



Career Education, Information, Advice and Guidance

Personal and spiritual Development

Your path, your future, your choice...

Year 11 CEAIG Overview

Theme	The future: applications, CVs, transition and intended destinations
Main objectives	- To understand all available pathways for post-16 education, training or employment and how to apply. - To know how to reflect on employability skills and preserve online integrity to make a good impression. - To be prepared for transition into post-16 education or training.

Lesson	Objectives	Activity	When	Delivery
Post-16 options: Runshaw College	To understand the education/ training offer at a main local provider.	Assembly (15)	Michaelmas 1	External visitor
Post-16 options: Cardinal Newman	To understand the education/ training offer at a main local provider.	Assembly (15)	Michaelmas 1	External visitor
Making the right impression: applications	To compare content of an application form, personal statement and CV.	PSE (15)	Michaelmas 1	Tutors
Making the right impression: employability skills	To reflect on employability skills and personal strengths.	PSE (15)	Michaelmas 1	Tutors
Future choices and application forms	To understand post-16 application processes.	Assembly (15)	Michaelmas 1	ELC
Making the right impression: professional integrity / online presence	To understand online risks and how to maintain professional integrity.	PSE (15)	Michaelmas 1	Tutors
Careers Fair	To engage with colleges, universities, employers and apprenticeship providers.	Guidance preparation (15) Careers Fair (40+)	Michaelmas 2	External visitors
Making the right impression: transition	To identify skills and strategies to confidently manage transition.	PSE (15)	Michaelmas 1	Tutors

Your path, your future, your choice...

Future Skills Questionnaire	To reflect on acquired skills and choices for the future.	PSE (15) OR Guidance (15)	Lent 2 – OR MOVE EARLIER	Tutors
Intended destinations	To collect intended destination data.	PSE (15) OR Guidance (15)	Lent 2	Tutors
Alumni	To create links for continued destination and career information.	Assembly (15) Results day (Full day)	Trinity 1 Trinity 2	ELC/CJH

Your path, your future, your choice...

Year 11 CEAIG lesson, assembly, employer encounter and work experience information

Content A breakdown of lesson titles by objectives, outcomes, activity concepts, resources and references.

Lesson title	Objectives	Outcomes	Resources
Making the right impression: employability skills	To reflect on employability skills and personal strengths	- To evaluate study and employability skills and personal strengths. - To consider how their strengths, interests and skills continue to evolve and will need to fluctuate to meet emerging labour market needs and employment sectors demands. - To develop goals for the final year of KS4 study in preparation for employment and further study.	PSHE Association PoS: KS4 work and career: L7, L8, L10 / learning skills: L1 CDI: Grow throughout life, explore possibilities, balance life and work
Making the right impression: applications	To compare content of an application form, personal statement and CV.	- To understand the format and content of an application form and how to submit applications. - To learn how to develop a CV and manage its content over future employment opportunities. - To learn how to positively reflect on personal strengths to cultivate opportunities through covering letters and personal statements.	PSHE Association PoS: KS4 work and career: L10 CDI: Create opportunities
Making the right impression: professional integrity / online presence	To understand online risks and how to maintain professional integrity.	- To know how to create and preserve a positive image online. - To understand the benefits and challenges of cultivating career opportunities online. - To understand confidentiality specific to GDPR and professional integrity and why it should be maintained.	DfE Statutory guidance: online and media PSHE Association PoS: KS4 work and career: L11, L12 / KS4 employment rights and responsibilities: L14 CDI: Create opportunities
Making the right impression: transition	To identify skills and strategies to confidently manage transition. (L2, L3, L8)	- To manage emotions in relation to future employment. - To consider strategies to support transition into post-16 education, training or employment.	PSHE Association PoS: KS3 employment rights and responsibilities: L14 CDI: Create opportunities, manage career

Your path, your future, your choice...

Future Skills Questionnaire	To reflect on acquired skills and choices for the future. (L1, L2)	- To reflect on prior career knowledge and understanding. - To reflect on current skills/attributes. - To reflect on early aspirations.	PSHE Association PoS: KS4 learning skills: L1, L2, L3 CDI: Grow throughout life
Intended destinations	To collect intended destination data. (L3, L7, L8)	- To understand the information, advice and guidance available after secondary school to sustain education, employment or training. - To reflect on and confirm an intended post-16 destination in education, employment or training.	PSHE Association PoS: KS4 choices and pathways L6 CDI: Manage career

Lesson title	Objectives	Outcomes	Resources
Post-16 options: Runshaw College	To understand the education/ training offer at a main local provider. (L4, L5)	- To know about the range of opportunities available at a local provider. - To learn how to access more information, advice and guidance about provision at local provider. - To dispel myths about career pathways and promote pupils to maintain high aspirations for their future.	PSHE Association PoS: KS4 choices and pathways: L4, L5, L6 CDI: Exploring possibilities
Post-16 options: Cardinal Newman	To understand the education/ training offer at a main local provider. (L4, L5)	- To know about the range of opportunities available at a local provider. - To learn how to access more information, advice and guidance about provision at local provider. - To dispel myths about career pathways and promote pupils to maintain high aspirations for their future.	PSHE Association PoS: KS4 choices and pathways: L4, L5, L6 CDI: Exploring possibilities
Future choices and application forms	To understand post-16 application processes. (L5, L6)	- To understand how to maximise chances when applying for education or employment opportunities. - To understand how to access advice and guidance regarding future choices.	PSHE Association PoS: KS4 work and career: L10 CDI: Exploring possibilities, create opportunities, manage career
Alumni	To create links for continued destination and career information.	- To promote continued engagement and attain alumni contacts for future careers provision. - To explore ways to cultivate career networks online.	PSHE Association PoS: KS4 work and career: L11 CDI: Create opportunities

Your path, your future, your choice...

Lesson title	Objectives	Outcomes	Activity detail/delivery
Careers Fair	To engage with colleges, universities, employers and apprenticeship providers.	- To learn about the range of opportunities available in post-16 and post-18 education and training. - To learn about the labour market and local apprenticeship opportunities. - To engage with varied employment sectors and learn about the varied career roles and pathways within them.	Preparation assembly (15) Careers Fair (40+)

Year 11 Careers in the curriculum

Content	In-depth career overview outlining day-to-day roles and responsibilities, work environment, pathways, LMI, entry requirements, progression opportunities and employers.
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