# **Careers Education and Guidance Key Stage 3 Scheme of Work**

**□** Regarding pupils with additional needs, the teacher will make individual modifications accordingly.

### **Personal Development Links**

### <u>Citizenship</u>

### Skills of Enquiry:

Contribute to group and exploratory discussions, and take part in debates.

# <u>PHSE</u>

Confidence and Responsibility

To reflect on and assess their strengths in relation to personality, work and leisure

To respect the differences between people as they develop their own sense of identity

To recognise how others see them, and be able to give and receive constructive feedback and praise

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench mark
9.2 T		Qualities and Career	<ul> <li>Understand that the motivation for studying subjects is different for everyone.</li> <li>Understand that functional skills and personal, learning and thinking skills (PLTS) can be developed in their subjects and this will help their career thinking and planning.</li> <li>Understand that subjects are useful for many different jobs.</li> <li>Learn that employers look for particular qualities in their staff</li> <li>Understand that certain jobs require certain skills and qualities regardless of gender.</li> </ul>	<ul> <li>To ensure pupils understand the skills they are developing through subjects.</li> <li>Pupils identify the ways of developing their skills.</li> <li>Understand the meaning of qualities that employers are looking for.</li> <li>Can decide whether something is a skill or a quality.</li> <li>Can associate three skills and qualities with a particular career.</li> <li>Can identify particular careers from the skills and qualities required.</li> <li>Understand that qualities and skills are the requirements for jobs not gender</li> </ul>	Year 9 Booklets	Be able to identify the difference between a skill and a quality. Think of a job, and identify the skills and qualities that they think are required for this occupation Pupils then have to match a description of skills and qualities with an occupation	Growth throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills and qualifications are important for career c. being willing to challenge themselves and try new things See the big picture a. being aware of a range of different media, information sources and viewpoints b. being aware	1 2

NOS TEAL 9				
			that there are trends in local and national labour markets c. being aware that trends in technology and science have implications for career e. being aware of the relationship between career, community and society f. being aware of the relationship between career, politics and the	
			Manage careers a. being aware that career describes their journey through life, learning and work b. looking forward to the future c. imagining a range of possibilities for themselves in their career	

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench mark
9.3 T	Decision making	Employability Skills	Employability Matching skills	Understand what skills an employer is looking for in an employee To understand the definition of employability skills. To understand how you can	Year 9 Booklet	Students complete key words to statements To understand the definition of employability skills To carry out a personal skills	Grow throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills	1 2
				develop these skills in other aspects of your life		audit To understand how you can develop these skills in other aspects of your life	and qualifications are important for career	

KSS Teal 9			
		Completed skills development worksheet and explain how they could be used in other areas of life	c. being willing to challenge themselves and try new things Manage Career
			<ul> <li>a. being aware that career describes their journey through life, learning and work</li> <li>b. looking forward to the future</li> </ul>
			c. imagining a range of possibilities for themselves in their career
			d. being aware that different jobs and careers bring different challenges and rewards

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench mark
9.4	Decision	Skills,	Understand the options	Learnt about the qualifications	Year 9	Be able to explain the routes	Grow throughout life	1
Т	-making	Qualities/ Bentridges	available at 14 and the post 16 routes of progression including vocational and academic qualifications Recognised that there is a link	and routes available including vocational and academic options. Recognised that there is an important link between	Booklet	available to pupils. Explain what a degree and higher degree is., and the	b. being aware that learning, skills and qualifications are important for career	2
			between qualifications, skills, qualities and interests in deciding on right career choice	qualifications, skills, qualities, and interests in choosing a career.		meaning of the abbreviations – B.Sc.	c. being willing to challenge themselves and try	
			and options at Key Stage 4.	Understood that Key Stage 4 options have an affect on later career decisions. Recognised that in judging		Complete questions based on the chart to test if they have taken it in. Use the back of the booklet to write down the	new things d. recording achievements	
				others' attitudes to work, others (employers) will judge them		answers. Give the answers at the end – they can mark their	e. being aware of heritage, identity	

KS3 Year	9					
				own to see how they did. Ask for a show of hands to see the	and values	
				result.	See the big picture b. being aware that there are trends in local and national	
					labour markets e. being aware of the relationship between career, community and society	
					f. being aware of the relationship between career, politics and the economy	
					Explore possibilities	
					a. being aware of the range of possible jobs	
					b. identifying common sources of information about the labour market education system	
					c. being aware of the main learning pathways (e.g. university, college and apprenticeships)	
					d. being aware that many jobs require learning, skills and minimum qualifications	
					e. being aware of the range of different sectors and organisations where they can work	

KS3 Year 9				
			f. being aware of the range of ways that organisations undertake recruitment and selection	
			Create opportunities a. developing friendships and relationships with others b. being aware that it is important to take initiative in their learning and life c. being aware that building a career will require them to be imaginative and flexible d. developing	
			the ability to communicate their needs and wants Balance life and	
			work f. being aware of rights and responsibilities in the workplace and in society	
			g. recognising the injustices caused by prejudice, stereotypes and discrimination in learning and workplaces	

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench mark
9.5		NHS Jobs	To know more about the jobs in	To know more about the jobs in	Year 9	Student complete Danny;s	Explore possibilities	1

the health sector	the health sector	Booklet and	Journey worksheet and the job		2
		NHS Ppt	roles/staff within the NHS he	a. being aware	
To explore a range of	To explore a range of		may come into comtact with	of the range of	
occupations	occupations			possible jobs	
				d. being aware	
To know a lot more about the	To know a lot more about the			that many jobs require	
options	options			learning, skills and	
				minimum	
To understand how to improve	To understand how to improve			qualifications	
your chance of a career in	your chance of a career in			e. being aware	
health	health			of the range of	
				different sectors and	
				organisations where	
				they can work f. being aware	
				of the range of ways	
				that organisations	
				undertake recruitment	
				and selection Grow	
				throughout life	
				b. being aware	
				that learning, skills	
				and qualifications are	
				important for career	

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Benchm ark
9.7 T	Decision -making	Making Up Your Own Mind	Identify decisions that they make in the course of a week. Complete a questionnaire in which pupils are able to receive feedback about the current approach to decision-making Assess whether the feedback is	Recognise the importance of decision-making. Realise the difference between making a regular everyday decision and a major decision. Explore the influences affecting their decision-making.	Year 9 Booklet	Complete questions about making regular decisions and can recognise that these decisions are not difficult. Identify 3 important decisions that they will make in the future. Identify the KS4 subject choice	Grow throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills and qualifications are	1 2
			a true reflection of themselves	Assess the quality and reliability of influences. Judge their own decision- making.		decision that they will make in the course of the term. Complete the questionnaire by circling the answers that apply to them.	important for career c. being willing to challenge themselves and try new things	

KS3 Year	Unit	Title	Purpose	Learning Outcomes	Resources	Record results on the results chart and can assess whether the feedback is a true reflection of them.	KS3 National	Gatsby
NO	Onit	The	Objectives	Learning Outcomes	nesources	Evaluation	Framework	Benchm arks
9.7 T	Decision -making	Decision- making Styles	Identify the ways in which they usually make decisions. Rate seven different styles of decision-making in relation to choosing KS4 subjects. Identify the most effective ways of making subject choice. Identify good and bad reasons for choosing a particular subject.	Examine their own decision- making styles. Realise that we use different decision-making styles for different situations Judge how useful different styles are in making decisions about KS 4 subject choice. Recognise the good and bad reasons for choosing a particular subject and that sound decision-making is based on balanced choices.	Year 9 Booklet	Complete the tick chart to show which decision-making styles they use. Identify that they use a range of decision-making styles depending on the situation. Rate seven decision-making styles and are able to discern two that would be suitable for making the decision about KS4 subject choice. Can recognise good and bad reasons to choose a KS4 subject.	Grow throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills and qualifications are important for career c. being willing to challenge themselves and try new things Create opportunities 1 b. being aware that it is important to take initiative in their learning and life c. being aware that building a career will require them to be imaginative and flexible d. developing the ability to communicate their needs and wants e. being able to identify a role model and being aware of the value of leadership	

			Manage Career	
			a. being aware that career describes their journey through life, learning and work	
			b. looking forward to the future	
			c. imagining a range of possibilities for themselves in their career	

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench marks
9.8 T	Decision -making	5 Logical Steps	Understood the stages in decision-making. Realised that an important decision is one that involves others	Understood the stages in decision-making. Realised that an important decision is one that involves others	Year 9 Booklet	Learnt about the Five Logical Steps to effective decision- making. Identified the sources of information from a set text, and recognised the Five Logical Steps within a context. Sorted the KS4 subject choice decision-making steps into the order of the Five Logical Steps.	Grow throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills and qualifications are important for career c. being willing to challenge themselves and try new things Create opportunities b. being aware that it is important to take initiative in their learning and life c. being aware that building a career will require them to be imaginative and flexible d. developing the ability to communicate their needs and wants	1 2

			e. being able to identify a role model and being aware of the value of leadership	
			Manage Career	
			a. being aware that career describes their journey through life, learning and work	
			b. looking forward to the future	
			c. imagining a range of possibilities for themselves in their career	

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench marks
9.9 T	Decision -making	Bank Accounts	Complete a money skills quiz. Compare their attitude to money with others in the class Understand the different types of bank accounts and the range of features available. Discuss some of the key terms associated with bank accounts. Complete a sample application form and be aware of the process of opening an account.	Complete a money skills quiz. Compare their attitude to money with others in the class. Understand the different types of bank accounts and the range of features available. Recall some of the key terms associated with bank accounts. Complete a sample application form and be aware of the process of opening an account.	Year 9 Booklet	Recall some of the key terms associated with bank accounts. Completed Application Form	Grow throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills and qualifications are important for career c. being willing to challenge themselves and try new things Manage Career b. looking forward to the future c. imagining a range of possibilities for themselves in their career d. being aware	1 2

			that different jobs and careers bring different challenges and rewards	
			Balance life and work c. being aware of money and that individuals and families have to actively manage their finances	

No	Unit	Title	Purpose Objectives	Learning Outcomes	Resources	Evaluation	KS3 National Framework	Gatsby Bench marks
9.10 T	Decision -making	Bank Statements	Understand more about how they manage their money as an individual. Understand that their attitude to money now can affect what they are able to do in the future. Understand the difference between income and expenditure. Be aware of different strategies that can be used to make budgets balance.	Understand more about how they manage their money as an individual. Understand that their attitude to money now can affect what they are able to do in the future. Understand the difference between income and expenditure. Be aware of different strategies that can be used to make budgets balance. Complete a sample budget and consider the results. Reflect on their own spending patterns. Understand the information contained in bank accounts Understand why it is important to check their statements regularly.	Year 9 Booklet	Completed a sample budget and consider the results Reflected on their own spending	Grow throughout life a. being aware of the sources of help and support available and responding positively to feedback b. being aware that learning, skills and qualifications are important for career c. being willing to challenge themselves and try new things Manage Career b. looking forward to the future c. imagining a range of possibilities for themselves in their career d. being aware that different jobs and careers bring different challenges and rewards	1 2

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KS3 Yea	(S3 Year 9							
							Balance life and work c. being aware of money and that individuals and families have to actively manage their finances	