

Careers Programme of Study: Years 10 – 14

KS3 Curriculum - Year 10

Week	Title	Learning Objectives
1	Welcome to Year 10 Careers	<ul style="list-style-type: none"> • Receive an introduction to Careers Education • Use communication skills and work as part of a team
2	Skills and Qualities	<ul style="list-style-type: none"> • Understand the difference between skills and qualities • Use communication skills and work as part of a team
3	Learning Styles	<ul style="list-style-type: none"> • Be able to recognise the different learning styles of VAK • Be able to recognise which style(s) suit me best
4	Learning Styles – Multiple Intelligence	<ul style="list-style-type: none"> • Be able to recognise the seven ‘Multiple Intelligences’ • Be able to link the seven ‘multiple intelligences’ with my subjects
5	Preparing for Guidance Interview	<ul style="list-style-type: none"> • Be able to make an informed decision about Key Stage 4 options
6 & 7	Labour Market Information (LMI)	<ul style="list-style-type: none"> • Receive introduction to the term Labour Market Information (LMI) • Be able to understand the NI Skills Barometer • Be able to understand how LMI and the NI Skills Barometer can help me when making future career decisions
8	STEM	<ul style="list-style-type: none"> • Develop my understanding of STEM careers
9	Challenges and Changes in the Workplace	<ul style="list-style-type: none"> • Be able to identify and understand changes in lifestyles and the workplace
10	Job Families	<ul style="list-style-type: none"> • Be able to identify different job families
11	Equal Opportunities and Stereotyping	<ul style="list-style-type: none"> • Be able to understand Equal Opportunities and stereotyping
12	Careers Resources	<ul style="list-style-type: none"> • Be able to understand how and when to find answers to careers questions
13	Job Research and Leaflet	<ul style="list-style-type: none"> • Be able to research a career from a job family and evaluate the resources
14 & 15	Choosing my GCSEs	<ul style="list-style-type: none"> • Understand the importance of choosing suitable GCSE subjects
16	What I Would Like to Study?	<ul style="list-style-type: none"> • Be able to recognise subjects I like and dislike • Be able to recognise subjects I am good at

Week	Title	Learning Objectives
17	Types of Work – Skills and Qualifications Required	<ul style="list-style-type: none"> • Be able to distinguish between the different skills and the qualifications required • Be able to identify and understand changes in the workplace and lifestyles
18 – 20	Am I an Entrepreneur?	<ul style="list-style-type: none"> • Be able to recognise the skills it takes to be enterprising and enhance my creativity and innovation skills by designing a new product.
21	Health and Safety	<ul style="list-style-type: none"> • Be able to understand the rights and responsibilities at work regarding Health and Safety • Have developed an understanding of how employers might deal with Health and Safety issues
22 & 23	Work in the Local and Global Community	<ul style="list-style-type: none"> • Be able to set personal targets for working • Be able to understand the benefits businesses bring to the community
24 – 26	It's Decision Time – Careers Leaflet	<ul style="list-style-type: none"> • Be able to produce a pamphlet on a career of my own choice using Microsoft Word/Publisher • Be able to recognise resources suitable for carrying out a careers search
27 – 30	Evaluation	<ul style="list-style-type: none"> • Complete a review and present my personal reflection of what Employability means to me
<ul style="list-style-type: none"> • Pupils receive weekly KS3 Employability lessons, which includes a comprehensive KS4 options/transition programme. • KS3 – GCSE Options are in February • Year 10 – Virtual Work Experience opportunities throughout the year 		

Year 11

Week	Title	Learning Objectives
1	Introduction	Understand the importance of planning and taking control of my future career
2	The A to Z of Work	<ul style="list-style-type: none"> • Explore the huge array of careers available to me • Design and create a poster • Use skills which are essential for the effective operation of a business
3	Who Am I?	Explore my interests/the kind of things I like to do and how they might affect my career path
4	What Job Would Suit Me?	Understand jobs within certain categories and consider which type(s) of job would suit me
5	What are My Skills?	<p>Understand the importance of developing skills both in and outside of school</p> <p>Understand the importance of recording my skills and achievements for use when completing applications</p>
6	What is My Experience?	Understand that part-time work (paid and voluntary) will help develop my skills
7	What is a CV?	<ul style="list-style-type: none"> • Understand the purpose of a CV and what information it should contain • Create a CV
8	Setting Goals – Getting Started	<p>Understand the importance of researching the jobs I am interested in</p> <p>Plan my career and set goals</p>
<ul style="list-style-type: none"> • Year 11 – Virtual Work Experience opportunities throughout the year 		

Year 12

Week	Title	Learning Objectives
1 - 2	Careers Guidance	Complete online Careers Guidance Application for Year 12
3	NI Skills Barometer	Analyse the future market opportunities and the skills needed for the NI economy.
4	The UCAS Buzz Quiz	Explore careers I am interested in and the subjects required for these careers
5 & 6	Further and Higher Education	Understand the range of options available to me at FE and HE levels
7	Apprenticeships	Understand that Apprenticeships and Higher Level Apprenticeships are available to me and research my options
8	Personal Career Plan	Complete my Personal Career Plan
<ul style="list-style-type: none">• Year 12 – Virtual Work Experience opportunities throughout the year• All Year 12 pupils interviewed by External Careers Advisor• Post-16 Options in February		

Year 13

Week	Title	Learning Objectives
1	UCAS grid	Complete the UCAS Data Capture for Careers department
2 – 3	CV	Understand the importance of a CV and what is included in a CV
4	What are Employers Looking For?	Understand the importance of key skills and qualities.
5 – 6	Interview Skills	Understand how to prepare for an interview
7	How to Read a Payslip	Understand how to read a payslip
<ul style="list-style-type: none">• Year 13 – Virtual Work Experience opportunities throughout the year• Personal Statement workshops in April• External Careers Advisor Clinics available as additional support		

Year 14

Week	Title	Learning Objectives
1 – 15	Personal Statement and UCAS	<ul style="list-style-type: none">• Complete my Personal Statement• Apply to UCAS• Apply to St Mary's University
18 – 22	Applying to the Republic of Ireland	Understand the CAO process and apply
22 – 28	Higher Education	Understand the options available at Higher Education
28 – 30	Interview Preparation for University Courses	Interview preparation
<ul style="list-style-type: none">• Year 14 – Virtual Work Experience opportunities throughout the year• External Careers Advisor Clinics available as additional support		