



YOUR ENTITLEMENT TO CAREERS EDUCATION & GUIDANCE (PART OF PERSONAL DEVELOPMENT DAYS) IN YEAR 11

In Year 11 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		
<p>Self - improvement as a Learner: Work related learning opportunities including college tours, university tours, employer site visits, Write a personal statement detailing the skills and knowledge you have developed following these activities</p>	Autumn	<p>GB1/2/5/7:SD3: <i>Review & reflect as a learner on the benefits of careers, employability and enterprise activities and experiences</i></p> <p>Reviewing Reflecting Qualities Decision making Questioning Skills</p>	I understand some of this	I understand most of this	I fully understand this topic
CAREER EXPLORATION: Learning Activity					
<p>Understanding Business & Industry: Look at the different types of business ownerships and discuss advantages and disadvantages. Play the domino game and the True or False quiz to support understanding.</p>	Spring	<p>GB1:CE3: <i>Explain the different types of businesses and how they operate and how they measure success.</i></p> <p>Team working Decision Making Problem Solving Listening</p>			
<p>Making the most of careers information advice and guidance (IAG): Option Choices Pathways KS5, IAG Interviews, Careers Fair(Biannual), Social Media, Apprenticeship Seminar - types of apprenticeships available and how to register on apprenticeship database. Presentation and Market Place on pathways available post 16. Attend Careers Fair (Biannual) gathering information from employers, FE & HE institutions. Referral for Guidance interview to give focus where needed</p>	Autumn	<p>GB1/2/5/7:CM1: <i>Build and make the most of your personal networks of support. Identify and use a wide range of IAG distinguishing between objectivity & bias</i></p> <p>Communication Decision making IT Skills Analysing Researching Questioning</p>			

CAREER MANAGEMENT :Learning Activity	TERM	Skills	Learning Outcomes		
<p>Preparing for Employability: Interview Skills: Employers from a range on companies show how to get a foot in the door and how to impress at interview with hints and tips to help you succeed</p>	Spring	<p>GB5:CM2: <i>Continue to development your quality & skills to improve employability</i></p> <p>Skills Qualities Presenting Likes Dislikes Investigating</p>	I understand some of this	I understand most of this	I fully understand this topic
<p>Developing Personal Financial Capability: Finance and Work: Saving versus spending. How to cope on a limited budget. Understand income and expenditure, the key terms on payslips and till receipts. What are financial transaction and how do they take place</p>	Spring	<p>GB1:CM4: <i>Be able to manage your own money, understand personal financial documents and know how to access financial support.</i></p> <p>Budgeting Reasoning Influencing Negotiating Prioritising</p>			
<p>Identifying choice and opportunity: Research pathway options available post 16. Complete applications for FE Colleges, sixth form apprenticeships. Check out jobsites to get an idea of the labour market in and around Lincoln. Check out company websites for employment opportunities</p>	Autumn	<p>GB1/2:CM5:<i>Research a range of options for the best progression pathways through to a specific goal</i></p> <p>Researching Communication Questioning Analysing</p>			
<p>Handling application and selection: Application Forms /Cover Letters How to complete application forms (paper and online) and the importance of following instructions carefully. What makes a good covering letter and how to construct one</p>	Autumn	<p>GB1:CM7: <i>Know your rights & responsibilities in a selection process and strategies to use to improve your chances of success.</i></p> <p>Researching Communication Questioning Analysing</p>	I understand some of this	I understand most of this	I fully understand this topic

CAREER MANAGEMENT :Learning Activity	TERM	Skills		Learning	Outcomes
Managing Changes and Transitions: Review & reflection Complete career action plan for post 16. Making informed choices and decisions through strategic planning	Autumn Summer	GB1:CM8: Review & reflect on previous transition points Develop and use strategies to help with the challenges of transition Reviewing Reflecting Decision making Influences Target Setting Planning			

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.
- Have access to independent impartial Careers Guidance

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