

Careers Education Information Advice and Guidance Mapping

FURTHER EDUCATION KS5

INTENT: To provide information, guidance, workplace experiences and encounters which will help students make positive decisions for their future whilst encouraging a culture of lifelong learning.

IMPLEMENTATION: The Careers Curriculum Mapping is an overview of all activities which make up the C.E.I.A.G provision for KS5. It does not map out specific lessons, rather refers to how the different elements are delivered through Form Tutor, Curriculum and Extracurricular activities. Form tutors and subject teachers are responsible for ensuring that students are able to access this information through the suggested means, within form time, through their curriculum and any extra-curricular activities.

Although learners are taught within Key Stages, this mapping is specific to year groups and so does not follow 'cycles' such as subject mapping.

	YEAR 12	YEAR 13	YEAR 14
Autumn	SUPPORTING TRANSITION & SKILL DEVELOPMENT	ENCOURAGING INDEPENDENCE & SKILL ENHANCEMENT	EXPLORING FUTURE PATHWAYS & SKILL ENHANCEMENT
Spring	SUPPORTING TRANSITION & SKILL DEVELOPMENT	ENCOURAGING INDEPENDENCE & SKILL ENHANCEMENT	EXPLORING FUTURE PATHWAYS & SKILL ENHANCEMENT
Summer	ENCOURAGING INDEPENDENCE & SKILL DEVELOPMENT	ENCOURAGING INDEPENDENCE & SKILL ENHANCEMENT	SUPPORTING TRANSITION TO FUTURE PATHWAYS

NB: SKILLS encompasses Functional, Employability, Independence and Life Skills

KS5 CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE CURRICULUM MEDIUM-TERM PLANNING

	Aspiration for Life	Language for Life	Learning for Life
	Differentiated, aspirational targets dependent on pupil needs.	Explicit teaching/ exposure to new and know vocabulary.	Opportunities to develop employability and life skills
YEAR 12	SUPPORTING TRANSITION & SKILL DEVELOPMENT	SUPPORTING TRANSITION & SKILL DEVELOPMENT	ENCOURAGING INDEPENDENCE & SKILL DEVELOPMENT
	Autumn 1 Approx. 7 weeks Autumn 2 Approx. 7 weeks	Spring 1 Approx. 6 weeks Spring 2 Approx. 6 weeks	Summer 1 Approx. 5 weeks Summer 2 Approx. 7 weeks
	FORM RESPONSIBILITIES		
	Annual Reviews Parents Evening & Careers & Future Pathways Fair Transition Activities Tutorials	Annual Reviews Parents Evening Transition Activities Tutorials	Annual Reviews Reports Tutorials
	CURRICULUM		
	Specific		
	Community Life Skills Home Management Information & Guidance Business Enterprise Work Experience & Leisure Skills PSHCE Vocational Options: Horticulture Expressive Arts Catering		
	Discreet Subject visits – see individual subject mappings Standalone activities:	Discreet Subject visits – see individual subject mappings Standalone activities: Careers & Enterprise Week	Discreet Subject visits – see individual subject mappings Standalone activities: FaceMe Performance
	Embedded (within individual curriculums – relevant to subject)		
	Functional skills: Literacy Numeracy ICT		
	Employability / Independence / Life skills: Using Initiative Being self-motivated Working under pressure Working to deadlines Ability to adapt Communication and Interpersonal skills Teamwork Negotiation Skills Valuing diversity and difference Problem solving Numeracy & IT skills Organisational Flexibility Perseverance Confidence		
	Labour Market Information		
	Vocabulary -This is ideally subject specific, however there are certain words it would be beneficial for students to know and understand:		
	Work Skill Job Hire Pay Employee Employer Part-time Full-time Over-time Shift-work Interview Wage Trainee Vacancy <i>Application Curriculum Vitae Apprenticeship Internship Salary</i>		
	EXTRA CURRICULAR		
		Residentials	

KS5 CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE CURRICULUM MEDIUM-TERM PLANNING

Aspiration for Life	Differentiated, aspirational targets dependent on pupil needs.	Language for Life	Explicit teaching/ exposure to new and know vocabulary.	Learning for Life	Opportunities to develop employability and life skills	
YEAR 13 To enable Year 13 students the opportunity to enhance their vocational and life skills, whilst encouraging independence in a safe supportive environment. Encouraging awareness of decision making to support life-choices in regards to their future.	ENCOURAGING INDEPENDENCE & SKILL DEVELOPMENT		ENCOURAGING INDEPENDENCE & SKILL ENHANCEMENT		ENCOURAGING INDEPENDENCE & SKILL ENHANCEMENT	
	Autumn 1 Approx. 7 weeks Autumn 2 Approx. 7 weeks		Spring 1 Approx. 6 weeks Spring 2 Approx. 6 weeks		Summer 1 Approx. 5 weeks Summer 2 Approx. 7 weeks	
	FORM RESPONSIBILITIES					
	Annual Reviews Parents Evening - Careers & Future Pathways Fair Tutorials		Annual Reviews Parents Evening Tutorials		Annual Reviews School Reports Tutorials	
	CURRICULUM					
	Specific					
	Community Life Skills Home Management Information & Guidance Business Enterprise Work Experience & Leisure Skills PSHE					
	Vocational Options: Horticulture Expressive Arts Catering					
	Discreet		Discreet		Discreet	
	Subject visits – see individual subject mappings		Subject visits – see individual subject mappings		Subject visits – see individual subject mappings	
			Standalone activities: Careers & Enterprise Week		Standalone activities: Arts Week (Shine Festival)	
	Embedded (within individual curriculums – relevant to subject)					
	Functional skills: Literacy Numeracy ICT					
	Employability / Independence / Life skills: Using Initiative Being self-motivated Working under pressure Working to deadlines Ability to adapt Communication and Interpersonal skills Teamwork Negotiation Skills Valuing diversity and difference Problem solving Numeracy & IT skills Organisational Flexibility Perseverance Confidence					
	Labour Market Information					
Vocabulary -This is ideally subject specific, however there are certain words it would be beneficial for students to know and understand:						
Work Skill Job Hire Pay						
Employee Employer Part-time Full-time Over-time Shift-work Interview Wage Trainee Vacancy						
<i>Application Curriculum Vitae Apprenticeship Internship Salary</i>						
EXTRA CURRICULAR						
					Residential	

KS5 CAREERS EDUCATION INFORMATION ADVICE & GUIDANCE CURRICULUM MEDIUM-TERM PLANNING

Aspiration for Life	Differentiated, aspirational targets dependent on pupil needs.	Language for Life	Explicit teaching/ exposure to new and know vocabulary.	Learning for Life	Opportunities to develop employability and life skills	
YEAR 14 To enable Year 14 students to explore Future Pathway opportunities available to them whilst enhancing the vocational and life-skills learnt in previous years. Encouraging an awareness of decision making to support life-choices in regards to their future.	EXPLORING FUTURE PATHWAYS & BUILDING SKILLS		EXPLORING FUTURE PATHWAYS & BUILDING SKILLS		SUPPORTING TRANSITION TO FUTURE PATHWAYS	
	Autumn 1 Approx. 7 weeks Autumn 2 Approx. 7 weeks		Spring 1 Approx. 6 weeks Spring 2 Approx. 6 weeks		Summer 1 Approx. 5 weeks Summer 2 Approx. 7 weeks	
	FORM RESPONSIBILITIES					
	Annual Reviews Parents Evening – Careers & Future Pathways Fair Tutorials Support exploration of Future Pathways Provision of materials, support, advice, guidance in reference to future options appropriate for student		Annual Reviews Parents Evening Tutorials Support exploration of Future Pathways Provision of materials, support, advice, guidance in reference to future options appropriate for student		Annual Reviews School Reports Tutorials Support transition into Future Pathways Provision of materials, support, advice, guidance in reference to future options appropriate for student	
	CURRICULUM					
	Specific					
	Community Life Skills Home Management Information & Guidance Business Enterprise Work Experience & Leisure Skills PSHCE Vocational Options: Horticulture Expressive Arts Catering					
	Discreet		Discreet		Discreet	
	Subject visits – see individual subject mappings		Subject visits – see individual subject mappings		Subject visits – see individual subject mappings	
			Standalone activities: Careers & Enterprise Week		Standalone activities: Face Me Performance	
	Embedded (within individual curriculums – relevant to subject)					
	Functional skills: Literacy Numeracy ICT					
	Employability / Independence / Life skills: Using Initiative Being self-motivated Working under pressure Working to deadlines Ability to adapt Communication and Interpersonal skills Teamwork Negotiation Skills Valuing diversity and difference Problem solving Numeracy & IT skills Organisational Flexibility Perseverance Confidence					
	Labour Market Information					
Vocabulary -This is ideally subject specific, however there are certain words it would be beneficial for students to know and understand:						
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EXTRA CURRICULAR						
					Residentials	

MEETING THE GATSBY BENCHMARKS (KS5): The Gatsby Benchmarks comprise of 8 frameworks for best practice when it comes to delivering good careers provision. Each benchmark is listed below alongside an explanation of how these are being met within our KS3 provision. Items in bold highlight links to the above planning

1	A stable careers programme	<ul style="list-style-type: none"> The Careers Programme incorporates a variety of different documentation and policies approved and supported by the Senior Management Team and Governors. These documents (which include the KS5 Mapping) are available to all students, parents/carers, teachers and employers through the website.
2	Learning from career and labour market information	<ul style="list-style-type: none"> KS5 Parents Evenings coincide with a Careers Fair and Future Pathways Event to allow both students and parents to explore future pathways that are available to them. School displays highlight the work experiences and achievements of current and previous students; similar material is found on the school website for parents to access Teachers incorporate Labour Market Information (where relevant) within their lessons
3	Addressing the needs of each pupil	<ul style="list-style-type: none"> Within KS5 students receive two Annual Reviews which consider student's individual needs and the potential future pathways available to them. Parents, carers and students are encouraged to be fully involved in transition planning. Systematic records of these meeting and any decisions made are kept and are provided to parents, carers and students. Form tutors work alongside students to help them consider various options available to them and offer tailored support and practical help including CEIAG The Further Education curriculum encompasses a variety of subjects aimed specifically at preparing students for adult life. Students learning is tailored to specific needs. Students select one vocational option alongside their other learning
4	Linking curriculum learning to careers	<ul style="list-style-type: none"> Whole school teaching and learning focusses on independence and life-skills. Teachers incorporate transferable employability skills into lessons. Curriculum Mapping also highlights opportunities for specific exploration of particular jobs or skills. Standalone Activities enable students to experience a variety of different job roles e.g. Front of House and develop additional skills e.g. Cash Handling
5	Encounters with employers and employees	<ul style="list-style-type: none"> Subject Visits provide students with the opportunity to meet employees and employers e.g. During KS4 Leisure students are able to meet and ask question of employees at the local Golf Club and Leisure Centres. Community Life Skills and Leisure activities provide additional opportunities for students
6	Experiences of workplaces	<ul style="list-style-type: none"> Where appropriate students are given opportunities for work-shadowing and work-experience. Vocational options include an element of work-experience, this can be front-of-house in the Garage Café or preparing hanging baskets in Horticulture Students are given the opportunity to join the 'clean-team' and earn money
7	Encounters with (<i>further and</i>) higher education	<ul style="list-style-type: none"> Where appropriate students are supported to access higher education opportunities. All students are supported to explore the next step that is appropriate for them, be this supported living, employment or higher education
8	Personal Guidance	<ul style="list-style-type: none"> Through Annual Reviews and Form Tutor input. Support through all transitions. Through Tutorials and Work Related Learning