

Careers

	Autumn	Spring	Summer
Year 1	Interview Skills - Preparing for interviews. - Answering common interview questions. - Presentation and body language. - Employer expectations. - Receiving and acting on feedback.	Workplace Skills - Health and safety at work - Workplace communication - Teamwork and problem-solving - Professional conduct - Rights and responsibilities at work	Next Steps - College and apprenticeship applications. - Job searching skills. - Preparing for interviews. - Independent living and employment skills. - Transition planning and destination support.
Year 2	Skills for work - Learn how to communicate effectively with employers, colleagues and customers. - Build teamwork skills by working with others on practical tasks and projects. - Practise following instructions and completing tasks safely and accurately. - Develop time management, organisation and problem-solving skills. - Learn about workplace expectations, responsibilities and professional behaviour.	Application forms and CVs - Understand the purpose of application forms and CVs. - Identify personal skills, strengths and achievements. - Create and update a personal CV. - Complete paper and online application forms accurately. - Write personal statements and supporting information. - Learn how to present information clearly and professionally. - Understand the importance of honesty and accuracy when applying for jobs. - Prepare documents for employment, work experience and further education applications.	Careers Exploration - Exploring different job sectors. - Researching careers and qualifications. - Understanding routes into employment, apprenticeships and college. - Meeting employers and visitors. - Workplace expectations.
Year 3	Career Planning - Setting career goals - Researching courses and training - Understanding entry requirements - Action planning	Independent Living for Employment - Budgeting and money management - Travel independence - Workplace wellbeing - Managing appointments and responsibilities	Transition to Adulthood - Applying for college, apprenticeships or employment - Preparing for transitions and change - Building resilience and confidence - Celebrating achievements and creating a future pathway plan