

**South Wolds Academy**  
**Careers Education and Work Related Learning**  
**Year 9 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. **WEDNESDAY** Year 9 - 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 9 these will be:

- Careers Fair (Thurs Oct 17<sup>th</sup> 2019)
- PD day workshop (Weds 9<sup>th</sup> Oct 2019)
- National Careers Week motivational workshop (Weds 4<sup>th</sup> 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	<b>Monday 2/9</b> INSET <b>Tues 3/9</b> Student review day <b>Weds 4/9</b> Timetable commences for all No CEIAG Sessions	
B	2 9/9	No Careers Education Sessions	
A	<b>3</b>	<b>Careers Education session 3</b>	Powerpoint

	16/9	<p><b>Careers and Work Related Learning Programme at SWA</b></p> <ul style="list-style-type: none"> <li>• What to expect this year in terms of Careers Ed and WRL</li> <li>• Key dates</li> </ul> <p>All students to complete a careers questionnaire</p>	<p>Careers questionnaire – return to HFH asap</p> <p>KS3 Entitlement poster to be displayed on whiteboard. <b>This will be emailed to parents.</b></p>
B Careers Ed focus = Career Exploration	4 23/9	<p><b>Careers Education session 4 Careers Information and Advice - Where and how would you access it?</b></p> <ul style="list-style-type: none"> <li>• Exploring the TSWA Careers Homepage on the school's website.</li> <li>• Familiarization of its format and information on it.</li> <li>• Explain their Careers Ed 'Entitlement'</li> <li>• 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.</li> </ul>	SWA Homepage.
A Careers Ed focus = Self-Development	5 30/9	<p><b>Careers Ed session. 5 Ask Yourself!!</b></p> <p>Poster to display which invites students to consider the questions they should be asking in order to make decision about KS4 choices.</p> <p>Link questions need to ask to the Careers fair next week. How can they use their time at the fair most wisely?</p>	<p>Powerpoint</p> <p>Poster to email home by HFH</p> <p>Tutors can display poster on tutor group notice board</p>
B Careers Ed focus = Career Exploration	6 7/10	<p><b>Careers Education session 6 Careers Fair preparation</b></p> <p>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?</p>	
A Careers Ed focus = Career Exploration	7 14/10	<p><b>Careers Education session 7 Careers Fair</b></p> <p>If BEFORE Careers Fair: <b>Remind of careers fair on Thurs.</b> How can they use their time at the fair most wisely?</p> <p><b>If AFTER Careers Fair:</b> Follow up Careers fair – what did they find out/learn? Any questions? Next steps?</p>	Yr 9 Initial Assessments start

		<b>Careers Fair Thurs 17<sup>th</sup> Oct</b>	
	21/10	HALF TERM Mon 21 <sup>st</sup> Oct – 1 <sup>st</sup> Nov	
B Careers Ed focus = Career Exploration	8 4/11	<b>Careers Ed session. 8</b> Follow up Careers fair – what did they find out/learn? Any questions? Next steps?  Use powerpoint to feedback answers to questions students have asked during careers fair	Powerpoint  Yr 9 Initial Assessments ends 8 <sup>th</sup> Nov
A Careers Ed focus = Self- Developme nt	9 11/11	<b>Careers Education session 9</b> <b>Self-Awareness - My Skills and Personal Qualities.</b> <ul style="list-style-type: none"> <li>• It's not all about qualifications!! Employers expect certain skills.</li> <li>• What are they?</li> <li>• Barcleys Interactive quiz to identify their skills.</li> </ul> Students can record their own answers to the questions	Powerpoint/Interactive quiz 'Know your skills' on Barcleys website (link on ppt) <a href="http://interactive.barclayslifeskills.com/staticmodules/teacher-module-know-your-skills.html#">http://interactive.barclayslifeskills.com/staticmodules/teacher-module-know-your-skills.html#</a>
B Careers Ed focus = Self- Developme nt	10 18/11	<b>Careers Ed session. 10</b> <b>Communication skills</b> <ul style="list-style-type: none"> <li>• What are communication skills?</li> <li>• Why are they important?</li> </ul>	Powerpoint
A Careers Ed focus = Self- Developme nt	11 25/11	<b>Careers Ed session. 11</b> <b>Problem solving skills - week 1</b> <ul style="list-style-type: none"> <li>• What are problem solving skills?</li> <li>• Developing a proactive attitude</li> <li>• Launch 2 week 'above and beyond' challenge</li> </ul>	Powerpoint  Yr 9 Parents Evening Tues 26 <sup>th</sup> Nov
B Careers Ed focus = Self- Developme nt	12 2/12	<b>Careers Ed session. 12</b> <b>Problem solving skills – week 2</b> 2 week 'above and beyond' challenge – review week 1. <ul style="list-style-type: none"> <li>• What ways to improve or fix the processes or facilities around them (at home, school, community) have they identified?</li> <li>• Which one will they focus on to 'fix'?</li> </ul> <b>INSET DAY – 30<sup>th</sup> Nov</b>	Powerpoint
A Careers Ed focus =	13 9/12	<b>Careers Ed session. 13</b> <b>Problem solving skills – week 3</b> 2 week 'above and beyond' challenge –	Powerpoint

Self-Development		review week 2. What are their solutions to the 'problem' they focused on?	
B Careers Ed focus = Self-Development	14 16/12	<b>Careers Ed session. 14</b> <b>Problem solving skills – week 4</b> <b>Follow up</b> 2 week 'above and beyond' challenge – have they continued to use problem solving skills?	
Christmas holiday 23 <sup>rd</sup> Dec – 5 <sup>th</sup> Jan			
A	15 6/1	<b>Careers Ed session. 15</b> <b>Building Resilience</b> <ul style="list-style-type: none"> <li>• What is resilience?</li> <li>• Why is it good to develop resilience skills?</li> <li>• How can resilience help in school and in the workplace?</li> </ul> Video clip 2 mins part way down webpage.	Powerpoint  Yr 9 Interim Assessment start
B	16 13/1	<b>Careers Ed session. 16</b> <b>Listening skills</b> <ul style="list-style-type: none"> <li>• Why is being able to listen important in the workplace?</li> <li>• How can this advice be applied to school and in lessons?</li> </ul>	Powerpoint  Yr 9 Interim Assessment end 17 <sup>th</sup> Jan
A	17 20/1	<b>MCS – assembly – GCSE Options at SWA</b> <b>Weds 22/1</b>  <b>Careers Ed session. 17</b> <b>GCSE Options</b> – could use the poster/handout from session 9 to invite students to consider the questions they should be asking in order to make decision about KS 4 choices.  Tutors encouraged to discuss GCSE option choices with individual students to check suitability and plans. <b>Highlight students of concern to HFH/HWB</b>	powerpoint
B	18 27/1	<b>Careers Ed session. 18</b> <b>GCSE Options advice – 3 x 2 mins videos</b>	Powerpoint
A	19 3/2	<b>Careers Ed session. 19</b>  <b>GCSE Options</b> – How to use the Year 9 Open Eve effectively.  <b>GCSE Options</b> – Tutors encouraged to discuss GCSE option choices with individual	powerpoint  <b>Weds 5<sup>th</sup> Feb 2020 Yr 9 Options Evening</b>

		students to check suitability and plans. <b>Highlight students of concern to HFH/HWB</b>	
B	20 10/2	<b>Careers Ed session. 20</b>  <b>GCSE Options</b> – What did they learn from the Open Eve?  <b>GCSE Options</b> – Tutors encouraged to discuss GCSE option choices with individual students to check suitability and plans. <b>Highlight students of concern to HFH/HWB</b>  <b>Option Form Deadline</b> Tutors and students to check Options Forms have been completed and are ready to hand in.	<b>GCSE Options deadline</b> <b>14<sup>th</sup> Feb</b>
Half term 17 <sup>th</sup> – 21 <sup>st</sup> Feb			
A	21 24/2	<b>Careers Ed session. 21</b> <b>National Careers Week next week</b> Inform students of what to expect: Including... Tutor time activities Assembly Subject lessons – ask how subject links to careers. Teachers should display their previous jobs and skills developed – ask them about them	Powerpoint
B	22 2/3	<b>Careers Ed session. 22</b> <b>National Careers Week</b> Tutor time activities  <b>Other events will be confirmed closer to the time</b>  <b>Assembly – Wednesday</b>	Powerpoint
A	23 9/3	<b>Careers Ed session. 23</b> <b>9 to 5 with Stacey Dooley (1)</b> Choose an episode to watch. Will take several sessions to watch an episode.  <b>Tutor may need to sign up for BBC account to access. If an issue, inform HFH asap</b>	<a href="https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley">https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley</a>
B	24 16/3	<b>Careers Ed session. 24</b> <b>9 to 5 with Stacey Dooley (1)</b> Continue to watch episode	<a href="https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley">https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley</a>
A	25	<b>Careers Ed session. 25</b>	<a href="https://www.bbc.co.uk/i">https://www.bbc.co.uk/i</a>

	23/3	<b>9 to 5 with Stacey Dooley (2)</b> Choose different episode	<a href="https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley">player/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley</a>
B	26 30/3	<b>Careers Ed session. 26</b> <b>9 to 5 with Stacey Dooley (2)</b> Continue to watch episode	<a href="https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley">https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley</a>
Easter holidays 6 <sup>th</sup> – 17 <sup>th</sup> April			
A	27 20/4	<b>Careers Ed session. 27</b> <b>Tutors discretion for topic of session</b> Test week – how is test week going? How feeling? What are they learning from the experience?	Year 9 test week 20 <sup>th</sup> – 23 <sup>rd</sup> April
B	28 27/4	<b>Careers Ed session. 28</b> <b>iDEA Award – introduction</b> Tutors to inform students about the iDEA Award in preparation for students to begin in session 29. ICT rooms will be booked and allocated by HFH	Powerpoint
A	29 4/5	<b>Careers Ed session. 29</b> Students to use ICT suite to begin work on iDEA Award  <b>Bank Holiday Friday 8<sup>th</sup> May</b>	ICT suite  Yr 9 Final Assessment start
B	30 11/5	<b>Careers Ed session. 30</b> Students to continue to work on iDEA Award	ICT suite  Yr 9 Final Assessment end 15 <sup>th</sup> may
A	31 18/5	<b>Careers Ed session. 31</b> Students to continue to work on iDEA Award	ICT suite
Half term 25 <sup>th</sup> – 29 <sup>th</sup> May			
B	32 1/6	<b>Careers Ed session. 32</b> Students to continue to work on iDEA Award	ICT suite
A	33 8/6	<b>Careers Ed session. 33</b> Students to continue to work on iDEA Award	ICT suite
B	34 15/6	<b>Careers Ed session. 34</b> Students to continue to work on iDEA Award  <b>INSET DAY fri 19<sup>th</sup> June</b>	ICT suite
A	35 22/6	<b>Careers Ed session. 35</b> Students to continue to work on iDEA Award	ICT suite  Year 9 Parents Evening Thurs 25 <sup>th</sup> June

B	36 29/6	<b>Careers Ed session. 36</b> Students to continue to work on iDEA Award	ICT suite
A	37 6/7	<b>Careers Ed session. 37</b> Students to continue to work on iDEA Award	ICT suite
B	38 13/7	<b>Careers Ed session. 38</b> Students to continue to work on iDEA Award	ICT suite
A	39 20/7	<b>Careers Ed session. 39</b> Tutors to distribute iDEA Awards.	Certificates to be organised by HFH