



YOUR ENTITLEMENT TO CAREERS EDUCATION & GUIDANCE (PART OF PERSONAL DEVELOPMENT DAYS) IN YEAR 13

In Year 13 you will be provided with the following Careers learning

- A taught programme of Careers Education and Guidance delivered through personal development Days a Tutor taught programme which will enable you to engage in:

SELF DEVELOPMENT: Learning Activity	TERM	Skills	Learning Outcomes		
Self-Determination: Where do I go from here? Complete an action plan for next steps and set yourself a SMART target to support your progression	Spring	GB1:SD2: <i>Reflect on the positive elements of your story and take responsibility for your progress</i> Reviewing Reflecting Qualities Decision Making Questioning Planning	I understand some of this	I understand most of this	I fully understand this topic
CAREER EXPLORATION: Learning Activity					
Investigating work and working life: Attend a presentation on work life balance. Understand why it is important to you and those around you to achieve a balance and how to do it	Spring	GB1/5:CE2: <i>Recognise the values of work Be critically aware of how to improve work life balance</i> Questioning Analysing Researching Initiative Communication			
CAREER EXPLORATION: Learning Activity	TERM	Skills			
Valuing Equality Diversity and Inclusion: Attend a presentation on understanding how employers ensure fairness and offer equal opportunities to all and the systems they have in place to achieve this	Spring	GB1/5: CE5: <i>Reflect critically on equality, diversity & inclusion in the workplace and the implications of employee behaviour.</i> Reviewing Questioning			

		Understanding			
CAREER MANAGEMENT Learning Activity	TERM	Skills	Learning Outcomes		
<p>Preparing for employability: Take part in speed dating interviews with a range of employers and staff Attend an apprenticeship seminar</p>	<p>Autumn Spring</p>	<p>GB1/5: CM2: <i>Develop your employability to meet your own expectations and that of employers</i> Communication Questioning Decision Making Reflecting Reviewing Analysing</p>	<p>I understand some of this</p>	<p>I understand most of this</p>	<p>I fully understand this topic</p>
<p>Showing Initiative and enterprise: Undertake volunteering or mentoring opportunities inside and outside of school to develop enterprise and employability qualities and skills.</p>	<p>Autumn Spring Summer</p>	<p>GB1:CM3: <i>Develop and apply enterprise qualities & skills in your approach to work & careers planning</i> Objectivity Impartiality Analysing Decision making Strengths Weaknesses</p>			
<p>Handling application and selection: Why is it important to convey a message clearly? To answer this question, you have to undertake research and produce a two-minute presentation on a topic of your choice and present to the rest of the class. Peers will assess presentation using arrange of categories.</p>	<p>Summer</p>	<p>GB1:CM7: <i>Know how to prepare for ,perform well and learn from participating in selection process activities</i> Researching Improvisation Communication Creative Analysing Presentation</p>			

CAREER MANAGEMENT :Learning Activity	TERM	Skills	Learning Outcomes		
<p>Managing Change and Transition Where do I go from here? Complete an action plan for next steps and set yourself a SMART target to support your progression</p>		<p>GB1: CMB: Know how to develop and use strategies to help you deal with future challenges in your life Reviewing Reflecting Questioning Planning Decision Making</p>	<p>I understand some of this</p>	<p>I understand most of this</p>	<p>I fully understand this topic</p>

To support the taught programme you will also:

- Have time to discuss your own plans, and set targets with your form tutor and parents
- Have open access to a well-stocked current careers resource centre.
- Take part in a work related learning and enterprise activity
- Access to an independent and impartial Careers Guidance Advisor

To help you see what you have achieved, you will be asked to complete a questionnaire related to the programme.