

## Careers Education Information Advice & Guidance Programme

Year	Key Themes	CDI/PSHE Learning Aims	Careers Education Activities	Information Advice & Guidance
7	Exploring Careers and the working life.	To explore careers and career development by: <ul style="list-style-type: none"> <li>- Raising career awareness</li> <li>- Identifying different kinds of work.</li> <li>- Investigating personal preference and potential career options.</li> <li>- Understand how to manage a budget</li> <li>- describe strengths and preferences.”</li> <li>- focus on positive aspects to progress and achieve.</li> <li>- Identify stereotyping and discrimination.</li> <li>- Recognise qualities and strengths.</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> <li>• Form time activities – Career of the Week, Employability Skills, Career specific tasks.</li> <li>• Careers week encounters with employers and various opportunities.</li> <li>• Enterprise Day – focused around student feedback from student voice.</li> <li>• Access to careers advisers</li> <li>• Apprenticeship week activities.</li> </ul>	1-2-1 and group guidance is available to discuss GCSE options, careers, Post 16 and 18 options.
8	Investigating Employability and raising awareness	To investigate work and employability by: <ul style="list-style-type: none"> <li>- Recognising and developing awareness of skills.</li> <li>- Identifying skills and qualities needed for employability</li> <li>- Exploring options and career pathways.</li> <li>- Understanding how to manage a budget.</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> <li>• Form time activities - Career of the Week, Employability Skills, Career specific tasks.</li> <li>• Careers week encounters with employers and various opportunities.</li> <li>• Enterprise Day - focused around student feedback from student voice.</li> <li>• The Money Charity workshops</li> <li>• Access to careers advisers</li> <li>• Give Construction a go – Wakefield College.</li> <li>• Apprenticeship week activities.</li> </ul>	
9	Skills, Stereotypes, and the World of Work	To be able to identify choices and opportunities by: <ul style="list-style-type: none"> <li>- Recognising skills that are needed for employability.</li> <li>- Analysing skills and qualities in the workplace.</li> <li>- Identifying stereotyping in the world of work.</li> <li>- Identifying factors that allow a job to be for life.</li> <li>- Be able to focus on the positive aspects of your wellbeing, progress, and achievements.</li> <li>- Explore the options open to you at a decision point.</li> <li>- Describe different explanations of what careers are and how they can be developed.</li> <li>- Give examples of different kinds of work and why people’s satisfaction with their working lives can change</li> <li>- Be aware of what labour market information (LMI) is and how it can be useful to you.</li> <li>- Show that you can be positive, flexible and well-prepared at transition points in your life.</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> <li>• Form time activities - Career of the Week, Employability Skills, Career specific tasks.</li> <li>• Careers week encounters with employers and various opportunities.</li> <li>• Access to careers advisers</li> <li>• University Visits</li> <li>• ENGIE project</li> <li>• Give Construction a go – Wakefield College</li> <li>• University Ambassador talks</li> <li>• Options evening with support from careers advisers</li> <li>• Options interviews</li> <li>• Subject specific opportunities e.g., Medical Marvels.</li> <li>• Apprenticeship week activities.</li> </ul>	

10	Planning and Deciding	<p>To be able to identify different pathways and choices:</p> <ul style="list-style-type: none"> <li>- Analyse possible pathways</li> <li>- Begin to identify choices for post 16.</li> <li>- Investigate how to achieve a dream job.</li> <li>- Explain how to manage wellbeing, progress and achievements</li> <li>- Recognise and challenge stereotyping, discrimination and other barriers to equality, diversity and inclusion and know their rights and responsibilities</li> <li>- Recognise how they are changing, what they have to offer and what is important to them.</li> <li>- Explain key ideas about their career and career development.</li> <li>- Find relevant job and labour market information (LMI) and know how to use it in your career planning</li> <li>- Be aware of responsibilities and rights as a student, trainee, or employee for following safe working practices.</li> <li>- Research education, training, apprenticeship, employment, and volunteering options including information about the best progression pathways through to specific goals.</li> <li>- Know how to make important plans and decisions, how to solve problems and deal appropriately with influences on you.</li> <li>- Know rights and responsibilities in a selection process and the strategies to use to improve chances of being chosen</li> <li>- Review and reflect on previous transitions to help improve for future moves in education, training, and employment.</li> <li>- Income and expenditure, credit and debt, insurance, savings and pensions, financial products and services, and how public money is raised and spent.</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> <li>• Form time activities - Career of the Week, Employability Skills, Career specific tasks.</li> <li>• Careers week encounters with employers and various opportunities.</li> <li>• 1 to 1 interview with careers advisers from Easter</li> <li>• Careers adviser drop in sessions</li> <li>• College Taster Days</li> <li>• Post 16 Market Place</li> <li>• University Visits</li> <li>• University Ambassador talks</li> <li>• CV Writing</li> <li>• WDH Trip</li> <li>• The Money Charity workshops</li> <li>• Apprenticeship week activities.</li> </ul>	<p>1-2-1 guidance is available to discuss Sixth Form, Further Education, Apprenticeships and Post 16 and 18 options.</p>
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11	The journey to Post 16.	<p>To begin to understand how to handle an interview by:</p> <ul style="list-style-type: none"> <li>- Analysing job adverts</li> <li>- Investigating job applications and CVs.</li> <li>- Planning and delivering interviews.</li> <li>- Recognise how they are changing, what they have to offer and what is important to them.</li> <li>- Be positive about their own story and the responsibility of their own progress, achievements, and wellbeing.</li> <li>- Explain key ideas about their career and career development.</li> <li>- Find relevant job and labour market information (LMI) and know how to use it in your career planning</li> <li>- Recognise and challenge stereotyping, discrimination and other barriers to equality, diversity, and inclusion.</li> <li>- Be aware of responsibilities and rights as a student, trainee, or employee for following safe working practices.</li> <li>- Research education, training, apprenticeship, employment, and volunteering options including information about the best progression pathways through to specific goals.</li> <li>- Know how to make important plans and decisions, how to solve problems and deal appropriately with influences on you.</li> <li>- Know rights and responsibilities in a selection process and the strategies to use to improve chances of being chosen</li> <li>- Review and reflect on previous transitions to help improve for future moves in education, training, and employment.</li> <li>- Show that they can manage their own money, understand personal finance documents, and know how to access financial support for further study and training</li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> <li>• Form time activities - Career of the Week, Employability Skills, Career specific tasks.</li> <li>• Careers week encounters with employers and various opportunities.</li> <li>• 1 to 1 interviews with careers advisers</li> <li>• Careers adviser drop in sessions</li> <li>• Post 16 Market Place</li> <li>• College application day</li> <li>• Apprenticeship application support sessions.</li> <li>• University Visits</li> <li>• University Ambassador talks</li> <li>• CV Writing</li> <li>• Mock Interviews</li> <li>• Apprenticeship week activities.</li> </ul>	1-2-1 guidance is available to discuss Sixth Form, Further Education, Apprenticeships and Post 16 and 18 options.
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### Careers Development Institute CDI Framework

- <http://www.cegnet.co.uk/uploads/resources/ACEG-Framework-final.pdf>

### PSHE Association

- [https://www.pshe-association.org.uk/system/files/PSHE%20Education%20Programme%20of%20Study%20%28Key%20stage%201-5%29%20Jan%202017\\_2.pdf](https://www.pshe-association.org.uk/system/files/PSHE%20Education%20Programme%20of%20Study%20%28Key%20stage%201-5%29%20Jan%202017_2.pdf)

