

Careers @ Year 11 Checklist



Castle View
Enterprise
Academy

September
to
December

RESEARCH AND EXPLORE



- ✓ Explore post 16 options
- ✓ Research job roles and progression routes
- ✓ Discuss your ideas with your family, friends and teachers
- ✓ Meet with your Careers Advisor, Mrs McDermott, for your guidance session
- ✓ Research college and sixth form courses online
- ✓ Attend college and sixth form open evenings
- ✓ Research apprenticeship opportunities
- ✓ Start revising for your mock exams
- ✓ Attend intervention sessions to help you secure your best possible grade

January to
March

DECISION MAKING



- ✓ Apply for courses
- ✓ Continue to attend open evenings and taster events
- ✓ Register on the apprenticeship website [Find an apprenticeship - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- ✓ Create your CV and cover letter; attend Careers Clinics to support with this
- ✓ Arrange another guidance session with Mrs McDermott if you are still unsure of your post 16 destination
- ✓ Secure your intended destination
- ✓ Attend intervention sessions to help you secure your best possible grades

April to
June

FOCUS



- ✓ Draft, and stick to, your revision plan
- ✓ Update your CV
- ✓ Attend interviews
- ✓ Attend intervention sessions to help you secure your best possible grades
- ✓ Give all of your exams 100%
- ✓ Check in with Mrs McDermott to confirm your post 16 destination
- ✓ Sign up to CVEA Alumni

July to
August

POSITIVE PATHWAY



- ✓ Contact Mrs McDermott if you are still unsure of your post 16 destination
- ✓ Collect your exam results
- ✓ Check you are signed up to CVEA Alumni
- ✓ Good luck for the future!

Achieve your personal best

