



## Stage 4 (Willows) Careers Knowledge and Skills

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Coverage	<b>What is work?</b>	<b>Jobs I could choose</b>	<b>There is a job for me!</b>	<b>What should I choose?</b>	<b>How do I get job?</b>	<b>I am ready for work!</b>
Knowledge	<p>I know what a job is.</p> <p>I know that having a jobs means that I will receive an income.</p> <p>I know that work will sometimes be challenging.</p> <p>I know who I can talk to help me succeed.</p> <p>I know how to communicate in a work environment.</p>	<p>I know how I could help people.</p> <p>I know that I will need to plan to complete a task successfully.</p> <p>I know why it is important to help people.</p> <p>I know the steps I need to take before I go to work.</p> <p>I know that I need to act professionally at work.</p>	<p>I know how to search for jobs and careers.</p> <p>I know some basic information about different careers e.g, whether it will involve shift patterns.</p> <p>I know that sometimes I will need to ask for help at work.</p> <p>I know that at work I will need to act independently.</p> <p>I know the different sectors of employment.</p>	<p>I know the different sectors of employment and have an idea of ones that I am interested in.</p> <p>I know how to create a careers plan.</p> <p>I know some key facts about jobs that I am interested in.</p> <p>I know what my interests are.</p> <p>I know what the word motivation means.</p>	<p>I know that I will have to act responsibly at work.</p> <p>I know that at work you need to work both in a team and independently.</p> <p>I know what my interests are and that I will need to add this to a CV.</p> <p>I know what I like and do not like.</p> <p>I know where to find information to inform my choices.</p>	<p>I know what to tell employers by myself.</p> <p>I know that a good worker is able to work as part of a team.</p> <p>I know that I will need to listen and speak clearly at work.</p> <p>I know how to keep clean.</p>
Skills	<p>I can state what a job is and what is good about having a job.</p> <p>I can explain what pay and benefits come with working and having a job and how it makes me feel</p> <p>I can list some of the challenges involved in getting a job.</p> <p>I can talk about role models that help me overcome the challenges</p> <p>I can use some of the language needed to understand work and explain what careers development is.</p>	<p>I can say how I am helping through my project.</p> <p>I can predict what tasks I will need to complete.</p> <p>I can explain why it is important to help others</p> <p>I can tell you what I need to do before I go to work.</p> <p>I can explain how I need to behave at work.</p>	<p>I can use different methods to find out more about careers.</p> <p>I can explain what I already know about careers.</p> <p>I can state what help I might need at work and how to ask for it.</p> <p>I can explain how to help myself at work.</p> <p>I can list different types of jobs that are available.</p>	<p>I can put careers into categories, and know which category of jobs that I'm interested in have the skills for.</p> <p>I can set myself a career goal and create a plan.</p> <p>I can explore the key tasks of jobs I have seen.</p> <p>I can link my interests to potential careers.</p> <p>I can say what motivates me to do a job and that there will be elements that are not motivating.</p>	<p>I can take responsibility for a job</p> <p>I can work in a team and independently to reach a common goal</p> <p>I can reflect on my experiences and add my new skills to a CV</p> <p>I can identify what I like and don't like</p> <p>I can fact find to help me make good choices</p>	<p>I can tell employers about myself.</p> <p>I can work as a team and learn teamwork skills.</p> <p>I can communicate and listen clearly ready for work</p> <p>I can state why personal hygiene is important and how it might affect others.</p>
Suggested Activities	<p>Link to daily classroom jobs</p> <p>Employer visit: Rumble Tums Cafe</p>	<p>MENCAP Award</p> <p>Woodlands Trust – focusing on experiential learning and supporting the Trusts projects</p>	<p>Visit to Ilkeston Town to explore range of jobs. Have a list of job categories, can they find one of each category.</p>	<p>Tesco – Farm to Fork</p> <p>ICT – Careerometer. Explore jobs, salary, working conditions.</p> <p>Employer visit</p>	<p>Completion of the John Muir Award</p>	<p>Employer visits /experience</p> <p>Mock Interviews</p>



## Stage 4 Careers Knowledge and Skills (KS4)

	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Coverage	<b>Pathways to Success</b>	<b>I am ready for work! (Talentino Module 4 &amp; 5)</b>	<b>How do I get a job? (Talentino Module 5) including CV writing and interviews</b>	<b>Community Project – Volunteering at The Woodlands Trust</b>	<b>Applying for jobs</b>	<b>The John Muir Award</b>
Knowledge	<p>To know that working is it different to education.</p> <p>To summarise what the expectations of employers are.</p> <p>To research employers and learn about jobs</p> <p>To explore uniforms worn at work</p> <p>To break down job roles to learn what skills are used in jobs</p> <p>To evaluate the activities completed and what I have gained from the session</p>	<p>To know how to search for someone or a business on the internet.</p> <p>To know the different qualifications or training needed for a job.</p> <p>To research jobs in all employment sectors to find jobs / fields of work which are new to me</p> <p>To know where jobs are advertised</p> <p>To look for key features of a job advert</p> <p>To summarise the key points of a job advert.</p> <p>To describe where to look for different job types</p> <p>To name specific terms will help to look for the right job</p> <p>To explore relevant training I would need for a job</p> <p>To know what skills are needed at work</p> <p>To know how and why an employer would look at the internet for information about me</p>	<p>To know what jobs are available in my area.</p> <p>To know what companies are in the local area</p> <p>To know what to wear to an interview</p> <p>To know how to get to the interview</p> <p>To know how to revise before an interview</p> <p>To know what information needs to be added to a CV</p> <p>To know what questions an applicant might get asked</p> <p>To know what job related skills will help me perform for interview</p> <p>To know how to research a company I am applying to work for</p> <p>To know what it is like to experience being interviewed for a job</p>	<p>To know what a community project is and why it is important</p> <p>To know why it is important to be a team player.</p> <p>To know why it is important to have independent working skills.</p> <p>To know what community groups are in the local area.</p> <p>To know what support local community groups need.</p> <p>To know how supporting a community project benefits the recipients.</p>	<p>To know my key personal details to input on an application form</p> <p>To know how to interact with adults in the workplace.</p> <p>To acknowledge the skills I have and how these could be utilised in employment</p> <p>To know who can support me to fill in an application form</p> <p>To know that not all application forms are the same.</p>	<p>To know the difference between a built –up and natural environment.</p> <p>To know can be special about an outdoor space</p> <p>To know what a good choice is when thinking about conserving and protecting a natural environment</p> <p>To know what a site visit is.</p> <p>To know how to complete a site visit.</p> <p>To know what responsibility means.</p> <p>To know how my actions have positively impacted an area</p> <p>To know that sometimes I will need to work independently and sometimes with a group to complete a task.</p> <p>I can work in a team and independently to reach a common goal.</p> <p>I know how to add my experiences new skills to a CV</p>

Skills	<p>I can explain how working is different to education.</p> <p>I can summarise what the expectations of employers are.</p> <p>I can research employers and learn about jobs</p> <p>I can explore uniforms worn at work</p> <p>I can break down job roles to learn what skills are used in jobs</p> <p>I can meet with an employer and ask them relevant questions about their work.</p> <p>I can role play some job roles</p> <p>I can do practical activities using team work</p> <p>I can take part in range of activities with an employer</p> <p>I can interact with new adults from new setting I can interact in a new environment</p> <p>I can reflect on learning that has taken place</p> <p>I can evaluate the activities completed and what I have gained from the session</p> <p>I can celebrate my successes.</p>	<p>I can search a famous person and find out about them on the internet</p> <p>I can search for someone I know (make sure you check with them before) and note down what I have found</p> <p>I can use job adverts to explore qualification or training needed for a job.</p> <p>I can research what other jobs are available in the field I am interested in</p> <p>I can research jobs in all employment sectors to find jobs / fields of work which are new to me</p> <p>I can search for jobs in areas of interest</p> <p>I can locate where jobs are advertised</p> <p>I can create a job advert for a job I would like.</p> <p>I can examine a job advert to see if it is right for me.</p> <p>I can summarise the key points of a job advert. I can refine my search for a job</p> <p>I can describe where to look for different job types</p> <p>I can name specific terms will help to look for the right job</p> <p>I can point out key words in job adverts</p> <p>I can advert hunt to find a job I would like</p> <p>I can identify the training that I need for a job I am interested in.</p>	<p>I can write a CV</p> <p>I can role play an interview situation</p> <p>I can think of questions to ask an applicant</p> <p>I can offer answers to questions</p> <p>I can attend the interview and introduce myself</p> <p>I can ask my own questions relevant to the job</p> <p>I can take turns interviewing my peers</p> <p>I can use a range of job related skills to help me perform for interview</p> <p>I can research a company I am applying to work for</p> <p>I can describe what a CV is</p> <p>I can name what needs to be included in a CV</p> <p>I can explore good and bad examples of CVs. I can name who are the big employers in the area</p> <p>I have explored what my peers' families do in their work</p> <p>I can describe what an interview is and why it is important</p> <p>I can state some questions which employers might ask at an interview</p> <p>I can relay the steps that make up the interview process</p> <p>I can think of questions to ask a potential employer</p>	<p>I can decide a way to help the community</p> <p>I can follow leader instructions</p> <p>I can work independently on a project</p> <p>I can work within a team on a project</p> <p>I can suggest ideas to make a project successful</p> <p>I can reflect on a finished project focusing on what I have achieved</p> <p>I can articulate what a community project is</p> <p>I can explain why should we get involved in a community project</p> <p>I can research and articulate what the benefits of a community project is</p> <p>I can explain and justify what aspects of helping the community I see as important</p>	<p>I can fill in my key personal details on an application form</p> <p>I can take part in range of activities in a workplace setting</p> <p>I can interact with new adults in a workplace setting</p> <p>I can interact in a new environment</p> <p>I can name the skills I have and how these could be utilised in employment</p> <p>I can recognise an application form</p> <p>I can explore a range of different applications</p> <p>I can name basic details employers will ask for on an application form</p> <p>I can explain who can support me to fill in a form</p> <p>I can practice filling in name, address, skills etc.</p>	<p>I can identify what I like and don't like</p> <p>I can explore a wild place</p> <p>I can explain my likes and dislikes</p> <p>I can explore what is special about an outdoor space</p> <p>I can fact find to help me make good choices</p> <p>I can complete a site visit listing what is available in an area</p> <p>I can discuss what I have found out about a space, .e.g. what activities need completing.</p> <p>I can take responsibility for a job</p> <p>I can describe the job that I have done</p> <p>I can state how my actions have positively impacted on the area</p> <p>I can work in a team and independently to reach a common goal</p> <p>I can complete a range of tasks on site</p> <p>I can follow written and verbal instructions</p> <p>I can work in a team and independently to reach a common goal</p> <p>I can reflect on my experiences and add my new skills to a CV</p> <p>I can take photographic evidence of the work I have completed</p> <p>I can complete a questionnaire identifying</p>
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Suggested Activities	Employer Visit - Ikea	<p>Visits to post-16 settings</p> <p>Employer Visit – Erewash Sound</p>	<p>Mock Interviews</p> <p>Apprenticeship assembly KS3 and 4</p> <p>Work experience to take place</p> <p>Employer visit – Morley Hayes Golf Club and Retreat (Hospitality Sector)</p>	Shipleby Country Park – Young Peoples Forest at Mead	<p>Parents workshop - Supported internships, disability confident and A2W – parents with a DEA</p> <p>Employer visits (x2) TBC</p>	6-week outdoor learning experience to include maintaining wilderness and garden management.