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| **Unit** | **Lessons** | **Key Progression Indicators****Knowledge, Understanding and Skills** |
| **Preparing me** | All students will work on the **Careers Portfolio** over the next two years in their Careers lessons. The idea of a ‘Careers Portfolio’ was created by students, they wanted a way of displaying and organising all their documents and reflective experiences. These are commonly taken to a range of interviews to enable our students to stand out and be successful.**This year the focus is around ‘Preparing me’*** What is a CV, what is a cover letter and why do people applying for jobs need them?
* Students continue to explore 6th form/college/apprenticeship/T Levels/Traineeships options and interview techniques.
* Economic awareness developed further and students encouraged to think about employability, which careers appeal to them and to identify and set themselves realistic, but aspirational future goals.
* All students will take part in a one-week work experience placement in order to build transferable skills.
* Students are again introduced to the importance of managing their finances and the importance of good habits.
* Students to create their own CV using the Unifrog platform.
* All students will take part in mock interviews, using externals volunteers from industry.
* All students have optional access to independent and impartial advisers via drop-in sessions.
* Students continue to use their Unifrog account to access a range of careers resources available and are signposted to specific courses/careers.
 |
| My preferred pathways (CDI 2) | 2 |
| My work experience (CDI 2 & 4) | 2 |
| My C.V. (CDI 1 & 3) | 2 |
| Preparation for interview with local employer(CDI 4) | 2 |
| Personal finance (CDI 5 & 6) | 1 |
|  Review and Reflection; Future Skills Questionnaire (CDI 2) | 1 |  |

Year 10 Careers Calendar

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| **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** | **Week 13** |
| My preferred pathways | My work experience | My C.V. |  |

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| **Week 14** | **Week 15** | **Week 16** | **Week 17** | **Week 18** | **Week 19** | **Week 20** | **Week 21** | **Week 22** | **Week 23** | **Week 24** | **Week 25** | **Week 26** |
| Preparation for interview with local employer | Personal finance | Review and Reflection; FSQ |  |

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| **Week 27** | **Week 28** | **Week 29** | **Week 30** | **Week 31** | **Week 32** | **Week 33** | **Week 34** | **Week 35** | **Week 36** | **Week 37** | **Week 38** | **Week 39** |
| Health ed. |

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| **Unit** | **Lessons** | **Key Progression Indicators****Knowledge, Understanding and Skills** |
| **Decision Time** | **This year the focus is ‘Decision Time’*** Students are helped with post 16 choices and encouraged to consider all their options including further study in 6th form/college/apprenticeships/T Levels/Traineeships in order to find that best fit. Students are also kept up to date with post 16 deadlines.
* Interview techniques are refined, based on an evaluation of the mock interview event in Y10.
* Students will use their Connexions interview to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
* Students are encouraged to attend careers talks, fairs, college open days and taster days with employers and a range of training providers.
* Students are assisted further with CV writing and encouraged to have a completed a well-rounded CV and cover letter.
* All students will have the opportunity to take part in the ASK apprenticeship event at school. This is in addition to external events.
* Students are also encouraged to use careers resources available and informed where to find out more about specific courses/careers.
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| Y11 Connexions lesson (CDI 2) | 1 |
| Reflection of my work experience & interview (CDI 1 & 4) | 1 |
| Cover letters and application forms (CDI 3 & 4) | 1 |
| Researching careers within the curriculum; whole school task (CDI 2,3 & 6) | 2 |
| Reflection of personalised goal setting (post interview with Connexions) (CDI 3 & 5) | 1 |
| Updates/improvements to my Careers Portfolio(CDI 1 & 3) | 1/2 |
| Next steps action plan and Review and Reflection; Future Skills Questionnaire (CDI 2 & 3) | 1 |

Year 11 Careers Calendar

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| **Week 1** | **Week 2** | **Week 3** | **Week 4** | **Week 5** | **Week 6** | **Week 7** | **Week 8** | **Week 9** | **Week 10** | **Week 11** | **Week 12** | **Week 13** |
| Connexions support | Reflection of my work experience & interview | Cover letters and application forms | Researching careers within the curriculum | Reflection of personalised goal setting |  |

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| **Week 14** | **Week 15** | **Week 16** | **Week 17** | **Week 18** | **Week 19** | **Week 20** | **Week 21** | **Week 22** | **Week 23** | **Week 24** | **Week 25** | **Week 26** |
| Updates/improvements to my Careers Portfolio | Action plan and FSQ | Health Ed. |

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| **Week 27** | **Week 28** | **Week 29** | **Week 30** |
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