



## **RANGE HIGH SCHOOL**

## **CAREERS EDUCATION**

### **OVERALL AIM**

To equip you with the knowledge and skills you will need to evaluate different opportunities appropriate to your skills, needs and preferences and make career decisions while still at school and in the future. This is achieved through focusing on the three strands: self-assessment and development, career exploration and career management

# **CAREERS EDUCATION**

Careers Education lessons take place on Careers Days throughout the year.

## **YEAR 7**

<b><u>Session/ Date</u></b>	<b><u>Topic</u></b>	<b><u>Learning objectives/understanding</u></b>	<b><u>Key terms/definitions/notes</u></b>
<b>1</b>	Self-assessment and action planning (2 hours)	You will: <ul style="list-style-type: none"> <li>• begin to consider your own skills and qualities</li> <li>• start to plan for your career learning</li> <li>• consider how gender stereotyping might influence career decisions</li> </ul>	Self-awareness Action plan Gender Stereotyping
<b>2</b>	Presenting skills and personal qualities (2 hours)	You will: <ul style="list-style-type: none"> <li>• consider how to present yourself</li> <li>• consider your skills and personal qualities</li> </ul>	Skill Transferable skill Personal quality
<b>3</b>	Structured independent job research (2 hours)	You will: <ul style="list-style-type: none"> <li>• practise using careers resources</li> <li>• consider the skills and qualities required for a number of different jobs</li> </ul>	Skill Personal quality Career exploration Research
<b>4</b>	Transferable skills (2 hour session)	You will: <ul style="list-style-type: none"> <li>• carry out problem-solving and team building activities</li> <li>• consider how your skills are developing</li> </ul>	Transferable skills

## YEAR 8

<u>Session/ Date</u>	<u>Topic</u>	<u>Learning objectives/understanding</u>	<u>Key terms/definitions/notes</u>
<b>1</b>	Attitudes and values (2 hours)	You will: <ul style="list-style-type: none"> <li>• consider the concept of work values</li> <li>• start to think about your own values and how these might relate to work</li> </ul>	Work values  Individual
<b>2</b>	NHS Careers Competition (2 hours)	You will: <ul style="list-style-type: none"> <li>• conduct detailed research into a chosen job</li> <li>• present your findings in two different formats.</li> </ul>	Job description  Job advertisement
<b>3</b>	Skills for the world of work and target setting (2 hours)	You will: <ul style="list-style-type: none"> <li>• consider different aspects of the world of work and the skills needed for these</li> <li>• set yourself SMART targets related your own career progression</li> </ul>	Workplace  Labour market information
<b>4</b>	Local labour market	You will: <ul style="list-style-type: none"> <li>• learn about the local labour market</li> </ul>	Labour market

## YEAR 9

<u>Session/ Date</u>	<u>Topic</u>	<u>Learning objectives/understanding</u>	<u>Key terms/definitions/notes</u>
1	Decision-making and choosing subjects (2 hours)	You will: <ul style="list-style-type: none"> <li>• evaluate different methods of decision-making</li> <li>• look at how this might apply to choosing GCSE option subjects</li> <li>• start to use decision-making skills to look at your own subject choices</li> </ul>	Decision-making Options Informed decision
2	Taster lessons (2 hours)	You will: <ul style="list-style-type: none"> <li>• experience short lessons in four subjects not studied before:  Business Studies, Child Development, Media Studies, PE Theory</li> </ul>	Teaching and learning styles Assessment types
3	Team work and problem-solving skills (2 hours)	You will: <ul style="list-style-type: none"> <li>• work in teams to complete a number of challenge</li> <li>• consider the skills needed for and the benefits of, team work</li> </ul>	Team work Roles
4	Skills for employment (2 hours)	You will: <ul style="list-style-type: none"> <li>• evaluate a number of different skills for employment</li> </ul>	Employability Skills

## YEAR 10

<u>Session/ Date</u>	<u>Topic</u>	<u>Learning objectives/understanding</u>	<u>Key terms/definitions/notes</u>
<b>1</b>	Murder hunt, key terms and career values (2 hours)	You will: <ul style="list-style-type: none"> <li>• use and reflect on your own team work skills.</li> <li>• define key terms used in Careers Education and employment</li> </ul>	Team work  Career values
<b>2</b>	Gender and work and stereotyping (1 hour)  Decision-making (1 hour)	You will: <ul style="list-style-type: none"> <li>• consider the extent to which gender and other stereotypes are still evident in the modern work place</li> <li>• re-visit decision-making skills</li> </ul>	Stereotyping Discrimination Gender Race Disability Age Decision-making
<b>3</b>	What we need to know about work (1 hour)  Finding careers information and skills and qualities at work (1 hour)	You will: <ul style="list-style-type: none"> <li>• consider what you need to know about jobs which might interest you</li> <li>• discuss the different ways of finding Careers information</li> <li>• look again at the skills and qualities needed in the modern workplace</li> </ul>	Career exploration Research Skills
<b>4</b>	Job study (one and a half hours)  Developing eportfolio (1/2 hour)	You will: <ul style="list-style-type: none"> <li>• complete in-depth research on ONE occupation</li> <li>• consider skills you have developed for including on eportfolio</li> </ul>	Research Working conditions Contract Hours Qualifications Progression Role Salary Eportfolio

## YEAR 11

<u>Session/ Date</u>	<u>Topic</u>	<u>Learning objectives/understanding</u>	<u>Key terms/definitions/notes</u>
<b>1</b>	What do employers want? Rights and responsibilities at work. (1 hour)  The changing job market (1 hour)	You will: <ul style="list-style-type: none"> <li>investigate what employers look for in an employee</li> <li>discuss your and your employers' rights and responsibilities in the work place</li> <li>consider the modern job market</li> </ul>	Rights Responsibilities
<b>2</b>	RPA and Post-16 progression (1 hour)  Practice application form (1 hour)	You will: <ul style="list-style-type: none"> <li>understand the RPA</li> <li>look at the different ways in which you might stay in education or training beyond 16</li> <li>complete a practice application form</li> </ul>	RPA (raising of the participation age) Transition Education Training College Apprenticeship Sixth form Conventions Presentation
<b>3</b>	Options at 16 (2 hours)	You will: <ul style="list-style-type: none"> <li>consider different options for post-16 education &amp; training</li> </ul>	Education Training RPA
<b>4</b>	Finance (1 hour) Ethics in the workplace (1 hour)	You will: <ul style="list-style-type: none"> <li>consider how you might need to budget in the future</li> <li>discuss the issues related to ethics and confidentiality in the workplace</li> </ul>	Budget Prioritising Ethics Confidentiality

**You will also have the opportunity to attend a mock job interview with a local employer / professional.**

**You will also have a Transition Day Y11 - Y12/ college /apprenticeship**

## YEAR 12

<u>Session/ Date</u>	<u>Topic</u>	<u>Learning objectives/understanding</u>	<u>Key terms/definitions/notes</u>
<b>1</b>	Transition into KS5 (1 hour)  Developing eportfolio	You will: <ul style="list-style-type: none"> <li>• consider how your needs as learners can be met</li> <li>• explore your reasons for continuing into the Sixth Form</li> <li>• reflect on where Sixth Form study might lead</li> <li>• consider your skill base and evidence this in your eportfolio</li> </ul>	Action planning
<b>2</b>	Options at 17/18 (1 hour)  Developing eportfolio (1 hour – computer room)	You will <ul style="list-style-type: none"> <li>• consider the benefits and disadvantages of university study and employment after Year 12/13</li> <li>• consider your skill base and evidence this in your eportfolio</li> </ul>	University study Employment Apprenticeship Gap year
<b>3.</b>	University and Job Research	You will: <ul style="list-style-type: none"> <li>• Research university courses / employment / both</li> </ul>	Apprenticeship UCAS
<b>4.</b>	UCAS introduction and registration with Apply (2 hours)	You will: <ul style="list-style-type: none"> <li>• register with the UCAS online application system and begin to fill in a UCAS form</li> <li>• participate in a session delivered by a Higher Education provider including question and answer session</li> </ul>	UCAS Apply Personal Statement

## YEAR 13

<u>Session/ Date</u>	<u>Topic</u>	<u>Learning objectives/understanding</u>	<u>Key terms/definitions/notes</u>
1	UCAS and employment workshops together with employability and study skills for university (2 hours)	You will: <ul style="list-style-type: none"> <li>• discuss and practise career management skills related to university and job applications</li> <li>• practise key skills and look at how they may be useful after leaving school</li> </ul>	UCAS Personal statement Job application forms National Apprenticeships website Higher apprenticeship Traineeship Sponsored degree Foundation degree Employability skills Study skills
2	Employability and study skills for university (2 hours)  <i>Careers Adviser involved – 20 minutes presentation – looking at the labour market</i>  <i>Visiting speaker – taking a gap year</i>	You will: <ul style="list-style-type: none"> <li>• practise key skills and look at how they may be useful after leaving school</li> <li>• investigate the labour market for school leavers and graduates</li> </ul>	Employability skills Study skills Labour market information (LMI) Graduate employment Apprenticeship Higher apprenticeship Traineeship Sponsored degree Foundation degree
3	Employment and apprenticeships (2 hour session)	You will: <ul style="list-style-type: none"> <li>• investigate apprenticeship opportunities at level 3/4</li> </ul>	Employability skills Labour market information (LMI) Apprenticeship Higher apprenticeship Traineeship
4	Next Steps Tutorial	You will: <ul style="list-style-type: none"> <li>• Discuss your careers plans with your tutor</li> </ul>	Apprenticeship Higher apprenticeship Traineeship University UCAS



**KS4/KS5**

**In addition to the above, for students in Year 10-13, regular twilight careers session to showcase professions and opportunities in different fields - e.g. healthcare, business, working with children.**