

CEIAG scheme of work (from Feb 2023)

Careers lessons can be delivered during PSHE, form times or personal development days. Most lessons are based around Unifrog (careers software), and all staff actively encourage students to use Unifrog on a regular basis. Below are the topics that will be covered in each year

KS3

Year Group	Lesson taught	Gatsby benchmarks
7	<ol style="list-style-type: none"> 1. <u>Unifrog launch</u> – students log on to Unifrog 2. <u>Careers treasure hunt</u> -students will define the term career and use the search tool for careers on Unifrog 3. <u>What are skills?</u> – students will identify skills and competencies and learn how to write about their own 4. <u>Recording activities</u> – students will identify what activities they do and learn how to write about them 5. <u>Interests profile</u> – students will reflect on their interest and how it links to their future careers 6. <u>Dream jobs?</u> – students explore what factors influence a persons dream job and consider what their dream job would be 	<p>3</p> <p>2,3,4</p> <p>3</p> <p>3</p> <p>2,3</p> <p>2,3</p>
8	<ol style="list-style-type: none"> 1. <u>Careers treasure hunt (2)</u> -students will define the term career and use the search tool for careers on Unifrog 2. <u>Career terminology</u> – students will learn key career terminology and explain why it is useful 3. <u>What does success mean?</u> – students will identify what motivates them to succeed 4. <u>CV writing</u> – work in groups to write a CV 5. <u>What makes a great communicator?</u> – students will learn why communication is important and how they can improve their communication skills 6. <u>Activities and competencies</u> – students will match skills to definitions and learn how these are demonstrated in daily activities 	<p>2,3,4</p> <p>2</p> <p>2,3</p> <p>3</p> <p>3</p> <p>3,4</p>
9	<ol style="list-style-type: none"> 1. <u>Identifying interests</u> – students will identify their interests and how they are connected to their future career plans 2. <u>GCSE choices</u> – students will learn how to make informed decisions on their GCSE choices taking into account a range of factors 3. <u>Careers treasure hunt (3)</u> -students will define the term career and use the search tool for careers on Unifrog 	<p>2,3,4</p> <p>3,7</p> <p>3,4</p>

	4. <u>What makes a good leader?</u> – students will identify what makes a good leader and how they have demonstrated their own leadership skills	3
	5. <u>Your skills, your team, your future</u> - students will learn what is needed for good teamwork and how they have demonstrated this	3
	6. <u>Talking about activities</u> – students will be reminded how these are connected to their career choices and will learn how to describe the activities they do	3

In addition to these lessons in KS3 students will have at least 2 employer led and education provider assemblies and an assembly on labour market information.

KS4

Year Group	Lesson taught	Gatsby benchmarks
10	1. <u>Work experience how to research placements</u> – students will learn how to find work experience that fits with their interests	2,3,6
	2. <u>Work experience CV's and cover letters</u> – students will learn the difference between CV and cover letters and how to construct them	5
	3. <u>Work experience How to contact employers</u> – students will learn how to email/phone an employer with confidence	5
	4. <u>Careers treasure hunt (4)</u> -students will define the term career and use the search tool for careers on Unifrog	2
	5. <u>Personality profile</u> – students will discover their personality type and how it is linked to their career choices	3
	6. <u>What makes a great team player</u> – students will learn why this is an important skill that employers are looking for and how they demonstrate it themselves	3
11	1. <u>Post 16 choices</u> – students will learn how to search for and research post 16 choices	3,7
	2. <u>Understanding BTEC's</u> - students will understand what a BTEC is and how they differ from other qualifications	3,7
	3. <u>A level choice</u> – students will learn how to use a variety of skills to select which A levels are correct for them	3,4,7
	4. <u>Subjects' library</u> – students will learn about and explore what subject profiles are correct for them	3,4,7
	5. <u>Apprenticeships</u> – understand what apprenticeships are and how they work	2,3,7
	6. <u>Interview skills</u> – students will identify the key skills for interview success	3
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	7. <u>Leaving secondary school</u> – students will learn the changes that will happen upon leaving secondary school and tools they can use to manage these changes	
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In addition to these lessons at KS4 students will have 2 weeks compulsory work experience in year 10, a mock interview in year 11 and assemblies from 2 employers, colleges and other education providers. All students will have an interview with the career’s advisor.

KS5

Year Group	Lesson taught	Gatsby benchmarks
12	<ol style="list-style-type: none"> 1. <u>Work experience curating your own online profile</u> – how to use social media safely 2. <u>Goal setting</u> – students will learn how to set achievable goals and how to add those into their Unifrog locker 3. <u>MOOC’s</u> – students will learn how to search for online courses to enhance their CV and personal statement 4. <u>Post 18 choices</u> – students will learn and evaluate the different post 18 pathways 5. <u>Using the UK university tool</u> – students will learn <u>what they need to consider when choosing their university courses</u> 6. <u>Apprenticeship</u> – students will learn what this pathway is and how to find suitable apprenticeships 7. <u>Acing your personal statement</u> – students will explore a template for personal statements and understand how to write one 	<p>3</p> <p>3</p> <p>3,4</p> <p>1,3,7</p> <p>3,8</p> <p>2,3</p> <p>3,4</p>
13	<ol style="list-style-type: none"> 1. <u>Applications list</u> – students will understand what applications to add to their application list 2. <u>Finalising personal statement</u> – students will evaluate their personal statement and seek advice where necessary 3. <u>Interview skills</u> – students will identify the key skills for interview success 	<p>3</p> <p>3</p> <p>3</p>

In addition to these lessons at KS5 students will have 1 week compulsory work experience in year 12, assemblies from 2 employers, universities and other education providers. There will be 2 school trips to local universities and all students will have an interview with the career’s advisor.