
Careers Education at Springwood – KS4

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 KS4 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.

Much of this is like the KS3 curriculum and there will be crossover depending on the ability / history of the student. The KS4 curriculum allows for more in-depth revisiting of the same topic headings and preparation for further education and employment which will tie in with each student's own plans.

Real Game – KS4

Real Game - KS4 - Update ROA, including CV. Choose from jobs available on real life local websites. Application form. Mock interview with unfamiliar adult. Choose accommodation from local website. Salary first month to set up accommodation. After that, budget transport, rent and living cost. Use local transport websites and supermarket websites to ensure the learning links to real-life.

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.
- Laws relating to employment eg. Work permits.
- Apprenticeships www.apprenticeships.gov.uk search by local area and area of interest. Also www.findapprenticeship.service.gov.uk/apprenticeshipsearch. Print two apprenticeships which may be of interest.
- Use nationalcareers.service.gov.uk/nationalcareers.service.gov.uk. Do the detailed skilled questionnaires. Research and print off three careers that match to your skills and interests.
- Other careers programmes from the Linwood programme selector.

Addressing the needs of each pupil

- KS4 mindmap style diagram to show choices at post-16, higher education, employment to include independent living, travel and leisure.

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.
- KS4 maths GCSE book links each topic of maths learning to a practical use, often in the world of work.

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

- General discussion and awareness of workplaces during educational visits e.g. Hollywood Bowl or cafes.
- KS4 student group visits to workplaces where possible to take place during community visit time: e.g. Wessex Water, Job Centre, GCI. Depending on availability and pupil interest.
- Group voluntary work in the community e.g. litter picking, conservation volunteer work. To take place during community visit time where possible.

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.
- KS4 visits to B&P College, Brockenhurst College, Summerwood and possibly Kingston Maurward.
- KS4 visit to Bournemouth Job Centre.
- KS4 visit to AUB summer exhibition.

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.
- 105193 EFFECTIVE COMMUNICATION SKILLS - Entry Level AQA Unit Award
- 75503 EFFECTIVE COMMUNICATION SKILLS - Level One AQA Unit Award

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.
- 112327 DEMONSTRATING ORGANISATIONAL SKILLS - Entry Level AQA Unit Award

ROA - Motivation

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

ROA - Teamwork

- Evidence of teamwork challenge games in PE and in class.
- KS4 Butcher's Coppice teamwork activities from 14-19 budget: Gladiator Challenge £68, Crate stacking £68, medium team challenges £34.

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.
- AQA Unit awards in ICT and internet safety.

ROA - Numeracy skills

- Students to include Entry Level and GCSE maths certificates in their ROA.
- Food tech - students show they can cook a healthy meal on a budget and can demonstrate ways to save money.