

## Careers Education Programme

Throughout their time at Alderman Knight School we strive to prepare our pupils for adulthood and ensure they are able to make informed choices about their next steps. We offer a wide range of activities and events which enable pupils to engage with and reflect on the world of work and careers.

A good careers programme needs to have a mixture of theory and practical activities to ensure pupils have the skills and knowledge they need for the world of work.

### **Classroom Learning**

In Key Stage 4 pupils complete a unit of work through their discrete Personal Social Development curriculum on either Applying for Jobs or Courses (AQA PSE Level 1 course) or the Preparation for Work unit (ASDAN PSD Entry Level course). The learning outcomes for these units of work are as follows:

| <u>Applying for Jobs or Courses Learning Outcomes</u>  | <u>Preparation for Work Learning Outcomes</u>  |
|--|--|
| <ul style="list-style-type: none"> <li>- To know how to apply in writing for a job or a course.</li> <li>- To recognise good practice in making written applications.</li> <li>- To know how to prepare for an interview.</li> <li>- To know how to take part appropriately in an interview.</li> <li>- To recognise the kind of criteria which may be used in the selection process for a given job.</li> </ul> | <ul style="list-style-type: none"> <li>- To identify some personal skills and qualities which employees need</li> <li>- To identify their own personal skills and qualities</li> <li>- To identify a suitable job role which interests them</li> <li>- To provide key personal information needed to apply for such a job role.</li> </ul> |

For academic year 2018 – 2019 we are extending our careers programme into the Tutor led Personal Social Development programme of study. This will enable pupils from across the school to engage in careers programme and develop their knowledge and skills of the world of work. Tutors can personalise the programme to be relevant to the needs and the interests of their group. Careers education is incorporated into the Tutor PSD sessions at Key Stage Three and Key Stage four:

| <b><u>KS3<br/>PSD</u></b> | <b>Year 1<br/>2018 - 2019</b>   | <b>Year 2<br/>2019 – 2020</b>  | <b>Year 3<br/>2020 - 2021</b>  |
|---------------------------|---|--|--|
| Term 1                    | Riding the Ups and Downs and keeping balanced – Facts4Life - Module 1+2 | Feelings – Facts4Life - Module 4                                     | Wellbeing – Facts4Life - Module 5                                    |
| Term 2                    | Career Programme “Developing yourself through careers employability”    | Career Programme “Developing yourself through careers employability” | Career Programme “Developing yourself through careers employability” |
| Term 3                    | Team Building   | Confidence Building  | Controlling Anger  |
| Term 4                    | Career Programme “Learning about Careers and the World of Work”         | Career Programme “Learning about Careers and the World of Work”      | Career Programme “Learning about Careers and the World of Work”      |

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|--------|--|--|--|
| Term 5 | Mental Health – Facts4Life   | Mental Health – Facts4Life   | Mental Health – Facts4Life   |
| Term 6 | Career Programme<br>“Developing your career management, Employability and Enterprise Skills” | Career Programme<br>“Developing your career management, Employability and Enterprise Skills” | Career Programme<br>“Developing your career management, Employability and Enterprise Skills” |

| <b>KS3</b> | <b>Year One Careers Programme</b>   | <b>Year Two Careers Programme</b>  | <b>Year Three Careers Programme</b>  |
|------------|---|--|--|
| Term Two   | <u>Area of Learning:</u><br>Self-Awareness<br><u>LO:</u> Describe yourself, your strengths and preferences  | <u>Area of Learning:</u><br>Self Determination<br><u>LO:</u> Tell positive stories about your wellbeing, progress and achievement  | <u>Area of Learning:</u><br>Self-Improvement as a Learner<br><u>LO:</u> Explain how you have benefited as a learner from careers, employability and enterprise activities and experiences  |
| Term Four  | <u>Area of Learning:</u><br>Exploring careers and careers development<br><u>LO:</u> Describe different ways of looking at people’s careers and how they develop   | <u>Area of Learning:</u><br>Understanding business and industry<br><u>LO:</u> Describe the organisation and structure of different types of businesses<br><u>Area of Learning:</u><br>Investigating jobs and labour market information<br><u>LO:</u> Be aware of what labour market information is and how it can be useful to you                                       | <u>Area of Learning:</u><br>Valuing equality, diversity and inclusion<br><u>LO:</u> Identify how to stand up to stereotyping and discrimination that is damaging to you and those around you.<br><u>Area of Learning:</u><br>Learning about safe working practices and environments<br><u>LO:</u> Be aware of laws and bye-laws relating to young people’s permitted hours and types of employment; and know how to minimise health and safety risks |
| Term Six   | <u>Area of Learning:</u><br>Preparing for employability<br><u>LO:</u> Recognise the qualities and skills that help to make a young person employable and provide evidence for those you have demonstrated both in and out of school.<br><u>Area of Learning:</u><br>Managing changes and transitions<br><u>LO:</u> Show that you can be positive, flexible and well-prepared at transition points in your life. | <u>Area of Learning:</u><br>Identifying choices and opportunities<br><u>LO:</u> Know how to look systematically at the choices and opportunities open to you when you reach a decision point.<br><u>Area of Learning:</u><br>Managing changes and transitions<br><u>LO:</u> Show that you can be positive, flexible and well-prepared at transition points in your life. | <u>Area of Learning:</u><br>Showing initiative and enterprise<br><u>LO:</u> recognise when you are using the qualities and skills that entrepreneurs need.<br><u>Area of Learning:</u><br>Managing changes and transitions<br><u>LO:</u> Show that you can be positive, flexible and well-prepared at transition points in your life.  |

| <b><u>KS4</u></b><br><b><u>PSD</u></b> | <b>Year A</b><br><b>2019 - 2020</b><br><b>2021 – 2022</b>               | <b>Year B</b><br><b>2018 – 2019</b><br><b>2020 - 2021</b>               |
|--|---|---|
| Term 1                                 | Facts4Life - Wellbeing – Facts4Life - Module 5                          | Riding the Ups and Downs and keeping balanced – Facts4Life - Module 1+2 |
| Term 2                                 | First Aid   | Aspects of Living Independently   |
| Term 3                                 | Career Programme<br>“Developing yourself through careers employability” | Career Programme<br>“Developing yourself through careers employability” |
| Term 4                                 | Mental Health – Facts4Life  | Mental Health – Facts4Life  |
| Term 5                                 | Career Programme<br>“Learning about Careers and the World of Work”      | Career Programme<br>“Learning about Careers and the World of Work”      |
| Term 6                                 | Budgeting Money   | Team Building and Leadership  |

| <b><u>KS4</u></b> | <b>Year One Careers Programme</b>  | <b>Year Two Careers Programme</b>   |
|-------------------|--|---|
| Term Two          | <u>Area of Learning:</u><br>Self Awareness<br><u>LO:</u> Recognise how you are changing, what you have to offer and what’s important to you. | <u>Area of Learning:</u><br>Self Determination<br><u>LO:</u> Explain how you use positive versions of your own story to manage your wellbeing, progress and achievement   |
| Term Five         | <u>Area of Learning:</u><br>Exploring careers and careers development<br><u>LO:</u> explain key ideas about career and career development    | <u>Area of Learning:</u><br>Explain how work is changing and how this may impact on people’s satisfaction with their working lives.<br><u>LO:</u> Recognise how you are changing, what you have to offer and what’s important to you. |

### **Practical experiences**

As part of the links with these units of work, pupils also experience a Mock Interview with a local business person in the ‘Growth Hub’ in Oxstalls. Pupils will prepare for the event by completing an application form and anticipating questions. Afterwards they have useful feedback to help them develop any areas of weakness. It is a great experience to prepare them for real job or college interviews.

Our pupils are also given the opportunities to have meaningful encounters with employers and further exploration into careers and the world of work through a structured focus themed day using the activities and resources from The Real Game Day (year 9 pupils) and The Be Real Game Day (year 11 pupils). On these focus days, local business representatives are invited to come and be part of the day’s activities giving pupils a real life business perspective into the concept of work and jobs.

Key Stage 4 pupils have the opportunity to help run the Tewkesbury Abbey Tea Rooms which is taken over by the school every Thursday. They learn a wide range of work-related skills in catering and hospitality and customer service.

Pupils also have opportunities to learn about horticulture in the school garden areas and poly-tunnel. They also learn about enterprise by selling hanging baskets and planted pots.

A further opportunity to gain business enterprise skills is gained by taking part in an enterprise day organised by GFirst LEP. Pupils have to come up with a business idea and pitch it to a group.

In Year 10 the pupils will have the opportunity to do a work experience placement. They are prepared beforehand and keep a log of all learning achieved on placement. Their experience goes towards their CoPE qualification as well as giving great insight into the world of work. In Year 11 they have the chance to do an individual placement again so they can experience a different setting. Pupils unable to access a placement independently will still have the opportunity either through a supported placement or a group visit to a local employer.

A major part of Key Stage 4 is preparing for transition. This is supported by individual and small group visits to local colleges. We ensure each student is aware of all their options and has visited at least two settings for comparison. Once they have chosen their post-16 setting, they have regular link visits to ensure they make a smooth transition.

In Post-16 there is a bigger emphasis on careers education and information as the students are mainly preparing for employment. They are supported by 'Forwards' who help students to prepare their CV and have further practice at interviews and job applications. Students have a day each week to go out on work placement and are encouraged to try a range of different career areas to increase their knowledge, confidence and employability.

## **Careers Information**

Pupils have different learning styles so we ensure careers information is available in many forms.

- Job Explorer Database (JED) All pupils have access to this careers software. They can use it to do a short quiz to help them find out what careers they are suited to. They can then access careers information and short videos about 852 different jobs.
- Careers library. There are careers booklets, leaflets and college prospectuses available in the careers section in the main library.
- Guest speakers. We invite speakers to talk about general subjects of interest such as college life, apprenticeships, internships and traineeships. We can also access guest speakers at Tewkesbury School if they are coming to talk about a specific career area relevant to our pupils.
- Useful websites. We encourage pupils to use general websites such as the national careers service and [www.icould.com](http://www.icould.com) to find general information. We teach them how to find specific careers information once they have identified an area of interest.
- Employer visits. Pupils with a specific career in mind can also access information by going for a short visit with relevant employers to increase their understanding.