



Heritage Park Long Term Plan

Careers

Cycle / Year	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
	Choices	Personal Development	Curriculum Vitae	Workplace	Employability Skills	Employability Skills
	Making Informed careers choices – E3	Personal action planning – E3	Compiling a Computerised CV - EL	Researching an individual workplace or business – E3	Self-management - EL	Problem Solving - EL
1 – Y10 Experience	<p>Identify three sources of career or job information or advice work</p> <p>Use the sources to identify three appropriate careers</p> <p>Outline the basic requirements of one of the selected careers using the headings of qualifications, training, skills and experience</p> <p>Produce a basic personal careers action plan for the selected career which includes targets, action points and review dates.</p>	<p>Classify own performance across skills and/or qualities into strengths and weaknesses</p> <p>Review the classification with a peer or adult and record any agreed amendments</p> <p>Prioritise two areas for improvement from the amended classification</p> <p>Identify two targets from the priorities which will help to improve own performance Student completed work</p> <p>Produce an action plan for both targets including information on the action required and the review date</p> <p>Review the action plan by the deadline dates</p> <p>State briefly why this process was useful.</p>	<p>Identify the essential elements of a CV</p> <p>record this information in draft form Student completed work</p> <p>Transfer this information into a given appropriate CV format</p> <p>What a CV is</p> <p>When a CV should be used</p> <p>At least one feature which makes a CV effective</p> <p>At least one reason why an accurate CV can be valuable to its writer</p> <p>At least one reason why an accurate CV can be valuable to an employer, education or training establishment.</p>	<p>Select a local company either by research or from experience of a work-related learning placement</p> <p>Identify whether the company offers a product or a service</p> <p>state how many full-time and part-time employees work for the company and how many employees, if appropriate, work nationally</p> <p>Identify for how long the company has been established</p> <p>Identify at least two main customers of the company and the services or products they produce</p> <p>Identify how many branches/outlets of the company there are in the local region and, if appropriate, nationally</p> <p>The basic management structure of the company</p> <p>the meaning of the term 'human resources management' and at least two major areas of responsibility.</p>	<p>Complete at least one simple work-related task satisfactorily</p> <p>Start and complete the task on time</p> <p>Suggest one-way own performance of the task might be improved</p> <p>experienced</p> <p>Undertaking at least one task relevant to the world of work</p> <p>Managing self appropriately throughout completion of the task</p> <p>Showing adaptability where appropriate when completing the task.</p>	<p>Identify at least one problem which might be encountered in the workplace</p> <p>Identify at least two ways in which a given problem in a work place could be dealt with</p> <p>Solve a simple given work-related problem on own</p> <p>Work as a member of a group to help solve a simple given work-related problem experienced</p> <p>Undertaking at least two problem solving tasks relevant to the world of work</p> <p>Using problem solving skills when solving a problem.</p>



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	Applying for jobs and courses – L1	Problem Solving – L1	Compiling a Curriculum Vitae – L1	Relationships, behaviour and Practises in the workplace – L1	Self-management – L1	Problem Solving – L1
<p>2 – Y11 Apply</p>	<p>Complete a standard job or course application form</p> <p>Produce a letter of application</p> <p>Produce a CV</p> <p>List four 'do's' and/or 'don'ts' in completing application forms</p> <p>Identify good and bad features of two given letters of application for a job or course</p> <p>List three questions which might be asked by a job or course interviewer</p> <p>Prepare an appropriate question to ask the interviewer</p> <p>Identify the personal presentation skills required by an interviewee</p> <p>Respond appropriately to questions asked in an interview</p> <p>Use appropriate body language</p> <p>Identify three important criteria which might be applied in shortlisting or making appointments to a given job.</p>	<p>Identify at least two types of problems which might be encountered at work relating to people</p> <p>Identify at least two types of problems which might be encountered at work relating to tasks</p> <p>Identify at least two types of problems which might be encountered at work relating to resources</p> <p>show creative thinking skills during at least one group problem solving activity</p> <p>show creative thinking skills during at least one problem solving activity on own</p> <p>at least one way of solving a problem relating to people encountered at work</p> <p>at least one way of solving a problem relating to tasks encountered at work</p> <p>at least one way of solving a problem relating to resources encountered at work</p> <p>at least two planning strategies to deal with a given challenge</p> <p>at least two organisational strategies</p>	<p>Select an appropriate format for own CV</p> <p>Identify the categories of information that should be recorded on a CV</p> <p>Collect all the required information in draft form</p> <p>Record this information in the chosen format</p> <p>Produce a perfect copy of own CV</p> <p>Produce a personal statement that may be included in the CV if appropriate</p> <p>Produce a supporting letter of application for a given job or course</p> <p>what a CV is Student completed work and/or Summary sheet</p> <p>When a CV should be used</p> <p>Give at least two features which make a CV effective</p> <p>Give at least two reasons why an effective personal statement can be valuable in a CV</p> <p>Give at least two reasons why an accurate CV can be valuable to its writer</p> <p>Give at least two reasons why an accurate CV can be valuable to an employer,</p>	<p>Identify the line management and departmental structure of a chosen organisation, eg a school, a supermarket</p> <p>Describe the roles of two individuals within the structure</p> <p>Describe two important employee rights</p> <p>Describe three important employee responsibilities</p> <p>Identify three major roles of trade unions</p> <p>Outline two advantages of trade union membership</p> <p>Outline one disadvantage of trade union membership</p> <p>Describe the main areas of equal opportunities in the workplace</p> <p>Outline the main health and safety requirements for work in a specified area</p> <p>Carry out a basic risk assessment in a known workplace environment</p> <p>Outline what has been learnt from the risk assessment.</p>	<p>Complete at least three given tasks related to the world of work</p> <p>Agree a time schedule for completing each task and adhere to this</p> <p>Evaluate the completion of each task in terms of own performance</p> <p>Write a brief plan for improving own performance on each task</p> <p>Give at least two reasons why own time management is important in the workplace</p> <p>Give at least two ways by which own performance of a task can be monitored</p> <p>Give at least two ways by which own performance of a task can be improved</p> <p>Give at least two examples of transferrable skills in the workplace and how each could be used</p> <p>Carrying out at least three tasks related to the world of work effectively and on time</p> <p>Showing adaptability and personal improvement when completing the tasks.</p>	<p>Identify at least two types of problems which might be encountered at work relating to people</p> <p>Identify at least two types of problems which might be encountered at work relating to tasks</p> <p>Identify at least two types of problems which might be encountered at work relating to resources</p> <p>Show creative thinking skills during at least one group problem solving activity</p> <p>Show creative thinking skills during at least one problem solving activity on own</p> <p>Show at least one way of solving a problem relating to people encountered at work</p> <p>Show at least one way of solving a problem relating to tasks encountered at work</p> <p>Show at least one way of solving a problem relating to resources encountered at work</p> <p>Show at least two planning strategies to deal with a given challenge</p>

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		to deal with a given challenge having opportunities to show creative thinking skills when solving a problem.	education or training establishment			Show at least two organisational strategies to deal with a given challenge Experience having opportunities to show creative thinking skills when solving a problem.
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Entry level

AQA Unit	Link
Making Informed careers choices – E3	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=PSE033
Personal action planning – E3	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=PSE003
Compiling a Computerised CV - EL	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30358
Researching an individual workplace or business – E3	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=13265
Self-management - EL	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30333
Problem Solving - EL	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30342

Level 1

AQA Unit	Link
Applying for jobs and courses – L1	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=PSE039
Problem Solving – L1	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30343
Compiling a Curriculum Vitae – L1	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30360
Relationships, behaviour and Practises in the workplace – L1	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=PSE044
Self-management – L1	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30331
Problem Solving – L1	https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=30343