

Planning Overview – FE – Careers

Learning intention statement: The aim of Careers | Education is to build on the experiences they have had in both KS3 and KS4 and further develop their skills and potential for employment in the future.

Implementation: FE Students will all participate in a weekly Careers session. They will opportunities to work alongside school staff in the Diamond cafe to assess their work readiness. This will lead on to meeting with our Work experience lead who will have discussions with them about what they would like to do in the future in order to set up taster sessions and work experience placements during year 13.

Year 1	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Topic/ Theme:	'Knowing me knowing you'	Baby it's cold outside	Money, Money, Money	Ready steady cook	I never can say goodbye	Let's get physical
Benchmarks	Benchmark 3 Addressing the needs of each pupil	Benchmark 5 Providing encounters with employers	Benchmark 7 Providing encounters with Further education	Benchmark 8 Personal guidance <i>OCR</i> <i>N07 Getting ready for starting work</i> <i>N09</i> <i>Preparation for work</i>	Benchmark 6 Experience of work places <i>OCR</i> <i>N06</i> <i>Carrying out routine tasks at work</i>	Revisit all Benchmarks <i>OCR</i> <i>N06</i> <i>Carrying out routine tasks at work</i>
Students will:	● identify jobs they are interested in. ● identify hobbies and interests ● identify skills and areas they	● Identify local businesses ● Identify what jobs are on offer in different businesses ● Identify roles you	● identify local colleges ● identify what courses are on offer at the different colleges	● Identify what jobs you would like to apply for ● Identify the different ways in which you	● Identify soft skills which are skills you need when working generally no matter what your role (eg punctuality)	<i>See students will section from Autumn 1 through to Summer 1 as this half term is a recap of all learning this year.</i>

	need help with • identify personal targets to get work ready	may undertake in businesses • Participate in visits to local businesses • ask questions when out on visit about jobs and roles in said business	• Identify what skills you need to attend college • identify what is different about college compared to school • Discuss maturity and positive attitude when attending FE education • participate in mock college interviews	can apply for a job • Complete mock application forms • Complete mock CVs/videos • Identify suitable clothing for interview • Participate in mock job interview showing awareness of body language • Identify likes and dislikes in relation to jobs when questioned by work experience lead	• Identify what is a code of conduct and why workplaces have them • Identify the difference between a reason and excuse in relation to work and attendance • Participate in role play scenarios in relation to being happy and unhappy in work • Identify what companies do to praise and reward hard work	
Activities:	The focus for this half term will be getting to know the	The focus for this half term will be providing students	The focus for this half term will be preparing for	At this point in the year all students will have had experience	At this point those ready (year 12) will be going on on	For those in year 12 that it is relevant for they will continue to

	group and what they are interested in. They will work in groups having discussions about the following topics: 1. What jobs would I like to have? 2. What are my interests and hobbies? 3. What am I good at? 4. What do I need help with? 5. What do I need to do before I am ready to work? 6. Planning for the future In each session they will complete an ice-breaker activity to allow them to think about the theme of the discussion. They will then be supported in their	experiences of different places of employment. On at least 2 occasions in the half term plans will be made for them to go out and or have employers come in to meet with them. These could include: 1. Camp Hill in MK 2. Luton Careers fair 3. Amazon 4. Arriva 5. LBC As well as going out on visits, students will look at a series of different employers and their businesses and what a job might look like if they worked there.	college. Many students will be in the process of choosing where they want to go next year and participating in assessment days. What do these involve? What do they need to do when they go to the assessment? What should they ask? How should they behave? What do you do if you can't go? What if you don't like it? How to make a good impression Again as in previous half terms students will work in groups supported by a staff member. For the purpose of this half terms work they will be grouped according to which college they prefer.	of working in the Diamond cafe and some may be ready to start thinking about offsite work experience. Our work experience lead will introduce himself to the careers group and work with individuals to look at their interests and start to source possible taster sessions and placements. Tasters will commence in Summer 1 & 2 of year 12 and 4 week placements in Autumn and Spring of year 13. Alongside this in Careers lessons students will work on preparing for work including: Applying for a Job - CVs and application forms	taster sessions to different employers. This will lead to a 4 week work experience placement in the Autumn/Spring of year 13. Alongside that in their weekly careers lessons students will continue work on skills you need for work. They will look at the following topics; 1. Being on time 2. What to do if you are ill 3. Difference between an excuse and reason 4. What to do if you are not happy in work 5. Working hard and doing your best	go out on taster sessions. This will lead to a 4 week work experience placement in Autumn/Spring of year 13. Alongside that in their weekly careers lessons students will be revisiting all the work they have completed this year and recapping on all knowledge to help them in the future. For some this will be their final opportunity before they move on to college and supported employment.
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	groups to ensure that each group member has a say and is given the opportunity to give their view. Each student will then record their views and their work will be stored in their individual Google drive folders.			Preparing for an interview - what to wear Mock Interviews These sessions will involve staff role playing and modelling what to do and what not to do.		
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