

YEAR 10 CAREERS SCHEME OF WORK 2018-2019

Lesson Titles	Content and Learning Outcomes
<p align="center"><u>Student entitlement statements</u></p>	<p>Tutors deliver the Student entitlement statement at the start of the first Careers lesson. This statement details Careers information and Learning objectives for the current academic year. It should be used as working document and students should read through after each PSHE lesson to complete the areas they have covered. Some of the objectives may be met in other lessons; these details should also be completed. Tutors ask that students share the document with their parents so that they are aware of the continuing Careers Education programme at KSHS.</p>
<p>1. <u>Rights and Responsibilities at Work</u></p>	<p>Students will look at Rights and Responsibilities in the workplace for both employees and employers, including Equality and Diversity. Students will be introduced to a new web based platform called UNIFROG. This is a complete Destinations Platform designed to make it easier for students to find and apply for the best university and college courses and apprenticeships.</p>
<p>2. <u>Labour Market Information LMI</u></p>	<p>This lesson will help students understand what LMI is; Where the information comes from, how we use it and why it is necessary for the economy of the UK.</p>
<p>3. <u>What's in a Job Advert?</u> (and introducing eCLIPS online)</p>	<p>Students look at 'Live' job adverts, breaking down any jargon to establish what the employer is actually looking for in the advert. For example; what skills and qualifications are required and looking at different kinds of working patterns and contracts?</p>
<p>4. <u>Marketing Yourself and CV Writing</u></p>	<p>Following on from the Job Advert, Students will write their own CV to apply for that specific Job. They will learn about the different types of CV and how best to 'Market' themselves for that particular role.</p>
<p>5. <u>Interview Skills</u></p>	<p>Students work in groups of 3 to practice their interview skills and techniques; each taking a role as, Interviewee, Interviewer and Observer for impartial feedback.</p>