Careers & Employability Development Plan

On Track Totnes: September 2025 – July 2026

Careers Plan Timeline (Year 9 – Year 13)

Year 9

- Careers Planning Started: Introduce students to careers guidance.
- Careers Lead Meetings: Meet with all students individually.
- Explore Options: Discuss courses, pathways, and potential visits.
- Parent/Carer Meetings: Identify preferred pathway and discuss support.
- Subject Choices: Decide subjects for Year 10; outline qualifications needed.
- EHCP Review: Record decisions and career interests in the EHCP.

Year 10

- Repeat Year 9 Process: For any new starters or students needing updates.
- Check-in Meetings: Touch base with students and parents/carers.
- Pathway Review: Confirm or adjust chosen career/educational pathways.
- Prepare for Year 11: Share plans and expectations for next steps.

Year 11

- EHCP Review: Share chosen setting and preferred course.
- Applications: Complete college/sixth form/employment applications.
- Visits & Interviews: Arrange visits to potential settings and support interviews.
- Transition Plan: Develop a plan for the next steps post-Year 11.
- Planning: If staying on, create a plan for completing qualifications and preparing for final destinations.

Year 12/13

- EHCP Review: Monitor progress towards end destinations (higher education, employment, apprenticeships).
- Adaptations: Identify any additional support or adjustments needed.

- Transition Support: Ensure students are prepared for independent living or work.

Careers Education Programme

Year 7 – Post 16

Our careers programme supports students at every stage of their journey, gradually building awareness, aspiration and practical employability skills.

Year 7 – Introduction to Careers

Term	Focus
Autumn	Introduce the concept of careers and the world of work Develop self-awareness of skills and interests
Spring	Raise aspirations and challenge stereotypes Introduce Labour Market Information (LMI)
Summer	Build teamwork and workplace skills Employer encounters Whole-school engagement

Year 8 – Exploring Career Pathways

Term	Focus
Autumn	Deepen understanding of job sectors Refresh self-awareness
Spring	Explore aspirations Understand job skills and workplace expectations
Summer	Link curriculum to careers Real-world exposure Engagement & competition

Year 9 – GCSE Options & Career Direction

Term	Focus
Autumn	Support GCSE option choices Understand qualification routes
Spring	Develop self-awareness Access personalised guidance
Summer	Connect subjects to careers Employer engagement Access reliable information

Year 10 – Preparing for Post-16

Term	Focus
Autumn	Explore post-16 pathways Career research
Spring	Understand future skills Develop employability skills Interview preparation
Summer	Employer encounters Workplace readiness Family engagement

Year 11 – Applications & Transition

Term	Focus
Autumn	Secure next steps Explore Post-16 options Provider engagement
Spring	Application preparation Employability skills Financial literacy
Summer	Apprenticeship preparation Exam & wellbeing support Transition planning

Post-16 – Preparing for Post-18 Pathways

Term	Focus
Autumn	Explore post-18 options Develop employability
Spring	Workplace readiness Real-world experience
Summer	Personalised guidance Transition support Academic support