


## Careers Education Topic Overview - KS 4 / Post 16

	<b>AUTUMN 1</b> <b>Personal Development</b>	<b>AUTUMN 2</b> <b>Career Exploration</b> <b>Working Life</b>	<b>SPRING 1</b> <b>Career Management</b> <b>Employability Skills</b>	<b>SPRING 2</b> <b>Personal Development</b>	<b>SUMMER 1</b> <b>Career Exploration</b> <b>Working Life</b>	<b>SUMMER 2</b> <b>Career Management</b> <b>Employability Skills</b>
<b>YEAR 1</b>	<b>Self-awareness</b> <i>Identify personal skills and qualities and relate to the world of work.</i>	<b>Exploring Pathways</b> <i>Understand the meaning of college /work /job/career/ leisure in relation to own lives</i>	<b>Employability Skills</b> <i>Recognise skills used in different works scenarios and recognise that these have to be learnt and developed.</i>	<b>Goals and Ambitions</b> <i>Develop Progress File reflecting likes, dislikes, strengths in relation to their medium and long term goals.</i>	<b>Working in Retail</b> <i>Practical activities , job studies and workplace visits.</i>	<b>Personal Statement/CV</b> <i>Produce a personal statement and CV .  Paper + Digital format</i>
<b>YEAR 2</b>	<b>Exploring Options</b> <i>Develop awareness of different opportunities available .</i>	<b>The World of Work</b> <i>Explore different areas of employment and identify personal preferences.</i>	<b>Sources of Information</b> <i>Know how to obtain careers and college information relevant to personal needs.</i>	<b>Self Advocacy</b> <i>Communicate own preferences and opinions , makes decisions and counteract discrimination.</i>	<b>Working in Horticulture</b> <i>Practical activities , job studies and workplace visits.</i>	<b>Application Forms</b> <i>Develop understanding of procedures for applying for a job or FE place.</i>
<b>YEAR 3</b>	<b>Worker's Rights</b> <i>Understand basic worker's rights and responsibilities . Develop understanding of equality and inclusion.</i>	<b>Working Life</b> <i>Explore how work and working life is changing and the demands work placed on individuals.</i>	<b>Personal Presentation</b> <i>Consider ways in which to present self positively and make a good first impression on others.</i>	<b>Making Choices</b> <i>Identify and explore options , make choices based on information and personal preferences.</i>	<b>Working in Catering</b> <i>Practical activities , job studies and workplace visits.</i>	<b>Interview Skills</b> <i>Develop ability to present personal information , answer questions + make a positive impact during</i>
<b>YEAR 4</b>	<b>Voluntary Work</b> <i>Explore opportunities to pursue voluntary work.</i>	<b>Local Opportunities</b> <i>Identify main areas of employment in local area.</i>	<b>Health and Safety</b> <i>Develop understanding of safety in the workplace and safe working practices.</i>	<b>Financial Capability</b> <i>Develop ability to make choices related to saving , spending and manage a personal budget.</i>	<b>Working in Admin</b> <i>Practical activities , job studies and workplace visits.</i>	<b>Initiative and Enterprise</b> <i>Participate in practical tasks linked to Business Enterprise.</i>
<b>YEAR 5</b>	<b>Self –Improvement</b> <i>Identify and work towards personal challenge.</i>	<b>Understanding Business + Industry</b> <i>Explore a local / national business , how it is run and the products and /or services it provides.</i>	<b>Preparing for Employability</b> <i>Identify the key qualities and skills that employers are looking for and relate to self.</i>	<b>Managing Transition</b> <i>Identify ways to prepare for and manage transition.</i>	<b>Working in Hospitality</b> <i>Practical activities , job studies and workplace visits.</i>	<b>Action Planning</b> <i>Develop personal Action Plan with support from Independent Advisor.</i>


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<b>YEAR 1</b>	<b>Self-awareness</b> Knowing about Myself	<b>Exploring Pathways</b> My Future Choices	<b>Employability Skills</b> Work Awareness	<b>Goals and Ambitions</b>	<b>Working in Retail</b> World of Work : Retail Assistant	<b>Personal Statement/CV</b>
<b>YEAR 2</b>	<b>Exploring Options</b>	<b>The World of Work</b>	<b>Sources of Information</b> Using Computer Technology	<b>Self Advocacy</b> Self Advocacy	<b>Working in Horticulture</b> World of Work : Horticulture Assistant	<b>Application Forms</b>
<b>YEAR 3</b>	<b>Worker's Rights</b>	<b>Working Life</b> Time Management and Self Organisation	<b>Personal Presentation</b> Looking Smart (Sensory /Introduction)	<b>Making Choices</b>	<b>Working in Catering</b> World of Work : Catering Assistant	<b>Interview Skills</b> Developing Communication Skills
<b>YEAR 4</b>	<b>Voluntary Work</b> Citizenship	<b>Local Opportunities</b> Living Here	<b>Health and Safety</b>	<b>Financial Capability</b> Money (Introduction/Progression)	<b>Working in Admin</b> World of Work : Office Assistant	<b>Initiative and Enterprise</b> Business Enterprise
<b>YEAR 5</b>	<b>Self –Improvement</b>	<b>Understanding Business + Industry</b>	<b>Preparing for Employability</b>	<b>Managing Transition</b> Going to College	<b>Working with People</b> World of Work : Salon Assistant / Care Assistant	<b>Action Planning</b>

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	Additional Activities
<b>Work Experience</b>	<p><i>Pupils will be offered the opportunity to participate in regular work experience sessions on and off the school site .</i></p> <p><i>Vocational areas covered will include horticulture , office admin , catering , retail , painting and decorating , site maintenance and cleaning .</i></p> <p><i>Off-site opportunities include weekly sessions at Lionheart Radio Station.</i></p> <p><i>Pupils will be supplied with individual work experience diaries to reflect upon their experiences and performance.</i></p>
<b>Business Enterprise Programme</b>	<p><i>Pupils will be supported to establish their own mini – business enterprise ventures—either working individually or as part of a team.</i></p> <p><i>Pupils will participate in all aspects of setting up and running their business—with differentiated support as required.</i></p> <p><i>In addition pupils will be offered the opportunity to participate in regular enterprise fairs and national competitions such as Virgin Money Make £5 Grow .</i></p>
<b>Independent Advisor Support</b>	<p><i>Independent and impartial careers , advice , information and guidance will be provided by local authority advisors over the course of the academic year.</i></p> <p><i>Pupils will be</i></p> <p><i>provided with an individual action plan which will outline potential future pathways .</i></p>
<b>Careers Fairs</b>	<p><i>Pupils will visit annual Northumberland SEND Careers Fair in Autumn Term .</i></p> <p><i>Pupils will visit regional Skills North-East Careers Event .</i></p>
<b>PCP ‘My Book’ Project</b>	<p><i>Year 14 pupils and others identified as School Leavers will work with the local authority PCP team to prepare their own individual ‘My Book ’ to support transition to post</i></p> <p><i>school pathway.</i></p> <p><i>A member of the PCP Team attends all reviews to support transition.</i></p>

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	<b>Additional Activities</b>
<b>Workplace Visits</b>	<p><i>Regular work place visits take place throughout the year to support topic work and to provide an insight into the world of work .</i></p> <p><i>Links with Alnwick Garden and Radio Lionheart provide regular opportunities to participate in practical tasks in the workplace.</i></p>
<b>National Careers Week</b>	<p><i>Pupils engage in a range of themed activities during National Careers Week each year.</i></p>
<b>Careers Talks</b>	<p><i>Pupils attend Careers Talks when and where appropriate.</i></p>
<b>Open Days</b>	<p><i>Pupils attend Open Days at local authority and specialist Colleges and at local Training Centres.</i></p>
<b>Encounters with FE</b>	<p><i>Pupils attend taster days and transition events at local and regional Colleges</i></p>