

South Wolds Academy
Careers Education and Work Related Learning
Year 10 Programme 2019-2020

This calendar is intended to provide tutors with an overview of our Careers Education programme at SWA.

The delivery model for this is to use the tutor programme as one of our delivery locations. The sessions either be:

- Tutor led sessions (15mins).
- Assemblies. Yr 10 **Mondays** Outside speakers have been arranged to give independent and impartial information, advice and guidance.

As well as this delivery model there will also be whole year Careers 'Events'

For Year 10 these will be:

- Careers Fair (Thurs Oct 17th 2019)
- PD day workshop (Weds 9th Oct 2019)
- World Skills UK trip to Birmingham NEC (Thurs 21st Nov)
- What Career Live trip to Birmingham NEC (Fri 28th Feb)
- National Careers Week motivational workshop (Weds 4th March 2020)

Below is a calendared framework of Careers Education topics to be delivered throughout the academic year. **The sessions are spread over the academic year.**

As many of the sessions/topics are designed to link with key decision points in a student's year, the framework also includes all key school calendar dates alongside topics so that you know when certain topics have to be delivered to complement whole school events.

Hopefully this will encourage a more holistic approach to delivery.

The topics fit into one of three strands identified in our Careers Ed Policy, Self- Development, Career Exploration and Career Management

Each strand has been coloured accordingly so that you are aware of the Careers Ed focus.

As tutors may consider themselves to be 'non-specialists' HFH is providing focus and resources for tutors to deliver.

Each topic has a PowerPoint presentation. Some have hyperlinks to useful websites and activities.

That said it is **important that you check the power point before delivery and see HFH BEFOREHAND if you have any concerns.**

When ALL students require computers there will a rotational system put in place.

Week AND CEIAG Focus	WK No	Activity	Notes/Resources
A	1 2/9	Monday 2/9 INSET Tues 3/9 Student review day Weds 4/9 Timetable commences for all No CEIAG Sessions	
B	2	No Careers Education Sessions	

	9/9		
A	3 16/9	Careers Education session 3 Careers and Work Related Learning Programme at SWA <ul style="list-style-type: none"> • What to expect this year in terms of Careers Ed and WRL • Key dates All students to complete a careers questionnaire	Powerpoint Careers questionnaire – return to HFH asap KS4 Entitlement poster to be displayed on whiteboard. This will be emailed to parents.
B	4 23/9	Careers Education session 4 . Careers Information and Advice - Where and how would you access it? <ul style="list-style-type: none"> • Exploring the TSWA Careers Homepage on the school's website. • Familiarization of its format and information on it. • Explain their Careers Ed 'Entitlement' • Support around the school - Where to find it - Careers Corner, Plasma Screen, notices in Assembly and Open Days/Evenings at Colleges. Display in Learning Resource area. 	. SWA Homepage.
A	5 30/9	Careers Ed session. 5 Ask Yourself – How do you decide 'The Right Post 16 Pathway'? Poster to display on whiteboard which asks questions and advises students on the questions they should be asking themselves. HFH will email a copy to all parents for them to chat about at home.	Powerpoint Poster to email home by HFH
B	6 7/10	Careers Education session 6 Careers Fair preparation Refer to last session (Ask Yourself) Link questions need to ask to the Careers fair next week. How can they use their time at the fair most wisely?	Yr10 Initial assessment start 7 th Oct
A	7 14/10	Careers Education session 7 Careers Fair If BEFORE Careers Fair: Remind of careers	Yr10 Initial assessment end 18 th Oct

		<p>fair on Thurs. How can they use their time at the fair most wisely?</p> <p>If AFTER Careers Fair: Follow up Careers fair – what did they find out/learn? Any questions? Next steps?</p> <p>Careers Fair Thurs 17th Oct</p>	
	21/10	HALF TERM Mon 21 st Oct – 1 st Nov	
B	8 4/11	<p>Careers Ed session. 8</p> <p>Follow up Careers fair – what did they find out/learn? Any questions? Next steps?</p> <p>Use powerpoint to feedback answers to questions students have asked during careers fair</p>	Powerpoint
A	9 11/11	<p>Careers Education session 9</p> <p>Self-Awareness - My Skills and Personal Qualities.</p> <ul style="list-style-type: none"> • It's not all about qualifications!! Employers expect certain skills. • What are they? • Barclays Interactive quiz to identify their skills. <p>Students can record their own answers to the questions</p>	<p>Powerpoint/Interactive quiz 'Know your skills' on Barclays website (link on ppt)</p> <p>http://interactive.barclayslifefskills.com/staticmodules/teacher-module-know-your-skills.html#</p>
B	10 18/11	<p>Careers Ed session. 10</p> <p>Making the most of Year 10</p> <ul style="list-style-type: none"> • What has the previous half term taught you about GCSEs? • Time management idea – Eisenhower Matrix 	Powerpoint
A	11 25/11	<p>Careers Ed session. 11</p> <p>Intro to 'Career Coach' – in normal tutor room</p> <p>https://centralnottingham.emsicareercoach.co.uk/</p> <p>Students should have been on the website during Year 9 tutor careers programme. They should already have log ins etc. Please encourage students to create logins and write them down – they will be handy for into year 11 too.</p> <p>Use ppt to remind students about the website and the steps need to take when using the website – answer questionnaire,</p>	PowerPoint

		explore results.	
B	12 2/12	<p>Careers Ed session. 12 Computer lesson (1) ‘Career Coach’ ICT session https://centralnottingham.emsicareercoach.co.uk/</p> <p>Students to use time to create an account and complete careers questionnaire. They can explore the results – ensuring that they look at qualifications needed and the Post 16 Pathway to take. Also link to what they found out during the Careers Fair in Oct</p> <p>INSET DAY – Mon 2nd Dec</p>	<p>ICT suite</p> <p>Yr10 Interim assessment start 2nd Dec</p>
A	13 9/12	<p>Careers Ed session. 13 Computer lesson (2) ‘Career Coach’ ICT session https://centralnottingham.emsicareercoach.co.uk/</p> <p>Students to use time to create an account and complete careers questionnaire. They can explore the results – ensuring that they look at qualifications needed and the Post 16 Pathway to take. Also link to what they found out during the Careers Fair in Oct</p>	<p>ICT suite</p> <p>Yr10 Interim assessment end 13th Dec</p>
B	14 16/12	<p>Careers Ed session. 14 Computer lesson (3) ‘Career Coach’ ICT session https://centralnottingham.emsicareercoach.co.uk/</p> <p>Students to use time to create an account and complete careers questionnaire. They can explore the results – ensuring that they look at qualifications needed and the Post 16 Pathway to take. Also link to what they found out during the Careers Fair in Oct</p> <p>HFH – Work experience launch in life skills lesson</p>	<p>ICT suite</p>
Christmas holiday 23 rd Dec – 5 th Jan			
A	15 6/1	<p>Careers Ed session. 15 Work experience – remind why a placement should be found</p>	<p>Powerpoint</p>
B	16 13/1	<p>Careers Ed session. 16 Work experience – finding a placement (1) Use ICT room for students to log onto Safety Measures website and search for</p>	<p>ICT suite</p> <p>Tutors to record placements secured on</p>

		placements. Compose emails to employers etc https://safetymeasures.work-experience.co.uk/default.aspx Login: Southwoldsstudent Password: Southwolds123? (MUST have capital S)	googledoc shared by HFH Yr10 Parents Eve Tues 14 th Jan
A	17 20/1	Careers Ed session. 17 Work experience – finding a placement (2) Use ICT room for students to log onto Safety Measures website and search for placements. Compose emails to employers etc https://safetymeasures.work-experience.co.uk/default.aspx Login: Southwoldsstudent Password: Southwolds123? (MUST have capital S)	ICT suite Tutors to record placements secured on googledoc shared by HFH
B	18 27/1	Careers Ed session. 18 Gender stereotyping in the workplace Discuss how gender stereotyping can influence career choices; why this is a problem for both genders; why a gender equal workplace is better. 2 x youtube clips on ppt There are optional discussion questions on slide 6	Powerpoint with youtube clip links on the slides
A	19 3/2	Careers Ed session. 19 LMI (labour market information) What is LMI? What is LMI for East Midlands? Why should students know about LMI?	powerpoint
B	20 10/2	Careers Ed session. 20 Job sectors What are the different roles within job sectors?	powerpoint
Half term 17 th – 21 st Feb			
A	21 24/2	Careers Ed session. 21 National Careers Week next week Inform students of what to expect: Including... Tutor time activities Assembly Subject lessons – ask how subject links to	powerpoint

		careers. Teachers should display their previous jobs and skills developed – ask them about them	
B	22 2/3	Careers Ed session. 22 National Careers Week Tutor time activities Other events will be confirmed closer to the time Assembly – Monday	powerpoint
A	23 9/3	Careers Ed session. 23 Work experience Tutors to spend time collecting information required about students work experience placements – complete the GoogleDoc shared by HFH. Please inform HFH asap of students you have concerns about with regard to work experience	Googledoc shared by HFH
B	24 16/3	Careers Ed session. 24 Test week – no careers session	Yr 10 test week starts 16th March
A	25 23/3	Careers Ed session. 25 Test week – no careers session	Yr 10 test week ends Fri 27th March
B	26 30/3	Careers Ed session. 26 Test week – reflection How did they prepare? How did it go? What learnt from experience?	
		Easter holidays 6th – 17th April	
A	27 20/4	Careers Ed session. 27 Building Resilience <ul style="list-style-type: none"> • What is resilience? • Why is it good to develop resilience skills? • How can resilience help in school and in the workplace? Video clip 2 mins part way down webpage.	Powerpoint
B	28 27/4	Careers Ed session. 28 Entrepreneurialism – what is it? 3mins video on powerpoint	Powerpoint Yr10 final assessment start 27th April

A	29 4/5	Careers Ed session. 29 Entrepreneurs – 4 examples. Video clip links on powerpoint Bank Holiday Friday 8th May	PowerPoint Yr10 final assessment end 7th May
B	30 11/5	Careers Ed session. 30 Entrepreneurs – 4 examples. (continue from session 29) Video clip links on powerpoint	PowerPoint
A	31 18/5	Careers Ed session. 31 Entrepreneur event launch and preparation	Powerpoint and preparation resources
Half term 25 th – 29 th May			
B	32 1/6	Careers Ed session. 32 Entrepreneur event preparation	Preparation resources Yr 10 test week RESITS starts 1st June
A	33 8/6	Careers Ed session. 33 Entrepreneur event preparation ENTREPRENEUR EVENT WEDS & THURS LUNCH	Yr 10 test week ends Fri 12th June
B	34 15/6	Careers Ed session. 34 Entrepreneur event - reflection INSET DAY fri 19th June	
A	35 22/6	Careers Ed session. 35 Work experience Tutors to spend time collecting information required about students work experience placements – complete the GoogleDoc shared by HFH. Please inform HFH asap of students you have concerns about with regard to work experience	Googledoc shared by HFH
B	36 29/6	Careers Ed session. 36 Careers Education Programme reflection	Questionnaire Return to HFH asap
A	37 6/7	Careers Ed session. 37 Work experience – Health and Safety (1)	powerpoint
B	38	Careers Ed session. 38	powerpoint

	13/7	Work experience – Health and Safety (2)	
A	39 20/7	<p>Careers Ed session. 39</p> <p>Work experience</p> <p>Tutors to spend time collecting information required about students work experience placements – complete the GoogleDoc shared by HFH.</p> <p>Please inform HFH asap of students you have concerns about with regard to work experience</p>	Googledoc shared by HFH