

Key to colour coding:

Green – part of Character and Culture programme

Blue – part of Extended Registration/Assembly programme

Red – other activity

Developing yourself through careers, employability and enterprise education			
Area of Learning	KS3	KS4	KS5
1. Self awareness	<p>describe yourself, your strengths and preferences</p> <p>Y7 Wellbeing: Introduction to 'My Life' Y8 Resilience: What are my strengths and weaknesses? Y8 Wellbeing: Personal Growth (Pt 1) Y8 Wellbeing: Personal Growth (Pt 2)</p>	<p>recognise how you are changing, what you have to offer and what's important to you</p> <p>Y9 Them and Us: Helping each other to grow Y9 Futures: Competitive advantage Y9 Leadership: Motivating myself Y10: Leadership: Why do employers want leadership skills? Y11 Self-evaluation and self-criticism</p>	<p>assess how you are changing and be able to match your skills, interests and values to requirements and opportunities in learning and work</p> <p>Y12 & 13 1:1 meetings with year heads</p>
2. Self determination	<p>be able to focus on the positive aspects of your wellbeing, progress and achievements</p> <p>Y7 Wellbeing: My hobbies Y7 Wellbeing: Feelings Y7 Them and Us: The benefits of being involved Y7 Resilience: When am I resilient? Y7 Wellbeing: The importance of goals and achievement Y8 Resilience: What are my strengths and weaknesses?</p>	<p>explain how you manage your wellbeing, progress and achievements through telling your story in a positive way</p> <p>Y9 Wellbeing: Pride Y10 Initiative: From setbacks to success Y10 Resilience: What is my motivation? Y10 Resilience: Motivating myself Y10 Futures: How to build a portfolio Y11 Initiative: Positive thinking</p>	<p>reflect on the positive elements in your career story to show the responsibility you are taking for managing your own wellbeing, progress and achievements</p> <p>Y13 ExtReg: UCAS and personal statements Y12 ExtReg: Personal statement workshops Y13: UCAS and Careers parents & students evening</p>
3. Self improvement as a learner	<p>explain how you are benefitting as a learner from careers, employability and enterprise activities and experiences</p> <p>Y7&8 Personal Development Plans and evaluation of individual C&C sessions Y7 Wellbeing: The importance of goals and achievement Y8 Wellbeing: Opportunities</p>	<p>review and reflect upon how you are benefitting as a learner from careers, employability and enterprise activities and experiences</p> <p>Y9-11 Personal Development Plans and evaluation of individual C&C sessions Y10 Futures: Building a portfolio</p>	<p>show that you are proactive in taking part in and learning from careers, employability and enterprise activities and experiences</p> <p>Y13 ExtReg: Employability – applying for jobs producing a professional letter of application from given relevant & current job adverts with supporting websites</p>

Learning about careers and the world of work			
4. Exploring careers and career development	describe different explanations of what careers are and how they can be developed Y7: PiXL Edge KS3 Session 1: Investigating work and working life	discuss the skills involved in managing your own career Y10: Mock interviews preparation Y9&10 Careers Fair	reflect on changing career processes and structures and their possible effects on your experience and management of your own career development Y12 ExtReg: Careers
5. Investigating work and working life	give examples of different kinds of work and why people's satisfaction with their working lives can change Y7: PiXL Edge KS3 Session 1: Investigating work and working life Careers Fair	explain how work and working life is changing and how this may impact on your own and other people's career satisfaction Y9 Communication: Communication in the workplace Y10 Futures: The labour market Y10 Futures: Career Development Y11 Communication: Career Pathways	discuss the personal, social, economic and environmental impacts of different kinds of work and working life in the context of your own thinking about career satisfaction Year 13 ExtReg: The Wider Environment - Global Environment (the affect on businesses, changes in culture & problems they face)
6. Understanding business and industry	give examples of different business organisational structures Y8: PiXL Edge KS3 Session 3: Different organisations and how they work	explain different types of business organisational structures, how they operate and how they measure success Y10 Futures: The labour market Y10 Enterprise activity	explain the main reasons why business organisations change their structures Year 13 ExtReg: The Wider Environment - Global Environment (the affect on businesses, changes in culture & problems they face)
7. Investigating jobs and labour market information (LMI)	be aware of what labour market information (LMI) is and how it can be useful to you Y8: Career Connect session on LMI and job hunting Y7&8: Careers Fair	be able to find relevant labour market information (LMI) and know how to use it in your career planning Y10 Futures: The labour market Career Connect session on LMI on Y11 Inspiration Day	be able to draw conclusions from researching and evaluating relevant labour market information (LMI) to support your future plans Y12 ExtReg: UCAS Y12 HE visits Y12 Anfield Careers Convention
8. Valuing equality, diversity and inclusion	identify how to stand up to stereotyping and discrimination that is damaging to you and those around you Y7 Them and Us: What are harmful actions Y8 Them and Us: Why is it important to see each other as human first? Y8 Them and Us: Recognising difference as a good thing	recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion and know your rights and responsibilities in relation to these issues Y9 Them and Us: Respecting those who are not the same as us Y9 Communication: Communication in the workplace Y10 Them and Us: How can we protect each other in society? Y11 Communication: Disagreeing	reflect critically on the ethical, legal and business case for equality, diversity and inclusion in the workplace and the implications for your behaviour and others Y12 Assembly: Equality Y13 Ext Reg: Professionalism in the workplace, including equality, pay gap, employment law

<p>9. Learning about safe working practices and environments</p>	<p>be aware of the laws and bye-laws relating to young people's permitted hours and types of employment; and know how to minimise health and safety risks to you and those around you</p> <p>Y8 Employer talk on rights, pay, health and safety, including working hours for school age people</p>	<p>be aware of your responsibilities and rights as a student, trainee or employee for staying healthy and following safe working practices</p> <p>Y10 Employer talk on rights, pay, health and safety, including working hours for school age people</p>	<p>recognise different levels of risks and understand your responsibilities and rights as a student, trainee or employee for staying healthy and observing safe working practices</p> <p>Year 12 work experience Year 13 ExtReg: Work place laws</p>
<p>Developing your career management, employability and enterprise skills</p>			
<p>10. Making the most of careers information, advice and guidance</p>	<p>identify your personal networks of support, including how to access and make the most of impartial face-to-face and digital careers information, advice and guidance services</p> <p>Y7 Career Connect assembly: Introduction to careers support</p>	<p>build your personal networks of support including how to access and make the most of a wide range of impartial face-to-face and digital careers information, advice and guidance services</p> <p>Y9 Them and Us: Helping each other to grow Y10 Futures: The labour market Y11 Personal Development Plans Job matching activity on summer C&C day Career Connect assembly Y11 introduction to guidance Y11 Careers interviews</p>	<p>develop and make the most of your personal networks of support and show that you are a proactive and discerning user of impartial face-to-face and digital careers information, advice and guidance services</p> <p>Year 12: 1:1 Careers interviews Year 13: 1:1 Careers & UCAS interviews Y12 & 13 1:1 meetings with year heads</p>
<p>11. Preparing for employability</p>	<p>recognise the qualities and skills you have demonstrated both in and out of school that will help to make you employable</p> <p>Y7 Them and Us: The benefits of being involved Y8 Wellbeing: Personal Growth (Pt 2) Y8: PiXL Edge KS3 Session 4: Skills you need for work</p>	<p>show how you are developing the qualities and skills which will help you to improve your employability</p> <p>Y9 Communication: Communication in the workplace Y9 Futures: Competitive Advantage Y10 Futures: How to build a portfolio Y10 Leadership: Why do employers want leadership skills? Session on CV building on Y11 Inspiration Day ASK Apprenticeships session on application processes and applying for apprenticeships</p>	<p>explain how you are developing your employability qualities and skills to satisfy your own expectations and the future expectations of your employers and co-workers</p> <p>Y13 ExtReg: How to behave in the workplace</p>
<p>12. Showing initiative and enterprise</p>	<p>recognise when you are using qualities and skills that entrepreneurs demonstrate</p> <p>Y7 Initiative: What is initiative? Y7 Initiative: Do I enjoy putting myself forward? Y8 Initiative: When did I last show initiative?</p>	<p>show that you can be enterprising in the way you learn, work and manage your career</p> <p>Y9 Initiative: What's so good about showing initiative Y9 Initiative: Solution-based and problem-based thinking Y11 Initiative: Spotting a gap in the market</p>	<p>develop and apply enterprise qualities and skills in your approach to learning, work and career planning</p> <p>Year 12 ExtReg: Identifying key competencies on Unifrog package & giving examples Year 13 ExtReg: Online Employer skills assessments (Problem solving)</p>

		Y10 Enterprise activity	Year 12: Work Experience – using initiative to find their own placement (Team work, independent learner, problem solving) – Evaluation document reflecting on skills gained on their return
13. Developing personal financial capability	show that you can manage your own budget and contribute to household and school budgets Y8: Employer assembly on budgeting	show that you can manage financial issues related to your education, training and employment choices including knowing how to access sources of financial support that may be open to you Session on student finance as part of Edge Hill visit ASK Apprenticeships assembly Career Connect session on LMI (and pay) on Y11 Inspiration Day	show how you are developing your personal financial capability to make better decisions about everyday living, further study, training and work Y13 ExtReg: Budgeting Y13 ExtReg: Student Finance Y12 C&C: Finance Edge Hill session on student finance on Y13 UCAS and Apprenticeships evening Y13 ExtReg: LJMU Student finance & how to apply Y13 ExtReg: Financial Capability (Budgeting) Career Connect talk on apprenticeships vs university on Y13 UCAS and Apprenticeships evening
14. Identifying choices and opportunities	know how to identify and systematically explore the options open to you at a decision point Y7: PiXL Edge KS3 Session 2: Exciting world of work Y8 Futures: Routes to work Y8 Options process input	be able to research your education, training, apprenticeship, employment and volunteering options including information about the best progression pathways through to specific goals Y10 Futures: Which apprenticeship? Y10 Futures: What is a university and why go to one? Y10 Futures: The labour market Y11 Futures: What courses are available at university? Y11 Futures: What are the different types of university Y11 Edge Hill university visit Y11 college visits ASK Apprenticeships assembly Job matching activity on summer C&C day Y9&10 Careers Fair Y10 visit to a careers convention Y10 ExtReg: (local) options after GCSEs Y11 ExtReg: Intro to Sixth Form	be able to research and evaluate progression pathways and return on investment for the higher and further education, training, apprenticeship, employment and volunteering options open to you Y12 ExtReg: Intro to university/courses/UCAS Y12 ExtReg: University courses Y12 Assembly: Apprenticeships Trip to UK University and Apprenticeship Search Fair Trip to UCAS convention Y13 UCAS and Apprenticeships evening
	know how to make plans and decisions carefully	know how to make plans and decisions carefully	know how to make career enhancing plans and

<p>15. Planning and deciding</p>	<p>including negotiating with those who can help you get the qualifications, skills and experience you need</p> <p>Y8 Wellbeing: Personal Growth (Pt 2) Y8 Wellbeing: Opportunities Y8 Options process input</p>	<p>including how to solve problems and deal appropriately with influences on you</p> <p>Y10 Communication: Giving and receiving constructive criticism Y10 Wellbeing: Making choices (Pt 1) Y10 Wellbeing: Making choices (Pt 2) Y10 Futures: Which apprenticeship Y10 Futures: What is a university? Y11 Communication: Disagreeing with people and disagreeing with opinions Y11 Initiative: Continual challenge Y10 ExtReg: (local) options after GCSEs Career Connect assembly Y11 introduction to guidance Career Connect Year 9 assemblies on career choice and decision making</p>	<p>decisions including developing the resilience required to sustain them</p> <p>Y13 Assembly: Resilience Y12 Assembly: University why?</p>
<p>16. Handling applications and selection</p>	<p>know how to prepare and present yourself well when going through a selection process</p> <p>School's ambassadors programme</p>	<p>know your rights and responsibilities in a selection process and strategies to use to improve your chances of success</p> <p>Y10 Communication: Interviews Y10 Futures: Interviews (from Y12 PiXL materials) CV building session on Y11 Inspiration day Y10 mock interviews ASK Apprenticeships session on application processes and applying for apprenticeships</p>	<p>know how to prepare for, perform well and learn from participating in selection processes</p> <p>Y12 ExtReg: UCAS and personal statements Y13 ExtReg: UCAS and personal statements Y13 ExtReg: CV writing Y13 ExtReg: Letters of application Y12: Careers Day: producing CV's and interviews with independent professionals</p>
<p>17. Managing changes and transitions</p>	<p>show that you can be positive, flexible and well-prepared at transition points in your life</p> <p>Y7 Resilience: What does resilience mean? Y7 Resilience: Coping with change Y7 Resilience: When am I resilient? Y7 Initiative: How do I react when something goes wrong?</p>	<p>review and reflect on previous transitions to help you improve your preparation for future moves in education, training and employment</p> <p>Y9 Resilience: Overcoming barriers Y10 Futures: How to build a portfolio Y10 Wellbeing: Making choices (Pt 1) Y10 Wellbeing: Making choices (Pt 2) Y11 Initiative: Continual challenge Y11 Wellbeing: Mental toughness (Pts 1, 2 & 3) Y9-11 Personal Development Plans</p>	<p>know how to develop and use strategies which will help you to deal with the challenges of managing your career transitions</p> <p>Y13 C&C: Mental Health Awareness</p>