

**Careers Information, Education, Advice and Guidance Programme Overview**

**2022-23**

<b>KEY STAGE 3</b>			
<b>YEAR 7</b>			
<b>TERM/WEEK</b>	<b>LEARNING OUTCOMES</b>	<b>CONTENT OVERVIEW</b>	<b>RESOURCES</b>
Autumn	<ul style="list-style-type: none"> <li>- Develop awareness of the types of careers that interest them</li> <li>- Be aware that the level of qualification they achieve will affect the jobs they can enter</li> <li>- Identify three careers to investigate in more depth</li> </ul>	<p><b>Lesson: Aspirations</b> Student individual profiles set up on Morrisby. Students are provided with their passwords/log in details. Demonstration of the Morrisby website. Students complete the Aspirations Survey and reflect on their profile and the careers suggested. Students explore how their intended qualification level impacts on the career suggestions and subject suggestions.</p>	Morrisby Careers website. Lesson presentation.
	<ul style="list-style-type: none"> <li>- Explore career and labour market information for three careers</li> <li>- Identify skills and/or subjects need to improve to pursue those careers</li> <li>- Decide whether any of the investigated careers may suit them</li> </ul>	<p><b>Lesson: Investigate Careers</b> Follow on from Aspirations and/or Aptitudes lessons. Students are given an opportunity to investigate several careers from their own career list/ideas. Findings are recorded on the worksheet/form Investigate Careers.</p>	Morrisby Careers website.
	<ul style="list-style-type: none"> <li>- Understand what is meant by identity and self awareness</li> <li>- Be able to describe themselves in terms of their interests, strengths and aspirations</li> <li>- Be aware how self awareness can help them</li> </ul>	<p><b>Lesson: Self Awareness</b> The importance of names for our identity. Video of Orange mobile TV advert and discussion around identity. Identity Circles exercise – identifying different things about themselves. Discussion and evaluation: the value of self awareness.</p>	Morrisby Careers lesson presentation.
Spring	<ul style="list-style-type: none"> <li>- Encounter a range of national employers linked to a range of career paths</li> </ul>	<p><b>National Careers Week 6<sup>th</sup> – 11<sup>th</sup> March 2023</b> Careers linked to curriculum areas as a lesson focus Drop Down Day:</p>	NCW Virtual Careers Fair Skills Builder

	- Develop key employability skills	- Virtual Careers fair - Mock interview workshop - Skills Builder workshop	
	- Identify career goals and aspirations - Identify the actions required to move towards achieving these goals	<b>Careers coaching session 1</b>	Time with Careers Leader/coach
Summer	- Discover and explore a range of local and regional career pathways	<b>Torbay Careers Fair (date TBC)</b> - Encounter a range of local and regional employers	School transport
	- Identify career goals and aspirations - Identify the actions required to move towards achieving these goals - Reflect on progress made towards goals so far	<b>Careers coaching session 2</b>	Time with Careers Leader/coach
Ongoing	- Develop the 8 essential skills through use of the skills builder programme	<b>Skills Builder lessons</b> Weekly Skills Builder lessons form part of the core curriculum and support students in developing their skills of: <ul style="list-style-type: none"> <li>• Listening</li> <li>• Speaking</li> <li>• Creativity</li> <li>• Problem solving</li> <li>• Staying positive</li> <li>• Aiming high</li> <li>• Leadership</li> <li>• Teamwork</li> </ul>	Skills Builder programme Skills Builder progress tracker

**YEAR 8**

TERM/WEEK	LEARNING OUTCOMES	CONTENT OVERVIEW	RESOURCES
Autumn	- Develop awareness of the types of careers that interest them - Be aware that the level of qualification they achieve will affect the jobs they can enter - Identify three careers to investigate in more depth	<b>Lesson: Aspirations</b> Student individual profiles set up on Morrisby. Students are provided with their passwords/log in details. Demonstration of the Morrisby website. Students complete the Aspirations Survey and reflect on their profile and the careers suggested.	Morrisby careers website. Lesson presentation.

		Students explore how their intended qualification level impacts on the career suggestions and subject suggestions.	
	<ul style="list-style-type: none"> <li>- Outline what work is</li> <li>- Explain the various reasons why people work</li> <li>- Describe the different ways people are employed</li> <li>- Define different work styles and workplaces</li> </ul>	<p><b>Lesson: What is Work?</b> Explore different types of employment: 9-5, flexi-time, self-employed, freelance etc Why do people work? Priorities and skills within the workplace. Different ways of working – explored through interactive quiz, group discussion and individual reflection.</p>	Morrisby Careers lesson presentation.
Spring	<ul style="list-style-type: none"> <li>- Encounter a range of national employers linked to a range of career paths</li> <li>- Develop key employability skills</li> </ul>	<p><b>National Careers Week 6<sup>th</sup> – 11<sup>th</sup> March 2023</b> Careers linked to curriculum areas as a lesson focus Drop Down Day:</p> <ul style="list-style-type: none"> <li>- Virtual Careers fair</li> <li>- Mock interview workshop</li> </ul> <p>Skills Builder workshop</p>	NCW Virtual Careers Fair Skills Builder
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> <li>- Reflect on progress made towards goals so far</li> </ul>	<b>Careers coaching session 3</b>	Time with Careers Leader/coach
Summer	<ul style="list-style-type: none"> <li>- Discover and explore a range of local and regional career pathways</li> </ul>	<p><b>Torbay Careers Fair (date TBC)</b> Encounter a range of local and regional employers</p>	School transport
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> <li>- Reflect on progress made towards goals so far</li> </ul>	<b>Careers coaching session 4</b>	Time with Careers Leader/coach
Ongoing	<ul style="list-style-type: none"> <li>- Develop the 8 essential skills through use of the skills builder programme</li> </ul>	<p><b>Skills Builder lessons</b> Weekly Skills Builder lessons form part of the core curriculum and support students in developing their skills of:</p> <ul style="list-style-type: none"> <li>• Listening</li> <li>• Speaking</li> <li>• Creativity</li> <li>• Problem solving</li> </ul>	Skills Builder programme Skills Builder progress tracker

		<ul style="list-style-type: none"> <li>• Staying positive</li> <li>• Aiming high</li> <li>• Leadership</li> <li>• Teamwork</li> </ul>	
<b>YEAR 9</b>			
TERM/WEEK	LEARNING OUTCOMES	CONTENT OVERVIEW	RESOURCES
Autumn	<ul style="list-style-type: none"> <li>- Develop awareness of the types of careers that interest them</li> <li>- Be aware that the level of qualification they achieve will affect the jobs they can enter</li> <li>- Identify three careers to investigate in more depth</li> </ul>	<p><b>Lesson: Aspirations</b> Student individual profiles set up on Morrisby. Students are provided with their passwords/log in details. Demonstration of the Morrisby website. Students complete the Aspirations Survey and reflect on their profile and the careers suggested. Students explore how their intended qualification level impacts on the career suggestions and subject suggestions.</p>	Morrisby careers website. Lesson presentation.
	<ul style="list-style-type: none"> <li>- Understand the concept of employability skills and why they are important</li> <li>- Be aware of the employability skills they are currently developing</li> <li>- Know how they could develop skills in other areas of their lives</li> </ul>	<p><b>Lesson: Employability Skills</b> Define employability skills Consider the relevance of these skills. Reflect upon the 8 Essential Skills of Skills Builder and progress made since joining the academy. Personal skills audit (benchmark) and action plan development worksheet.</p>	Morrisby website Skills Builder benchmark access
Spring	<ul style="list-style-type: none"> <li>- Encounter a range of national employers linked to a range of career paths</li> <li>- Develop key employability skills</li> </ul>	<p><b>National Careers Week 6<sup>th</sup> – 11<sup>th</sup> March 2023</b> Careers linked to curriculum areas as a lesson focus Drop Down Day:  <ul style="list-style-type: none"> <li>- Virtual Careers fair</li> <li>- Mock interview workshop</li> </ul> Skills Builder workshop</p>	NCW Virtual Careers Fair Skills Builder
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> </ul>	<b>Careers coaching session 5</b>	Time with Careers Leader/coach
Summer	<ul style="list-style-type: none"> <li>- Discover and explore a range of local and regional career pathways</li> </ul>	<p><b>Torbay Careers Fair (date TBC)</b> Encounter a range of local and regional employers</p>	School transport
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> </ul>	<b>Careers coaching session 6</b>	Time with Careers Leader/coach

	<ul style="list-style-type: none"> <li>- Identify the actions required to move towards achieving these goals</li> <li>- Reflect on progress made towards goals so far</li> </ul>		
Ongoing	<ul style="list-style-type: none"> <li>- Develop the 8 essential skills through use of the skills builder programme</li> </ul>	<p><b>Skills Builder lessons</b> Weekly Skills Builder lessons form part of the core curriculum and support students in developing their skills of:</p> <ul style="list-style-type: none"> <li>• Listening</li> <li>• Speaking</li> <li>• Creativity</li> <li>• Problem solving</li> <li>• Staying positive</li> <li>• Aiming high</li> <li>• Leadership</li> <li>• Teamwork</li> </ul>	Skills Builder programme Skills Builder progress tracker

KEY STAGE 4			
YEAR 10			
TERM/WEEK	LEARNING OBJECTIVES/ LEARNING OUTCOMES	CONTENT OVERVIEW	RESOURCES
Autumn	<ul style="list-style-type: none"> <li>- Develop awareness of the types of careers that interest them</li> <li>- Be aware that the level of qualification they achieve will affect the jobs they can enter</li> <li>- Identify three careers to investigate in more depth</li> </ul>	<p><b>Lesson: Aspirations</b> Student individual profiles set up on Morrisby. Students are provided with their passwords/log in details. Demonstration of the Morrisby website. Students complete the Aspirations Survey and reflect on their profile and the careers suggested. Students explore how their intended qualification level impacts on the career suggestions and subject suggestions.</p>	Morrisby careers website. Lesson presentation.
	<ul style="list-style-type: none"> <li>- Understand what is meant by prejudice and stereotypes</li> <li>- Be able to recognize own and other people's stereotypical attitudes and prejudices</li> </ul>	<p><b>Lesson: Challenging workplace stereotypes</b> Starter task introduces concepts of prejudice and stereotypes – choose an apprentice from a pool of applicants. Exploration of stereotypes of teenagers and other groups of people.</p>	Morrisby Careers lesson presentation.

	<ul style="list-style-type: none"> <li>- Be aware of the negative consequences of prejudice and stereotypes</li> <li>- Demonstrate how to challenge negative labels</li> </ul>	<p>Class discussion about challenging negative stereotypes. Video about breaking down career choice stereotypes.</p>	
	<ul style="list-style-type: none"> <li>- Recognize the importance of seeking information before making a decision</li> <li>- Be aware of the steps involved in the decision making process</li> </ul>	<p><b>Lesson: Decision Making</b> Brainstorm different decisions made recently. Discussion: how to make decisions. Consideration of personal steps towards specific career-related decisions and the factors influencing these decisions. Model for decision making process is introduced to reinforce learning.</p>	Morrisby Careers lesson presentation.
	<ul style="list-style-type: none"> <li>- Recall the types of career opportunities that may be available in the future</li> <li>- Describe the skills necessary to be successful in the future</li> </ul>	<p><b>Lesson: Careers for the Future</b> Video introduction to careers that are likely to be part of our future world, including the types of skills and qualities required to fulfill these roles. What skills and qualities will a selection of these future roles require? Discussion: skills needed for the future.</p>	Morrisby Careers lesson presentation.
	<ul style="list-style-type: none"> <li>- Understand why work experience placements are important</li> <li>- Be aware of appropriate behaviours in the workplace</li> <li>- Know how to make the most of their placement</li> </ul>	<p><b>Lesson: Preparing for the Work Experience Placement</b> Students share aspirations and concerns about work experience. Research the company or sector they are going to be undertaking work experience in. discussion: appropriate behaviours on placement. Shown how to keep a diary of work experience.</p>	Morrisby Careers lesson presentation.
	<ul style="list-style-type: none"> <li>- Understand what should and should not be included in a good CV and why they are needed</li> <li>- Be equipped to write their own CV</li> </ul>	<p><b>Lesson: CVs</b> Students will learn how to write a successful CV, guided by presentation. Students critique CVs based on two case studies. Students reflect on their own experiences and the skills gained from these experiences.</p>	Morrisby Careers lesson presentation.
Spring	<ul style="list-style-type: none"> <li>- Encounter a range of national employers linked to a range of career paths</li> <li>- Develop key employability skills</li> </ul>	<p><b>National Careers Week 6<sup>th</sup> – 11<sup>th</sup> March 2023</b> Careers linked to curriculum areas as a lesson focus Drop Down Day:  <ul style="list-style-type: none"> <li>- Virtual Careers fair</li> </ul> </p>	NCW Virtual Careers Fair Skills Builder

		- Mock interview workshop Skills Builder workshop	
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> </ul>	<b>Careers coaching session 7</b>	Time with Careers Leader/coach
Summer	<ul style="list-style-type: none"> <li>- Discover and explore a range of local and regional career pathways</li> </ul>	<b>Torbay Careers Fair (date TBC)</b> Encounter a range of local and regional employers	School transport
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> <li>- Reflect on progress made towards goals so far</li> </ul>	<b>Careers coaching session 8</b>	Time with Careers Leader/coach

YEAR 11			
TERM/WEEK	LEARNING OBJECTIVES/ LEARNING OUTCOMES	CONTENT OVERVIEW	RESOURCES
Autumn	<ul style="list-style-type: none"> <li>- Develop awareness of the types of careers that interest them</li> <li>- Be aware that the level of qualification they achieve will affect the jobs they can enter</li> <li>- Identify three careers to investigate in -more depth</li> </ul>	<p><b>Lesson: Aspirations</b></p> <p>Student individual profiles set up on Morrisby. Students are provided with their passwords/log in details. Demonstration of the Morrisby website. Students complete the Aspirations Survey and reflect on their profile and the careers suggested. Students explore how their intended qualification level impacts on the career suggestions and subject suggestions.</p>	Morrisby careers website. Lesson presentation.
	<ul style="list-style-type: none"> <li>- Develop an understanding of strengths, career interests and preferences, personality and priorities</li> </ul>	<p><b>Lesson: Aptitudes</b></p> <p>Students need to have completed a full Morrisby assessment of their aptitudes, career interests and personality ahead of this lesson. There is time at the start of this lesson to complete any gaps in these areas.</p>	Morrisby Careers lesson presentation.

	<ul style="list-style-type: none"> <li>- Be aware that the level of qualification they achieve will affect the jobs they can enter</li> <li>- Identify three careers to investigate in more depth</li> </ul>	<p>Students log into Morrisby personal profile and view their results. Reflect upon career profile and suggested careers.</p> <p>Students can review intended qualification level to note how this affects their career suggestions.</p> <p>Students complete the <b>Priorities</b> questionnaire. Record responses to profile and career suggestions in 'My Aptitudes Profile' worksheet.</p> <p>Students can investigate individual careers at this point.</p>	
	<ul style="list-style-type: none"> <li>- Explain their range of options at 16</li> <li>- Understand how learning style is relevant to decisions at 16</li> <li>- Discuss their preferred career option and the routes available to get there and how this might affect their decision at 16</li> <li>- Consider entry requirements for education and apprenticeships and how this might affect their decision at 16</li> </ul>	<p><b>Lesson: Options at 16</b></p> <p>Students will be encouraged to consider their options at 16.</p> <p>Activities and discussions around entering academic and practical qualifications and apprenticeships</p> <p>Explore learning styles</p> <p>Explore career aspirations</p> <p>Finalise gaps in Morrisby career profile.</p>	<p>Morrisby Careers lesson presentation.</p>
	<ul style="list-style-type: none"> <li>- Describe what an apprenticeship is</li> <li>- Explain the pros and cons of apprenticeships</li> <li>- Detail the different levels of apprenticeships</li> <li>- Understand how to research apprenticeships</li> </ul>	<p><b>Lesson: Apprenticeships</b></p> <p>Video introduction to apprenticeships.</p> <p>Group discussion looking at pros and cons of this route.</p> <p>Small group and independent research into available apprenticeships following an introduction to the online tools available.</p>	<p>Morrisby Careers lesson presentation.</p>
	<ul style="list-style-type: none"> <li>- Understand the purpose of an interview</li> <li>- Identify different types of interview used by employers and colleges/universities</li> <li>- Understand how to prepare themselves in advance for a job, apprenticeship or college interview</li> </ul>	<p><b>Lesson: Successful Interviews</b></p> <p>Introductory video looking at interviews</p> <p>Class discussion and group activities facilitate learning about different types of interview, interview preparation and presentation.</p> <p>In pairs students practice answering typical interview questions using the STAR model.</p>	<p>Morrisby Careers lesson presentation.</p>



	<ul style="list-style-type: none"> <li>- Know how to present themselves in an interview situation</li> <li>- Have learnt a technique to answer common interview questions</li> </ul>		
Spring	<ul style="list-style-type: none"> <li>- Encounter a range of national employers linked to a range of career paths</li> <li>- Develop key employability skills</li> </ul>	<b>National Careers Week 6<sup>th</sup> – 11<sup>th</sup> March 2023</b> Careers linked to curriculum areas as a lesson focus Drop Down Day: <ul style="list-style-type: none"> <li>- Virtual Careers fair</li> <li>- Mock interview workshop</li> </ul> Skills Builder workshop	NCW Virtual Careers Fair Skills Builder
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> </ul>	<b>Careers coaching session 9</b>	Time with Careers Leader/coach
Summer	<ul style="list-style-type: none"> <li>- Discover and explore a range of local and regional career pathways</li> </ul>	<b>Torbay Careers Fair (date TBC)</b> Encounter a range of local and regional employers	School transport
	<ul style="list-style-type: none"> <li>- Identify career goals and aspirations</li> <li>- Identify the actions required to move towards achieving these goals</li> <li>- Reflect on progress made towards goals so far</li> </ul>	<b>Careers coaching session 10</b>	Time with Careers Leader/coach