

Horizons Academy - Year 9 Careers Termly topic plan 2018-2019

*Resources are available for each topic, if required, please request from the careers and transition team.

| Year 10 Topics *Teacher Delivery | Personal qualities and skills | What employers want | Qualifications | Outcomes: College, Apprenticeship / Traineeship | Part time work & Laws | Work Experience |
|--|---|--|--|---|--|---|
| *Benchmark 1 – a stable careers programme | <p>Students should be able to identify their personal qualities.</p> <p>Students should understand that personal qualities can affect particular pathways and spare time activities.</p> <p>Students should analyse personal qualities associated with particular jobs.</p> <p>This should include:</p> <ul style="list-style-type: none"> - Taking personal qualities self-assessment individually. - Group discussions - Identifying the difference between skills and qualities | <p>Students should be able to identify what employers are looking for and how their personal skills and qualities relate to the employer's needs.</p> <p>Students should explore a variety of job adverts and the requirements.</p> <p>This should include exploring:</p> <ul style="list-style-type: none"> - Soft skills - Hard skills - Qualifications - experience - Attitude - Punctuality & Attendance | <p>Students should have basic understanding of the qualifications framework and where it can lead to in regards to their future career.</p> <p>Students should be aware of how they can progress to college, university, apprenticeships and traineeships.</p> <p>Students should understand the importance of gaining qualifications.</p> | <p>Students should have an understanding of the opportunities available to them, College, University, Traineeships and Apprenticeships.</p> <p>This should include:</p> <ul style="list-style-type: none"> - The courses available, including levels and progression routes. - Requirements - Pro's and Con's - Exploring possible local providers. | <p>Students should be aware of the laws and their rights when working from a young age.</p> <p>This should include information regarding:</p> <ul style="list-style-type: none"> - The minimum age to work legally - How many hours according to age - Pay - Restrictions - What to do if employers are not abiding by the law. | <p>Students should be aware that they will be having the opportunity to take part in work experience in year 10.</p> <p>Students should understand the importance and value of taking part in work experience.</p> <p>This should include:</p> <ul style="list-style-type: none"> - developing transferable skills, such as communication and team working - understanding how organisations work - building confidence in interacting with adults - confirming interest in a career or (equally useful!) deciding it is not for them |