



## Employability – Programme of Study

### Year 7

#### Autumn Term 1 and 2

Introduction to careers/employability (Careers Street)

*Learning Objectives:*

- ✓ *To understand there are lots of jobs out there not just the ones you see around you each day.*
- ✓ *To consider the types of jobs that are out there.*

#### Spring Term 1

Defining Skills and Qualities

- Identifying skills (matching task)
- Reflection exercise

*Learning Objectives (to be able to):*

- ✓ *Understand the difference between a 'quality' and a 'skill'*
- ✓ *Define 6 employability skills*
- ✓ *Develop an awareness of personal employability skills*

#### Spring Term 2

Skills and Qualities

- Skills audit

*Learning Objectives (to be able to):*

- ✓ *Develop knowledge of 6 employability skills (from last lesson)*
- ✓ *Identify personal strengths and weaknesses relating to the 'skill' areas*

#### Summer Term 1 and Summer Term 2

## Skills and Qualities

- Activity exercises: Identifying qualities in yourself and others.

### *Learning Objectives (to be able to):*

- ✓ *Develop vocabulary for personal 'qualities'.*
- ✓ *Identify top 3 personal qualities that would be useful in employment.*
- ✓ *Describe the qualities needed for a specific role.*

## Year 8

### Autumn Term 1

#### Skills and Qualities/Employability Research

- Research task
- Creative marketing task

### *Learning Objectives:*

- ✓ *To further your understanding of skills and qualities that enable people to be good at their job.*
- ✓ *To be able to investigate other peoples experiences of work and working life.*

### Autumn Term 2

#### Communication Skills

- Understanding effective communication
- Developing listening skills

### *Learning Objectives (to be able to):*

- ✓ *Develop knowledge and understanding of effective communication skills.*
- ✓ *Be aware of '7 deadly sins' of poor communication.*

### Spring Term 1

#### Part Time Employment Whilst Still at School

- Permitted and prohibited workplaces
- Work permit/application form research

*Learning Objective (to be able to):*

- ✓ *Identify permitted workplaces.*
- ✓ *Identify prohibited workplaces.*
- ✓ *Research the Cumbria County Council website on child employment.*

## Spring Term 2

Diversity and Inclusion

- Stereotyping

*Learning Objectives (to be able to):*

- ✓ *Describe what a 'stereotype' is.*
- ✓ *Investigate how we make judgements about people.*
- ✓ *Recognise that all jobs can be done by males and females.*
- ✓ *Make job choices based on abilities and preferences, not stereotypes.*

## Summer Term 1

Further and Higher Education

- Introduction to college and university
- Assemblies delivered by University and college staff.

*Learning Objectives (to be able to):*

- ✓ *Develop knowledge of further education establishments.*
- ✓ *Develop awareness of university.*

## Summer Term 2

Apprenticeships as a Career Path

- Understanding available options at the end of year 11
- Videos showing apprenticeship information
- Researching apprenticeship information
- Assembly delivered by local employer/provider

*Learning Objectives (to be able to):*

- ✓ *Develop an awareness of the existence of the main features of an apprenticeship scheme.*
- ✓ *Develop knowledge of careers sectors an apprenticeship scheme covers.*
- ✓ *Introduce students to careers sectors (i.e. care, IT, construction) from the apprenticeship perspective.*

## Year 9

Access to individually tailored mentoring sessions, delivered by businesses, for identified students.

### Autumn Term 1

ESH Building my Skills

### Autumn Term 2

ESH Building my Skills

### Spring Term 1

ESH Building my skills

### Spring Term 2

ESH Building my skills

### Summer Term 1

ESH Building my skills

### Summer Term 2

Exploring Career Options/Researching Work Experience Placements

#### *Learning Objectives:*

- ✓ *To explore different career/work placement options.*
- ✓ *To identify potential areas of career/work placement interest.*

(And/or) Introduction to payslips

- Understanding the purpose
- Deduction
- Case study
- Ways of payment

*Learning Objectives (to be able to):*

- ✓ *Begin to understand the purpose of a payslip.*
- ✓ *Be able to understand the information provided on a payslip.*
- ✓ *Appreciate that people can be paid in a range of ways (piecework, commission, salary, hourly rate etc).*

## **Year 10**

### **Autumn Term 1**

Preparing for Employment/Work Experience

- Meeting deadlines
- Health and Safety (Broken glass – dealing with potential hazards)
- Understanding safety signs and labels
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

*Learning Objectives (to be able to):*

- ✓ *Understand why meeting deadlines is important.*
- ✓ *Understand strategies on how to meet a given deadline.*
- ✓ *Identify examples of when you have met a deadline.*
- ✓ *Understand the symbols for safety signs and labels.*
- ✓ *Further understand Health and Safety signs in the workplace.*
- ✓ *Understand the requirement for Health and Safety in the workplace.*
- ✓ *Be aware of possible hazards in the workplace.*
- ✓ *Identify possible hazards in the workplace.*
- ✓ *To understand what to do if faced with a potential hazard when on work experience.*

### **Autumn Term 2**

Telephone skills

- Preparing to make a formal telephone call
- Case Study
- Preparing to telephone work experience
- Telephone log
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

*Learning Objectives (to be able to):*

- ✓ *Identify the difference between a social and formal phone call*
- ✓ *Develop self-confidence when making a formal phone call.*
- ✓ *Prepare for obtaining information by telephone from the work experience placement.*
- ✓ *Develop an understanding of the requirements of a formal phone call.*

## Spring Term 1

### Preparing for Work Experience

- Writing a formal letter
- Completing the work experience booklet
- Phone call to work experience employer
- Preparing for work experience assembly
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

#### *Learning Objectives (to be able to):*

- ✓ *Develop an understanding of how to adapt a 'sample letter' as a letter of introduction for sending to work experience placement.*
- ✓ *Develop an understanding of how to address an envelope for posting in the UK.*
- ✓ *Develop skills on self-evaluation, self-awareness, record keeping.*
- ✓ *Respond and reflect on positive feedback and constructive criticism.*
- ✓ *Put skills previously learnt into practice when holding a formal telephone conversation (telephone work experience employer).*
- ✓ *Identify skills already gained.*
- ✓ *Identify skills that require improvement.*
- ✓ *Increase awareness of Health and safety and Equal opportunities.*
- ✓ *Increase communication skills.*

## Spring Term 2

### Work Experience Takes Place

- Work experience reflection and evaluation
- CV update
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

#### *Learning Objective (to be able to):*

- ✓ *Review and reflect on how you have benefitted from work experience and understand what you have learnt and what you need to learn next.*

## Summer Term 1 and Summer Term 2

Engaging with a Range of Employers, Training Providers, Colleges (exploring careers and career development)

- Guest speaker application form
- Applying for a job vacancy
- Writing/adapting a CV
- Writing a covering letter
- Interview practise
- Work Ready Day
- Assembly from an employer on writing job applications
- Assembly from an employer on interview skills
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

*Learning Objectives (to be able to):*

- ✓ *Understand the opportunities on offer from a range of local employers, training providers and colleges.*
- ✓ *Understand the application process for a range of local employers, training providers and colleges.*
- ✓ *Practise networking with a range of local employers, training providers and colleges.*
- ✓ *Extract labour market information from a job vacancy.*
- ✓ *Adapt your current CV to a given job advertisement.*
- ✓ *Promote yourself in a way that attracts the attention of employers.*
- ✓ *Research, recognise and prepare to present (to an employer) the qualities and skills needed for a named area of employment.*
- ✓ *Recognise your skills, qualities, roles and responsibilities, aptitudes and achievements.*

## **Year 11**

### Autumn Term 1

- Finding information
- Action planning
- On-going programme of assemblies delivered by employers/colleges/training providers
- On-going programme of guest speakers from business/colleges/training providers

- Individually tailored mentoring sessions, delivered by businesses, for identified students.

*Learning Objectives:*

- ✓ *To be able to recognise trusted sources of information, advice and guidance and how to make effective use of all the sources of help and support available to you, including 1-1 guidance*
- ✓ *To know where to find information and guidance on careers and employability*
- ✓ *Reflect and review skills that you already have and identify areas that need improvement. Use this information to formulate an action plan with SMART targets to help you reach your post 16 destination.*

Autumn Term 2

- Completing application forms
- On-going programme of assemblies delivered by employers/colleges/training providers
- On-going programme of guest speakers from business/colleges/training providers
- Individually tailored mentoring sessions, delivered by businesses, for identified students.
- Careers fair

*Learning Objectives:*

- ✓ *To be able to gain experience at completing application forms that are for a particular role.*

Spring Term 1

- Preparing for interview
- On-going programme of assemblies delivered by employers/colleges/training providers
- On-going programme of guest speakers from business/colleges/training providers
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

*Learning Objectives (to be able to):*

- ✓ *To be able to plan and prepare for interview.*
- ✓ *To be able to reflect on your education, work and skills and apply them to interview questions.*
- ✓ *To be able to develop your self-presentation and marketing skills.*



- ✓ *To be able to promote yourself in a way that attracts the attention of recruiters.*
- ✓ *Develop confidence*

### Spring Term 2

- Labour market information
- On-going programme of assemblies delivered by employers/colleges/training providers
- On-going programme of guest speakers from business/colleges/training providers
- Individually tailored mentoring sessions, delivered by businesses, for identified students.

#### *Learning Objectives (to be able to):*

- ✓ *To define what labour market information is.*
- ✓ *To identify sources of labour market information.*
- ✓ *To develop an understanding of the business cycle/recession/economic growth.*
- ✓ *To understand future labour market trends.*
- ✓ *To develop an understanding of Cumbria labour market trends.*
- ✓ *To learn how to retrieve local labour market information.*

### Summer Term 1

- Continued guidance from Miss Herrington as required.

### Summer Term 2

N/A