

My Career Development

A curriculum solution to meet the challenge of:

- Providing high quality and impartial Information, Advice and Guidance
- Embedding Careers Education in the Curriculum
- Raising the Participation Age
- Preventative NEET strategies and proactively engaging with vulnerable learners
- Maximising the impact of Pupil Premium
- Promoting inclusion and increasing learner progression and performance



My Career Development is a comprehensive one to two year programme of learning. It will provide schools with curriculum solutions for Careers Education, Information, Advice and Guidance and Personal, Social and Health Education, Citizenship and Financial Capability.

All activities are mapped to the Key Stage 4 Framework for Careers and Work-Related Education (2012) issued by the Association of Careers Education and Guidance (ACEG).

Who is it for? Senior and middle leaders with responsibility for: curriculum planning, strategic planning, designing the wider curriculum offer, inclusion and progression, PSHE and Careers Education. All staff with responsibility for the learning of students: teachers, subject leads, cover supervisors, SENCO, Careers Advisers, Inclusion staff etc.

What's inside? My Career Development is delivered as a locked USB stick which you can use with a whiteboard or to print out pages.

The pack includes:

- 1.** An introduction to My Career Development and general guidance on how to use the pack.
- 2.** 50 individual topics utilising a range of multi-sensory and fun activities relevant to the topic (use all or some of the activities depending on the time available for your lesson and your students' own interests and abilities). Most topics are longer than a standard lesson.
- 3.** Differentiated learning goals and reflective questions for all activities.
- 4.** Full presenter instructions, worksheets and whiteboard-friendly display sheets are included.

All lesson plans constitute good evidence for internal moderation or external inspection

Benefits

- A clear lesson plan and all the resources required are included with each topic.
- Each topic includes a range of activities to allow for differentiation and choice, differentiated learning goals, reflective questions and higher level questioning designed to build confidence.
- All activities can be delivered by any teacher or tutor, whether or not they have a background in PSHE or Careers Education.
- All activities are structured to comply with recommendations from Ofsted about what constitutes quality teaching and lesson planning.
- Around 70% of the activities are designed to encourage collaboration and teamwork.
- All activities comply with best practice on Assessment For and Of Learning² which helps to engage students.

Part 1: Self-development

- 1 Image therapy: Positive people progress** – explores how positive feedback impacts on self-image, choices and relationships with others.
- 2 What matters to me? Understand your values** – helps students to explore their personal values and goals and how they might change over time.
- 3 Which cap fits? Understand yourself** – explores aspects of four personal values – being liked, admired, respected and trusted.
- 4 It's good to talk! How to have positive conversations** – is about the art of holding an effective conversation and why this is a useful skill.
- 5 Managing me: How to take responsibility for your actions** – introduces the idea of self-management as a skill and how to develop it.
- 6 Lifestyle choices: Explore self-regulation** – is about lifestyle choices including healthy eating and substance use, and how they can impact on working life.
- 7 My decisions and choices** – explores how to make a well informed and realistic decision. It identifies reliable and unreliable information relating to career choices.

Part 2: Finding out about careers and the world of work

- 8 My big ambition: Raising aspirations** – will support students to raise their aspirations and support their hopes and dreams which can become goals.
- 9 My motivation matters** – explores motivation and why it is vital to student engagement. Students will identify their key motivating factors and relate them to career choice.
- 10 What's stopping me? Overcome your limiting factors** – explores how to overcome limiting beliefs that can be barriers to progression.
- 11 My career path: How to manage career change** – students consider how their career expectations will change over time and how to manage change positively.
- 12 It's my business: Explore different types of business** – looks at some fundamental aspects of how businesses work – working roles, cultures and patterns.
- 13 Fast forward to the future (1): Explore emerging industries** – explores how work has changed over time and how it will change in the future.

²AfL is the process of seeking and interpreting evidence for use by students and their teachers to decide where the students are in their learning, where they need to go and how to get there (Rowe 2007)

- 14 Fast forward to the future (2): Explore an emerging economy** – explores one successful emerging economy, South Korea, and why this might be.
- 15 What is LMI? Understand LMI and why it matters** – introduces students to Labour Market Information (LMI), where to find it and how to use it.
- 16 My plan of action: Personal action planning using LMI** – introduces students to creating a personal action plan using LMI.
- 17 Applying for jobs: Understanding how to read job adverts** – introduces students to how to read and interpret job adverts and how they can give an insight into work culture.
- 18 Being my own boss: Explore how to run a business** – introduces students to some key aspects involved in running a business and a simple profit and loss exercise.
- 19 Are you environmentally friendly? How to develop sustainable businesses** – explores concepts of sustainability in relation to materials, people and business practices.
- 20 Fair's fair: Understand equality and diversity at work** – will help students to understand stereotyping and how it can restrict opportunities if not addressed.
- 21 Do you see what I see? Understand non-verbal communication** – explores the impact of non-verbal communication and its impact on our communication with others.
- 22 It's a risky business: Hazards and risks at work** – identifies what hazards and risks are, and how to manage them in a safe working environment.
- 23 Health and safety at work: How employers ensure the safety of employees** – covers the key legal obligations of employers to keep people safe at work.
- 24 Know your data rights** – identifies what personal and sensitive data are and how they are used. Students will explore how to handle data safely and the rights of the individual.
- 25 Tampering with technology: Use technology safely** – covers how to use computers safely and legally, and the implications of computer misuse.
- 26 Prepare for work experience: Get the most from your work related experience** – covers the practical steps needed to prepare for work experience and why preparation matters.

Part 3: Developing skills for employability and career management

- 27 What you know or who you know? Explore your network** – asks students to identify their personal network and how it can help them with their career search.
- 28 Researching careers: Find and evaluate careers information** – covers using and evaluating some key web based sources of careers information.
- 29 Go get that job! Explore your employability skills** – introduces the main skills valued by employers and how to evidence your own employability skills.
- 30 Together Everyone Achieves More: Understand teamwork** – is about developing teamwork and understanding your role in a team.
- 31 Who's the boss? Understand the role of the team leader** – focuses on the role of the team leader and how good or bad leadership affects everyone in a team.
- 32 The customer is always right: Understand customer awareness** – explores what customer awareness is, how to be customer aware and why it matters.

- 33 Can you communicate well? Explore effective speaking and listening** – is about why it is vital that you listen and speak effectively to avoid misunderstanding.
- 34 You've got mail! Use e mail effectively** – covers the basics of good e mail etiquette, and how to use e mail effectively for personal and work communication.
- 35 The power of the paper round! The value of work related learning** – is about how to maximise your experience of work or learning about work in your career plans.
- 36 Have you got what it takes? Understand and identify enterprise skills** – introduces enterprise skills and why employers value enterprising people.
- 37 Think outside the box: Explore creative thinking** – helps students to understand why employers value creative people and how to develop their own creative thinking skills.
- 38 Pay your way: Understand all about pay and tax** – covers basic information about pay and payslips, tax and work related benefits to aid students understanding of work.
- 39 Manage your money: Explore funding for your learning** – asks students to explore the costs associated with being a full time student and how they would prepare for this.
- 40 My pathway Post-16: Explore your options and pathways** – researches the range of post 16 pathways and supports students to identify their preferred option.
- 41 Going for gold! Plan for your future goals** – is about how to plan for short and long term goals in manageable steps, and how to use a goal planning template.
- 42 What's your problem? Develop your problem solving ability** – introduces some basic problem solving tools and allows students to practice their problem solving ability.
- 43 CV success: Prepare different types of CV** – students will explore the different types of CV and how to populate their own CV.
- 44 Better letters: Write a great letter** – is about how to write a good application letter to go with a CV or form, highlighting your strengths, as part of a job application.
- 45 Fantastic form filling: Effective application forms** – covers some good and not so good practices in completing application forms to help your job search.
- 46 Interview tips for the top: Prepare for an interview** – explores interview preparation including personal presentation, learning about the organisation and its culture.
- 47 Question time: Answer common interview questions** – introduces the most commonly used interview questions and how to prepare for them.
- 48 Stand out from the crowd: Be successful in group interviews** – introduces the purpose of a group interview and how to perform well in a group interview situation.
- 49 Magnificent mock interviews: Complete a successful mock interview** – includes the structure and forms to prepare for and complete a mock interview and get feedback.
- 50 What's next for me? Reflect on your learning** – the final topic is an opportunity for students to reflect on what they have learned throughout the programme and identify next steps.

Contact us: Email hello@knowledgeandskills.co.uk or info@careernorth.co.uk

