheduled an agreed date with their assigned Enterprise Co-ordinator to ensure their compass evaluation can be submitted prior to the Summer Term deadline date.

## NOTE FOR CAREERS LEADER

While the Inspiring Worcestershire delivery team have every intention to meet the deadline dates and deliver the activities highlighted within this document there may be occasions where we are unable to meet these specific deadlines or facilitate the activities we have included within this plan.

The Inspiring Worcestershire delivery team have also planned to develop and create resources which have not been included within this delivery plan.

Details of these additional activities / developments will be shared with our network of careers leaders when we feel it is appropriate to do so.

