

Year 7

Autumn One	Autumn Two	Spring One	Spring Two	Summer One	Summer Two
<p>Personal Profile Essential questions</p> <ul style="list-style-type: none"> • Skills analysis- what are my strengths and areas for development? • What are my interests and Hobbies? • What are my attitudes and values? • Are these attitudes and values reflected in the workplace? • What are my biggest achievements? 	<p>Personal Profile Essential questions</p> <ul style="list-style-type: none"> • Have I created a plan to develop the skills I need help with? • What are my barriers to progress with respect to employability skills? • What is my dream job and why? • If money was no objective what would I do all day? • Who are my role models and why? 	<p>Skill Development Essential questions</p> <ul style="list-style-type: none"> • Do I understand why teamwork is so important for employability? • Do I know the implications of not being productive in the world of work? • Do I know what employers are looking for in employees ie the order and importance of skills and attitudes? 	<p>Skill Development Essential questions</p> <ul style="list-style-type: none"> • Have I evidenced the skill building activities I have been involved with this term? • How did I do in these activities? • Which ones did I enjoy the most and do I know what jobs these are useful for? 	<p>The local Job market Essential questions</p> <ul style="list-style-type: none"> • Do I know who the main employers are in the local labour market? • Do I know who will be the main employers when I leave school? • <i>Have I had at least one meaningful experience with an employer this year and what did I learn?</i> 	<p>The National Job Market/Student Reflection Essential questions</p> <ul style="list-style-type: none"> • Do I know who the main employers are in the National labour market? • Do I know who will be the main employers when I leave school? • <i>Have I reflected on this year's careers programme of study and given feedback?</i>

Year 8

Autumn One	Autumn Two	Spring One	Spring Two	Summer One	Summer Two
<p>Personal Profile Summary</p> <p>Essential questions</p> <ul style="list-style-type: none"> • Skills analysis- what are my strengths and areas for development? • Have they changed from year 7? • What are my interests and Hobbies? • Have they changed from year 7? • What are my attitudes and values? • Have they changed from year 7? • Are these attitudes and values reflected in the workplace? • What are my biggest achievements? • Have they changed from year 7? 	<p>Career Paths</p> <p>Essential questions</p> <ul style="list-style-type: none"> • Am I aware of the various career paths (areas of employment) available to me? • What are my preferred career paths? • What are the associated pay scales of my chosen jobs? • What are the pre requisites in terms of skills, attitudes and qualifications? • Have I identified my skills gaps with respect to these chosen jobs? • Why am I suited to these roles? • Have I created a development plan so I can address this gaps? 	<p>Career Paths</p> <p>Essential questions</p> <ul style="list-style-type: none"> • Am I aware of the various career paths (areas of employment) available to me? • What are my preferred career paths? • What are the associated pay scales of my chosen jobs? • What are the pre requisites in terms of skills, attitudes and qualifications? • Have I identified my skills gaps with respect to these chosen jobs? • Why am I suited to these roles? • Have I created a development plan so I can address this gaps? • <i>Do I know the opportunities available to me and the process surrounding HE? (outside speakers)</i> 	<p>Exploring the world of Work</p> <p>Essential questions</p> <ul style="list-style-type: none"> • Am I aware of the stereotypes existing in the job market and how these can be challenged? • Have I tracked a 'day in the life' of a specific occupation so that I understand the diversity of the role? • Am I aware of my worker rights as an employee? • Am I aware of the health and safety issues in the workplace? • Do I know how taxes work in the UK? • Do I know the difference between a wage and a salary and what jobs have which? • Have I identified how these above questions relate to my chosen job role/area? • <i>Have I had at least one meaningful experience with an employer this year and what did I learn?</i> 	<p>Exploring the World of Work</p> <p>Essential questions</p> <ul style="list-style-type: none"> • Am I aware of the stereotypes existing in the job market and how these can be challenged? • Have I tracked a 'day in the life' of a specific occupation so that I understand the diversity of the role? • Am I aware of my worker rights as an employee? • Am I aware of the health and safety issues in the workplace? • Do I know how taxes work in the UK? • Do I know the difference between a wage and a salary and what jobs have which? • Have I identified how these above questions relate to my chosen job role/area? • Have I engaged with the parent al focus evening on KS4 pathways? 	<p>Financial Capabilities</p> <p>Essential questions</p> <ul style="list-style-type: none"> • Do I know how technology has changed the way people trade? • Why are pensions important? • Am I aware how much money I will need each month to have a good quality of life? • Can I produce a budget? • Do I know how loans work? • Do I understand how interest works? • Do I understand the effects of debt? • Should I be saving? • Am I aware how HE student loans work? • Do I know how HE can affect my future income? • Do I know how an apprenticeships work and where I can go to find out more? • <i>Have I reflected on this year's careers programme of study and given feedback?</i>

Year 9

Autumn One	Autumn Two	Spring One	Spring Two	Summer One	Summer Two
<p>Career Profile Essential questions</p> <ul style="list-style-type: none"> • Has my selected career changed since year 8 and why? • Do I know what levels of education I need to achieve in order to access that career? • Do I have a fall back plan if I don't achieve my objective? • What additional things can I do outside of school to help me achieve my goal? • What areas of the curriculum do I need to improve upon to help me achieve my goal? • Have I created a plan so these areas may be impacted on? • How can I experience my chosen job ie 'A day in the life' this year? 	<p>Key stage 4 choices Essential questions</p> <ul style="list-style-type: none"> • I am aware of the option process and the associated timescales? • Do I know all the options that are offered at Key stage 4? • Do I know what each option entails? ie content and assessment • Do I know where these options can take me? • Have I discussed these options at this term's careers fayre with employers? • Have I evaluated my careers fayre experience? • Has the career's fayre changed my opinions relating to option? • <i>Have I had at least one meaningful experience with an employer this year and what did I learn?</i> 	<p>Job Documentation Essential questions</p> <ul style="list-style-type: none"> • Can I explain why a CV is an important document? • Can I complete an application form to a high standard? • Can I complete a CV to high standard? • Can I complete a covering letter to a high standard? 	<p>Job Documentation Essential questions</p> <ul style="list-style-type: none"> • Can I explain why a CV is an important document? • Can I complete an application form to a high standard? • Can I complete a CV to high standard? • Can I complete a covering letter to a high standard? 	<p>Personal Profile Revisited Essential questions</p> <ul style="list-style-type: none"> • Skills analysis- what are my strengths and areas for development? • What are my interests and Hobbies? • What are my attitudes and values? • Are these attitudes and values reflected in the workplace? • What are my biggest achievements? 	<p>Preparation for Year 10 Essential questions</p> <ul style="list-style-type: none"> • Have I chosen my option subjects for the right reasons? • Have I prepared myself fully from a resource perspective? • Have I requested year 10 transition work from my teachers? • Have I researched the work experience (WEX) placements that I am considering for next academic year? • Have I used my Job Documentation skills to get in early with prospective WEX employers? • <i>Have I reflected on this year's careers programme of study and given feedback?</i>

Year 10

Autumn One	Autumn Two	Spring One	Spring Two	Summer One	Summer Two
<p>Career Profile Revisited Essential questions</p> <ul style="list-style-type: none"> • Has my career choice changed since year 9 and why? • Have I created a tailored CV and letter of application for my chosen job? • Did I attend the WEX evening and what have I learnt? • <i>Have I had the opportunity to have 1-2-1 matrix accredited careers advice?</i> 	<p>WEX Process Essential questions</p> <ul style="list-style-type: none"> • Have I completed all the formal documentation with respect to the WEX process? • Am I using all the ICT resources available to me to find a placement? (including veryan) • Have I used all means of communication to contact my potential placements? • Does my placement support my career portfolio? • Do I have a contingency plan if I do not get my first choice? 	<p>WEX Process Essential questions</p> <ul style="list-style-type: none"> • Have I completed all the formal documentation with respect to the WEX process? • Am I using all the ICT resources available to me to find a placement? (including veryan) • Have I used all means of communication to contact my potential placements? • Have I returned the WEX postcard and secured my placement? • Have I investigated the Health and Safety implications of my placement? • <i>Do I know the opportunities available to me and the process surrounding HE? (outside speakers)</i> 	<p>WEX Process Essential questions</p> <ul style="list-style-type: none"> • Have I completed all the formal documentation with respect to the WEX process? • Am I using all the ICT resources available to me to find a placement? (including veryan) • Have I used all means of communication to contact my potential placements? • Have I returned the WEX postcard and secured my placement? • Have I investigated the Health and Safety implications of my placement? 	<p>WEX Process Essential questions</p> <ul style="list-style-type: none"> • Have I completed all the formal documentation with respect to the WEX process? • Am I using all the ICT resources available to me to find a placement? (including veryan) • Have I used all means of communication to contact my potential placements? • Have I returned the WEX postcard and secured my placement? • Have I investigated the Health and Safety implications of my placement? • <i>Have I had at least one meaningful experience with an employer this year and what did I learn?</i> 	<p>WEX preparation Essential questions</p> <ul style="list-style-type: none"> • Have I sent out a letter of thanks to the employer emphasising my readiness to learn? • Have I completed all general Health and Safety training with respect to WEX? • Have I collected my WEX booklet ready for my placement? • Have I ensured that this booklet is to be kept safe until year 11 where reflection will take place? • Have I ensured that I have planned for the week in terms of dress, timings and transport? • <i>Have I reflected on this year's careers programme of study and given feedback?</i>

Year 11

Autumn One	Autumn Two	Spring One	Spring Two	Summer One	Summer Two
<p>Career Profile Revisited Essential questions</p> <ul style="list-style-type: none"> • Has my career choice changed since year 10 and why? • Have I completed my WEX booklet and reflected on this process? • Have I expressed thanks to my WEX placement either verbally or in the written form? • Have I explored the skills that I have developed and the ones I need to develop having reflected on my WEX placement? • <i>Have I had the opportunity to have 1-2-1 matrix accredited careers advice?</i> 	<p>Planning for Post 16 Essential questions</p> <ul style="list-style-type: none"> • Have I had the opportunity to meet with FE providers re: their curriculum provision? • Do I know all the courses that are offered at Treviglas Post 16 and what grades I need to access these courses? • Do I know the facets of the apprenticeship route? • Have I had a 1 on 1 destination interview and have I reflected on the findings? • Have I evaluated my careers fayre experience? • Has the career’s fayre changed my opinions relating to option? • <i>Have I had at least one meaningful experience with an employer this year and what did I learn?</i> 	<p>Planning for Post 16 Essential questions</p> <ul style="list-style-type: none"> • Have I had a series of taster sessions at post 16 across the subjects that I am interested in? • Have I researched the best ways to plan my revision ready for the public exams? • Have I discussed my post 16 options with the HoF and taken guidance on what I can do now? • Have I explored the world of HE and considered places to study? • Have I researched the university entrance procedure and the UCAS tariff system? • Have I researched the historical achievement of local FE providers and their associated success rate with university placements? 	<p>Planning for Post 16 Essential questions</p> <ul style="list-style-type: none"> • Have I had a series of taster sessions at post 16 across the subjects that I am interested in? • Have I researched the best ways to plan my revision ready for the public exams? • Have I discussed my post 16 options with the HoF and taken guidance on what I can do now? • Have I explored the world of HE and considered places to study? • Have I researched the university entrance procedure and the UCAS tariff system? • Have I researched the historical achievement of local FE providers and their associated success rate with university placements? 	<p>PUBLIC EXAMS</p>	<p>PUBLIC EXAMS</p>

