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# Careers Education at Springwood – KS3

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The following can be taught at any time across the key stage and this will allow for the different amounts of time that students learn in the KS3 classes. Where there is a list of activities under a heading, the tasks are listed in order of difficulty to aid differentiation and allow teachers to revisit topics in more depth across the Key Stage.

## **Real Game - KS3**

CV using a template. Choose from a limited range of jobs from Jed. Application form. Mock interview with familiar staff. Choose from limited range of accommodation. Salary first month to set up accommodation. After that, budget transport, rent and living costs and separate needs and wants for rest of salary to include leisure time.

## **Learning from career and labour market information**

- First Jed - suits me quiz. Print results. Research three jobs in more detail by watching the videos and reading / printing the full information.
- Jed quick quiz. Print results. Research three jobs in more detail by watching the videos and reading / printing the full information.
- Jed big quiz. Print results. Research three jobs in more detail by watching the videos and reading / printing the full information.

## **Addressing the needs of each pupil**

- KS3 linear diagram / simple mindmap to show stages of education and life - KS4, post-16, employment and to cover independent living and leisure time.

## **Linking curriculum learning to careers**

- Students learn about the purpose of a ROA and how they will be selecting evidence from across the curriculum to record evidence of their skills under various headings.
- Where possible, each topic across the curriculum will be linked to a use in employment.

## **Encounters with employers and employees**

- Community visits with a worksheet or discussion. Include the different jobs seen and some discussion about whether that job would appeal to the student and why.
- Discuss different jobs and use the same criteria: Salary / working hours / travel / career prospects / working environment – indoor / outdoor / stress / job satisfaction / health considerations / independence / teamwork / qualifications to evaluate each job.

## **Experience of workplaces**

- KS3 student visits to workplaces as a group and where possible during normal community visit time e.g. Fire Station, Wessex Water and Pets at Home.
- KS3 mini enterprise activity - fundraising and / or run a stall at Christmas Bazaar / Summer Fayre.

## **Encounters with further and higher education**

- Identify educational establishments when on school trips e.g. B&P College and Bournemouth Uni.
- Visits from college students for special days eg. Lego coding.
- College brochures and prospectuses available in every KS3 and KS4 classroom.

Students will build up a Record of Achievement (**ROA**) throughout KS3 and KS4. The headings below relate to each section of the ROA and suggested activities / evidence to demonstrate each skill. Teachers and students can come up with their own ideas as to how best evidence each skill heading for each student:

## **ROA - CV**

- Basic vocabulary for ROA: achievement, active, calm, confident, creative, enthusiastic, imaginative, leadership, organised, reliable, responsible, skilled, successful, teamwork and trustworthy.
- Intermediate vocabulary for ROA: accurate, bilingual, determination, efficient, energetic, experienced, flexible, motivated, thorough and willing.
- Extended vocabulary for ROA: adaptable, capable, committed, competent, consistent, innovative, maturity, methodical, proactive, resourceful and versatile.

- Students learn about a ROA and its purpose.
- Real Game: Choose one of a limited range of jobs advertised in the Echo. Learn to complete a generic job application form. Learn and practise interview skills.
- Produce a CV using a template.
- Write a CV and revisit it termly to ensure it stays relevant.

#### **ROA - Personal statement**

- Students sort pictures and words into 'likes' and 'dislikes' and glue them on.
- Students create their own title page for their ROA which has their name and is surrounded by pictures and photos of things they like and skills they have.
- Students use a writing frame to write a personal statement.
- Students write a personal statement for their ROA and revisit it termly to ensure it stays relevant.
- Students with an interest in art build a portfolio to support their GCSE work and art college applications.

#### **ROA - Communication skills / People skills**

- Students to evidence this skill across the curriculum and record on the relevant ROA page.

#### **ROA - Practical skills**

- Students to evidence this skill across the curriculum and record on the relevant ROA page.

#### **ROA - Skills for thinking and learning**

- Self-analysis of what kind of learner am I?

#### **ROA - Self management and organisation**

- Organisation task similar to job interview. List of tasks on desk. Student to prioritise and complete to a time deadline. Practice this activity annually with increasing complexity.

#### **ROA - Motivation**

- Attendance certificates - 95% or more / improved attendance. Calculated termly.

#### **ROA - Teamwork**

- Evidence of teamwork challenge games in PE and in class.
- KS3 Butcher's Coppice minimal cost teamwork activities: agility trail, teambuilding and initiative challenges and bouldering £10.

#### **ROA - Self-awareness**

- Daily diary of reflection
- Termly reflection on progress.
- EHCP review contribution
- Personal statement with reference to strengths and areas to improve.

#### **ROA - Use of ICT**

- Evidence of use of Microsoft office applications - Word, excel, publisher, powerpoint etc.
- Evidence of coding / computer programming.
- Evidence of understanding of internet safety and safe use of social media.

#### **ROA - Numeracy skills**

- Students plan and budget for a school trip. This will include transport, timings and costs.
- Students plan and budget for a school mini-enterprise activity. For example £10 start-up and try to turn it into more.
- Food tech - students show they can cook a healthy meal on a budget and can demonstrate ways to save money.