

Careers Programme 2019-20

Students at KS4 have 1 lesson of careers a week (45 minutes)

Year Group	Lesson content overview	What is learnt
Year 10	<ul style="list-style-type: none"> ✓ Personal profiles – for work experience ✓ Job Exploration – What is a job? What is a career? ✓ Communication Skills ✓ Personal Presentation ✓ Interview Skills ✓ Form Filling ✓ Preparation for Work Experience - Health and Safety in the workplace and Behaviour ✓ OCN Qualification for Entry Level 3 work experience 	<p>Students write up a summary page about their learning needs, their interests and goals.</p> <p>Students look at the differences between a job and career, to understand that they can develop an interest and do something they enjoy.</p> <p>Students use databases to search for jobs /careers e.g. JED to gain information about what qualifications they will need and the route they will need to take to get that job. Eg. Will they need to go to college?</p> <p>Students learn to develop their greeting and conversation skills, how to talk to customers, colleagues and managers.</p> <p>Students learn how to present themselves for work and the importance of hygiene.</p> <p>Students learn about the different types of interviews they could have and how to conduct themselves. What types of questions they will be asked and what questions they could ask an employer.</p> <p>Students learn how to fill out a job application form and the key details needed</p> <p>Students are prepared for work experience in July. They learn about Health and Safety and appropriate behaviour in the workplace. Some Entry Level 3 students will complete a qualification as part of this experience. Photographic and employer feedback will be taken as evidence.</p>
Year 11	<ul style="list-style-type: none"> ✓ Learning through work experience ✓ Form Filling and CVs ✓ Communication skills ✓ Interview Skills ✓ Maintaining work Standards ✓ Rights and Responsibilities at work 	<p>Students review their work experience placement from July – what did they enjoy? What did they learn? What skills did they develop?</p> <p>Students practice filling out application forms for various employers.</p> <p>Students write a CV using a template given to them. This will include their qualifications, voluntary work and work experience. These are saved onto a memory stick for them.</p> <p>Students develop their communication and Interview skills, which are also linked to college interviews not just job interviews. Role play being an interviewee and an interviewer.</p> <p>Students learn how to maintain standards, continue their work ethic and build upon opportunities in the workplace.</p> <p>Students learn about the law, their rights and their responsibilities.</p>