

# Career introduction, Employability and Work skills

## Experiences that pupils will gain through our Careers and employability curriculum, lessons and resources

Experiences in EDClass	<p>The principle of EDClass is that we are a re-engagement and intervention provision working in direct partnership with the commissioners to provide a safe, positive and secure learning environment that breaks any barrier to their learning and our approach enables any individual to have a personalised careers, employability and work skills curriculum and scheme of work designed for them. EDClass work in partnership with the student's school throughout their time with us. This is so they will have access to a wide range of information and individual guidance to help them choose the best option for when they leave school regarding their careers programme addressing the needs of each student. They will take part in a variety of activities designed to provide them with many meaningful encounters with employers and the world of work, such as visiting speakers from business, education and training providers. Students can also engage in general chat with our teachers to create a relaxed atmosphere whilst also gaining subject-specific support. These lessons are available in the independent area of the platform to create a value-added e-learning intervention so that a range of content topics are available to any students to be viewed, followed and understood anytime and anywhere to prevent missed education and positively impact the reintegration back into mainstream education.</p>
How EDClass gives pupils experience in career and work experience	<p>We recognise the importance of ensuring that they fully benefit from an extensive career education programme whilst liaising with the career advisor in the school. Our vision reflects our desire to inspire each of our students to aim towards a rewarding and successful career, regardless of their background and circumstances (which helps address some aspects of the Gatsby benchmarks). We also give signposting information to individuals on our platform to the apprenticeship service if they need more information regarding what apprenticeships they can do, where to studying the apprenticeship for their off the job training, and what apprentice jobs available in their local area. We have extensive sessions, lessons, tests, and qualifications that can prepare students and provide personal guidance for any course, job, traineeship or apprenticeship.</p>
How EDClass gives pupils resilience	<p>Support is provided throughout this lesson set to assist a learner's development in their knowledge of careers, pathways and life choices. Resilience is developed through independent practice, assessment, one-to-one support sessions and live lessons covering the career pathways.</p>
How EDClass gives pupils experience in human and social education	<p>Teachers will gain knowledge of reasons why learners are using an AP platform as well as SEND needs and/or vulnerabilities and check on their welfare and well-being accordingly. Learners can expect stable routines such as an early greeting followed by opportunities to express any worries/concerns regarding well-being, mental health etc., as well as academic assistance. Teachers will gauge a learner's emotional readiness for learning and how they can assist/provide guidance. Learners are encouraged to be positive and polite. Learners are encouraged to be reflective, considering any implications of their actions regarding behaviour and choices on others and the environment around them. This supports a successful reintegration into a school environment and a positive influence in the wider community. Learners are encouraged to appreciate the learning style that online AP allows: working independently, at their own pace, outside the influence of other influences/an audience of peers. Learners can experience goal setting and achievements celebrated by teachers, including the little wins. Learners are encouraged to consider careers, apprenticeships, the guidance they should seek and routes into further education. Our curriculum covers British values, spiritual, moral, cultural and social education. In addition to this, it covers personal, social, health and economic education (PSHE), behaviour repair, relationships and being part of a group/community/citizenship. Feedback and subject-specific support are implemented with a growth mindset and learners are encouraged to adopt a positive approach to their learning. Learners are encouraged to reflect on their learning and respond to feedback to maximise their outcomes on their learning journey and to be aware of where they</p>

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## This lesson set includes the following lessons:

- Alternatives to paid jobs
  
- Answering and reflecting on interview Questions
- Anticipate key questions in an interview
- Applying for a job
  
- Being responsible for other people's money
  
- Budgeting
- Building a working relationship with colleagues
  
- Career progression
  
- Carrying out a realistic self-assessment
- Communicating Solutions to Others
  
- Completing an application form
- Contributing to Meetings
  
- Developing Personal Skills for Leadership
- Different methods to apply for a job
  
- Different Types of Beneficial Alternatives to paid work
- Enterprise
  
- Filling in an application form
- Finding voluntary work
- Getting a Job - A Practical Guide for Young People.
  
- Health and Safety
- Health Requirements at Work
- Information needed when applying for a job - the application information
- Interview skills

## Lesson Objectives

- To know the alternatives to paid work. to know that there are different types of beneficial activities which are alternatives to paid work. Identify a range of different types of beneficial activities which are alternative to paid work Know how to access information from organisations involved in beneficial alternative to paid work. Access information about the services offered by organisations providing opportunities or support for beneficial alternative to paid work. Know that the skills and qualities gained from participating in alternative to paid work may be transferable to other areas of life.
- To know and understand how to answer the interviewers' questions appropriately. To be able to reflect on their performance in an interview.
- To be able to anticipate key questions that they might be asked at the interview.
- To know and understand the different stages of applying for a job or a course. To know and understand the different methods of applying for a job. Describe how and when different methods of applying for a job are used. Be able to complete a job application form. Identify the information needed to prepare the job application form.
- To know the different methods of payment and when they could be used. Understand the importance of handling other people's money responsibly. Know procedures that might apply when responsible for other people's money. Be able to handle financial transactions responsibly.
- To know and understand how to manage your own money. To know the benefits of budgeting.
- Understand why it is important to get on well with colleagues. Describe different types of colleagues with whom an employee needs to interact positively at work. Explain why an employee needs to get on well with each type of colleague.
- To know and understand that personal skills, qualities and experience influence career progression. To know and understand how to access information and guidance related to career progression. 3) To know and understand the importance of work or study opportunities in career progression. 4) Know and understand how to be able to plan own career progression.
- To know and understand how to carry out a realistic self-assessment.
- Understand how to solve possible problems. With support, identify an appropriate problem that they can solve. Identify a way in which they can solve the problem.
- To know and understand the different stages to complete an application form
- Know the format of a meeting. Outline an agenda for a meeting. Know how to prepare for meetings. Identify the main issues or topics to be covered at a meeting. List questions that may be asked at a meeting, based on the agenda and papers provided. Identify some potential problems that might arise in preparing for the meeting or holding the meeting. Be able to contribute effectively at meetings. Make an effective contribution at the meeting.
- Know about the main features of leadership. Identify different types of leadership. Outline the main features of leadership.
- Be able to access different methods of applying for a job. Be able to prepare a job application. Be able to apply for a job using the appropriate method.
- To understand the differences in alternatives to paid work.
- To understand what is meant by enterprise. To understand the significance of taking risks. To understand how an entrepreneur can reduce risks. To recognise the use of SWOT analysis to minimise risks.
- To know and understand the importance of filling in an application form correctly.
- Be able to find voluntary work. Be able to undertake voluntary work
- To understand the demands of job-hunting. To consider the effective use of a C.V. To look at ways of increasing your chances of securing the employment you want. To learn about some practical tips to help you succeed at interview.
- To know and understand about health and safety. To know and understand The Health and Safety at Work Act 1974.
- To know and understand what health requirements are needed. To know and understand the roles and responsibilities at the workplace.
- To be able to assemble a personal file containing the types of information normally needed when completing applications
- To know and understand different interview skills. To know and understand how to prepare and answer a wide range of questions during an interview. Prepare answers to questions they might be asked at the interview. Be able to prepare appropriate questions to ask the interviewer. Identify questions to ask which show their interest in the job, placement or course

- Interview techniques
- Investigating Rights and Responsibilities at Work
- Learning from more experienced people
- Learning With Colleagues and Other Learners
- Making a telephone call to a prospective employer
- Managing Your Health at Work
- Managing your own money
- Positive Behaviour and Attitude at Work
- Preparing for an interview
- Preparing for an interview - Getting there
- Presentation at an interview
- Producing an action plan for career development
- Qualifications
- Reflection of an interview
- Researching a career
- Running an enterprise activity
- Searching for a job
- Self-assessment
- Self-management skills
- Setting and meeting targets at work
- Sole trader
- Solving work related problems
- Know how to respond to questions which might be asked at an interview. Prepare answers to questions which might be asked at an interview. Be able to prepare appropriate questions to ask the interviewer.
- Understand what rights and responsibilities are. Explain what rights are. Explain what responsibilities are Understand how to respect the rights of individuals Explain the factors that may affect the rights of individuals Explain how to respect the rights of individuals Know laws that can protect the rights of employees Identify laws that can protect the rights of employees.
- Understand a range of more experienced people with whom they could come into contact. Describe more experienced people they could come into contact with, both within and outside the workplace or place of learning. Understand how they can learn from more experienced people. Describe ways in which they could learn from more experienced people. Describe what is helpful or not helpful about the ways they could learn from more experienced people.
- Be aware of situations where they learn with others. Describe a situation in which they learn with co-workers or other learners. Know how to interact with colleagues or other learners in a learning situation. Express opinions or feelings about an aspect of their learning. Respond appropriately to others' opinions and feelings about an aspect of learning. Give and receive feedback about their learning.
- To know and understand the criteria for making a telephone call to prospective employers.
- Understand that different areas of work have different health requirements. Explain different health requirements for a chosen area of work. Know how to maintain good health in different areas of work. Describe health risks for a chosen area of work. Explain how to reduce health risks in a chosen area of work.
- Understand different sources of income and common types of expenditure. Describe different sources of income. Describe common weekly expenditure. Know how to compare income with expenditure. Use basic calculations to compare income with expenditure. Know different types of savings accounts. Describe different types of savings accounts. Identify a savings account to match own needs. Know ways to invest money for future needs. Identify ways to invest money for future needs. Know the advantages and disadvantages of different ways to invest money for the future. Describe the advantages and disadvantages of different ways to invest money for the future.
- Understand how positive attitudes and behaviours at work benefit themselves and their organisation. Explain why it is important to follow an organisations rules and procedures. describe the benefits of positive attitudes and behaviours in the workplace.
- To know and understand how to plan and cope in an interview situation
- To know and understand how to prepare for an interview. Plan to arrive at the interview on time. Confirm the time and place that the interview will be held. Plan a route and means of transport which will allow them to arrive on time.
- To be able to present themselves appropriately at an interview. To know and understand the importance of presenting themselves in the interview.
- To know and understand how to produce an action plan for career development.
- To know and understand qualifications and the different levels. How qualification compare with each other.
- To be able to reflect on the performance within an interview.
- To know and understand how to research a career to suit you.
- How to increase the likelihood of success in an enterprise activity. Describe features which would lead to the effective delivery of a chosen enterprise activity.
- To understand how to recognise potential job sources. To be able to describe different types of sources of employment available for job seekers. To be able to describe the roles/functions of these sources. To able to search for job vacancies. To understand the layout and format of job adverts in relation to their personal circumstances.
- Understand personal strengths and weaknesses. To be able to describe personal strengths and weaknesses. Suggest how weaknesses may be remedied.
- Understand how to manage oneself in the workplace. Identify areas in which time needs to be managed appropriately. Describe the benefits of taking proper breaks during the working day.
- Understand the importance of setting and reviewing targets in the workplace. Describe the roles of individual and team targets in the workplace. Describe different aspects of individual and team targets.
- To know and understand what a sole trader is. To know and understand the advantages and disadvantages of being a sole trader.
- To know and understand that both individuals and organisations encounter workplace problems. Understand problems/issues that arise at work. Describe the main causes of problems or issues that arise at work. To be able to create and consider possible solutions to workplace problems. To know and understand how to apply appropriate strategies to solve workplace problems.



- Summarising documents
  - Taking Notes at a Meeting
  - Taxes
  - Using Information about the job
  - What are A Levels and AS Levels
  - What are Apprenticeships
  - What is a CV
  - What is a Diploma
  
  - What is a personal statement
  - What is work
  - What job do you want when you leave school?
  - Work experience
  - Working as a team
  
  - Working as a Volunteer
  
  - Writing a covering letter
- Be able to distinguish between the main points and supporting details in straightforward documents. Be able to summarise the key points of straightforward documents. Be able to summarise the key points of straightforward documents. Produce summary which contains the key points of the original document, has been proofread and edited for accuracy.
  - Know the importance of taking notes at meetings. Describe reasons why it is important to take notes at meetings. Know different ways of taking notes at meetings. Outline different methods used to take notes at meetings. Be able to write up notes of a meeting.
  - To know and understand what tax is and how you get taxed by the government.
  - To understand and know how to use information about the job/course/placement to identify questions to ask the interviewer.
  - To know and understand what A Levels and AS Levels are. The difference between an A Level and an AS Level.
  - To know and understand what Apprenticeships are, the learner journey, and what the roles and responsibilities are
  - To know and understand how to produce a CV. What a CV should include. To be able to create a CV.
  - To know and understand what a Diploma is. To know and understand at what age you can study a diploma. To know and understand what a diploma is used for.
  - To know and understand what a personal statement is. How to produce a good personal statement.
  - To know and understand about work. To know and understand what is work.
  - To develop understanding of the employment options post-16.
  - To know and understand about work experience
  - Understand that effective teamwork requires team members to behave in certain ways. Describe positive behaviours necessary for effective teamwork. Understand how own strengths, skills and experiences may contribute to a team task. Outline their own strengths, skills and experiences that might be relevant to a particular task. State some aspects of a particular task that they think they could do well, based on their identified strengths skills and experiences.
  - To know and understand why volunteers are important in different volunteering situations. To know and understand that different skills are required for different areas of voluntary work. To know and understand how to apply to become a volunteer. To be able to undertake voluntary work.
  - To know and understand how to write a covering letter. To know and understand the importance of a covering letter.